



2018-2019  
**Soccer**  
**Opening Round**  
**Manual**



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## OPENING ROUND IMPORTANT DATES

### 2018 OPENING ROUND CALENDAR

OCT 1	<b>RELEASE</b> of National Championship Opening Round Manual
NOV 1	<b>RECEIPT DEADLINE</b> to return Opening Round Host Site Questionnaire and Official Bid to the Department of Championships
NOV 10	<b>DEADLINE</b> for completion of conference/A.I.I./unaffiliated tournaments
NOV 12	<b>RELEASE OF FINAL</b> MRPI and qualifiers
NOV 12	<b>RELEASE OF</b> pairings and sites for Opening Round
NOV 17	<b>NATIONAL CHAMPIONSHIP</b> – Opening Round (at host sites)
NOV 26-DEC 1	<b>NAIA WOMEN'S SOCCER NATIONAL CHAMPIONSHIP FINAL SITE</b> – Orange Beach, Alabama
NOV 26-DEC 1	<b>NAIA MEN'S SOCCER NATIONAL CHAMPIONSHIP FINAL SITE</b> – Irvine, California
DEC 4	<b>DEADLINE</b> to submit the Event Evaluation and the Traveling Team Expense Report Form with receipts to the National Office for institutions that traveled to an opening round
DEC 4	<b>DEADLINE</b> to submit a final summary report and bid guarantee check to the National Office for institutions hosting an opening round
FEBRUARY	<b>RELEASE</b> of reimbursement funds to traveling teams

## GENERAL ADMINISTRATION – ALL PARTICIPANTS

### Competition Dates and Sites

2018 NAIA Soccer National Championship Final Site – Monday-Saturday, November 26-December 1

**Men's Soccer** – OC Great Park Soccer Stadium, Irvine, California; **Women's Soccer** – Orange Beach Sportsplex, Orange Beach, Alabama.

All opening rounds will be played at campus sites. The following criteria will be used in determining hosts:

1. Minimum seating capacity of 500.
2. Exclusive availability of the facility for practice and competition. The facility must be exclusively available for two teams' practice and competition during the following times:
  - a. Day before game: from noon to 5:00 p.m., minimum of 1.5 hours of practice for each team.
  - b. Day of competition: one hour of practice for the two teams.
  - c. Practices must end at least 1.5 hours before the start of the game.
3. Separate locker rooms of comparable quality for each participating team.
4. Per NCAA Rules, the field of play shall be rectangular. The width of which shall not be more than 75 yards or less than 70 yards. The length shall not be more than 120 yards or less than 115 yards. Note: the optimum size is 75 yards by 120 yards.
5. Minimum guarantee of \$4,000.00.
6. Quality hotel within reasonable distance to the opening round site.
7. Institutions may use an off-campus playing venue provided the facility is within 20 miles of the main campus and prior approval has been obtained from the NAIA.
8. Canadian schools must host all components of the event on the U.S. side of the border, due to constraints associated with obtaining travel documents within the timeframe that opening round site selection occurs. The minimum guarantee requirements will be applied to Canadian host teams in the same manner as other top seeded teams.

### AUTOMATIC HOSTING FOR HIGHER SEEDS

If the 1-10 seeds bid at least \$4,000 for the opening round and meet all hosting requirements, they will be guaranteed to host an opening round match.

### PAIRINGS

All pairings for each round will be based upon the following prioritized criteria:

1. Financial considerations
2. Geographical location of teams



3. Final seeding
4. Top six seeds are not allowed to be more than four spots either direction from their original seed matchup. Additionally, the remainder of the pairings would be allowed to move up to eight spots either direction from the original seed matchup.
5. No opponent from the same conference can play in the first round.

Opening round host sites will be announced on Nov. 12 after the conference/A.I.I./unaffiliated grouping tournaments have been finished and review of all host bid applications. The administration of the Opening Round Pairings is the responsibility of the Department of Championships, representatives of the NAIA-Soccer Coaches Association (NAIA-MSCA/WSCA) and the NAIA-Sports Information Directors Association (NAIA-SIDA). The national championship opening round Pairings are conducted in accordance with the policies of the NAIA-MSCA/WSCA and NAIA National Administrative Council.

## Championship Personnel

### NAIA SPORT MANAGER

The NAIA sport manager is a member of the NAIA Department of Championships staff and is responsible for overall operations and supervision of national championship games and related activities.

#### Men's Soccer

Bryton Curtis, NAIA Sport Manager  
1200 Grand Blvd.  
Kansas City, MO 64106  
(816) 595-8122  
[BCurtis@NAIA.org](mailto:BCurtis@NAIA.org)

#### Women's Soccer

Marc Burchard, NAIA Sport Manager  
1200 Grand Blvd.  
Kansas City, MO 64106  
(816) 595-8153  
[MBurchard@NAIA.org](mailto:MBurchard@NAIA.org)

### HOST INSTITUTION COORDINATOR

The host institution coordinator is the representative from the host institution who works directly with NAIA National Office and NAIA site supervisor for onsite championship event administration, including but not limited to the student-athlete gathering, championship officials, administrative services, publicity and promotion, championship personnel, insurance, souvenir program, facility, equipment rental and medical services. The host institution coordinator is the liaison between NAIA, visiting team and all local entities.

### NAIA SITE SUPERVISOR

NAIA championships are under the direct control and supervision of the NAIA with assistance from the assigned NAIA site supervisor. NAIA site supervisors are selected to work the championship by the NAIA Department of Championships. Responsibilities include, but are not limited to, working with the host institution coordinator, acting as a liaison to the coaches and officials, and troubleshooting issues such as security, officials, weather changes, pitch conditions, etc. The NAIA site supervisor must observe all events and facilities and uphold all rules and regulations of the championships. (Appendix A)

The Site Supervisor cannot be any of the following: Athletic Director or any representative of the Opening Round Host Institution, coach of a team participating in the Opening Round, or conference commissioner of a team participating in the Opening Round.

The host institution provides housing, meals and/or meal expenses up to \$35/day per diem for the assigned NAIA site supervisor.

### NAIA COMMUNICATIONS/ SPORTS INFORMATION

Brad Cygan, NAIA Director of Athletic Communications  
1200 Grand Blvd.  
Kansas City, MO 64106  
(816) 595-8000  
[BCygan@naia.org](mailto:BCygan@naia.org)

## Determination of Participants

### CHAMPIONSHIP STRUCTURE

The championships consist of a field of 32 teams. The 32 teams will play in 16 national championship opening round matches at the site of participating institutions. If there is a final site host team, they will receive an opening round bye and the championship field will consist of a field of 31 teams. The remaining 30 teams will play in 15 national championship opening rounds at the site of participating institutions.

Winners of the national championship opening round matches advance to a 16-team final site tournament. All competition will be single-elimination.

### CHAMPIONSHIP PARTICIPATION

**Automatic Berths** - Each conference and the Association of Independent Institutions (A.I.I.) are granted automatic berths to the national championship based on the following:

1. Six or more active members in good standing have declared their intent to participate in the NAIA Championship Program and continue to fully sponsor Soccer throughout the season.
2. Conferences and the A.I.I. receive 1 berth per six and 2 berths per twelve sponsored men's and women's soccer programs.
3. Conferences with less than six teams are considered "unaffiliated" and grouped geographically by the National Administrative Council (NAC) to determine method of qualification.

If a conference/A.I.I./unaffiliated grouping drops below the threshold of 6 sponsored teams, leaving 5 teams remaining, the group must contest its postseason qualifying event as scheduled. The winning team will still earn an automatic berth. If the group only has 5 teams declare to start and that number remains through the conference/A.I.I./unaffiliated group tournament, then the winning team must be rated in the top 25 in the MRPI used for selection in order to receive the automatic berth. If the group drops to 4 or fewer sponsored teams, the remaining teams are only eligible for qualification to the national championship through at-large selection process.

For information regarding the breakdown of bid received, refer to the Qualification Plans which can be found by [clicking here](#).

**Selection Committee** - All teams and game sites shall be confirmed by the Soccer National Selection Committee and the Manager of Championship Sports.

**Selection of At-Large Teams** - At-large berths will be selected by the Soccer National Selection Committee. There will be no limit on how many at-large berths a conference can receive.

## Championship Operations

### ADMINISTRATIVE CONFERENCE CALL

An administrative conference call will be conducted by the NAIA site supervisors for all participating teams before the opening round to review the standards and expectations for all national championship participants and discuss event logistics. It is mandatory that each institution's athletic director or designated administrator other than a member of the coaching staff, and the head coach participate in the administrative conference call.

### AWARDS

The NAIA maintains a standardized awards program for all championship events which includes the following for the National Championship Opening Round:

**Champions of Character Individual Recognition** - Prior to the national championship opening round matches, each participating team names one Champions of Character individual. During each opening round game, recognition of the two Champions of Character individual honorees shall be incorporated into the opening round celebration and/or the opening ceremony for the game (see below).

## **BANDS, SPIRIT SQUADS, AND MASCOTS**

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the cheerleader sponsor and a 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 upon presentation of a ticket or credential. 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 seated on the apron of the playing area designated by the NAIA- MSCA/WSCA site supervisor.

The institution must complete the Certificate of Clearance for Cheerleaders to Perform (Appendix E) and submit to the Host Site Coordinator prior to opening round competition.

## **CHAMPIONS OF CHARACTER**

The Champions of Character initiative is based on five core values: respect, integrity, responsibility, servant leadership and sportsmanship. The purpose of the NAIA is to promote the education and development of students through intercollegiate athletics participation. Member institutions, although varied and diverse, share a common commitment to the principle that participation in athletics serves as an integral part of the educational process. In 2000, the NAIA introduced the Champions of Character initiative emphasizing character development among NAIA student-athletes and youth sports. Through its tradition of using sport informally as a vehicle for character development, the NAIA supports awareness, education and community involvement to promote character and integrity in sport at every level.

The main objective of the Champions of Character initiative is to assist those involved in sports to know the right thing, do the right thing, and value the right thing inside and outside of the sports setting. The intent of this program is to have NAIA student-athletes exhibit exemplary character and sportsmanship in NAIA athletic competitions and in day-to-day "real life" activities. Student-athletes, coaches, administrators and spectators are challenged to take responsibility for their behavior both on and off the court.

We ask that NAIA student-athletes and coaches work directly with youth organizations, schools and civic groups to educate, promote and incorporate the five core character values of respect, integrity, responsibility, servant leadership and sportsmanship within each national championship. The **HOST** is responsible for coordinating this effort. As a host you are free to choose the Champions of Character activity that best fits your Championship and community. However, you must review the [Champions of Character Event Guidelines](#).

## **CONDUCT**

Each member institution is responsible for the conduct of its athletes, coaches and fans at all national championship opening rounds. Students are expected to act responsibly and perform as a positive role model for the institution, community and association.

Institutions will be held financially responsible for damage incurred at hotels/motels or any other facility directly involved with the national championship.

## **GIFT EXCHANGE**

The gift exchange has traditionally been a revered part of the NAIA National Championship experience. The gift exchange should take place at the opening banquet, ceremony, contest, or whichever is most conducive to event operations. Teams will exchange gifts that have a strong connection to their own institution and/or geographic area of the country. Gift recommendations include: t-shirts, mugs/glasses/water bottles, sack-packs, hats, or similar items. Each team is responsible for bringing a quantity equal to the number of the official party for that particular event. This includes players, coaches, and other personnel listed on the official roster.

## **INSURANCE**

Hosts of NAIA events accept the responsibility to safeguard the physical well-being of all students and spectators. The competition facility shall be inspected prior to competition to ensure that the safety of each competitor and spectator is not placed at risk.

Participating institutions shall be responsible for medical, hospitalization, travel and accident insurance for all members of their official parties.



The NAIA provides liability insurance to cover the NAIA only. The host shall provide the NAIA Department of Championships with a copy of the insurance certificate verifying they are insured for the facility in which any games of the championship series are being played. The insurance coverage should include commercial general liability at a minimum of \$1,000,000 per occurrence and participant legal liability at a minimum of \$1,000,000, and it shall name the NAIA as an "additionally-insured" party.

## GAME TIMES

In consultation with the host institution, the NAIA Department of Championships establishes game times for national championship competition. All national championship opening rounds shall be played on Saturday, November 17 and must be concluded by 8:00 p.m. (Central). Game times must be approved by the NAIA national office sport manager in advance.

## MEDICAL PERSONNEL AND PROCEDURES

The head athletic trainer at the host site shall be responsible for providing the visiting team medical assistance at all practices and during the game.

Prior to arrival, athletic trainers from both teams are to coordinate access to the training room and services including, but not be limited to:

1. Special needs of the visiting team (towels, water, modalities).
2. Medical assistance needed for practice.
3. Athletic training room (location, hours, equipment, phone numbers).
4. Phone numbers for after-hour emergencies.
5. Directions to medical facility on campus or in community.
6. Outline of coverage and staff being provided by host institution.
7. Emergency procedures and protocol.

**Emergency Equipment** - All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment includes but not limited to AEDs (Automated External Defibrillators), backboards, crutches, splints/braces, and biohazard containers.

**Water/Towels** - Water, cups and towels will be provided by the host on team benches, in locker rooms and as needed for athletic trainers' use.

**Doctors/Ambulance** - The host shall provide medical coverage to include a physician and ambulance service on-site or immediately on-call.

Each team's athletic trainer shall be responsible for providing the NAIA National Office a report of all injuries for all opening round games. Copies of the NAIA-ATA Injury Report Form can be found in the NAIA-ATA Manual. Following each game, the reports shall be forwarded to:

Russ Richardson, NAIA-NATA Liaison  
1200 Grand Blvd.  
Kansas City, MO 64106  
(816) 595-8000  
[RRichardson@naia.org](mailto:RRichardson@naia.org)

## OFFICIAL BALL

The official ball for NAIA postseason competition is the SELECT SPORT AMERICA Brilliant Super. SELECT SPORT AMERICA will provide the balls for national competition. To learn more about the SELECT SPORT AMERICA/NAIA partnership and the NAIA Official Championship Ball visit the men's and women's soccer pages at <http://www.naia.org>.



## **OPENING CEREMONY**

A scripted opening ceremony, which may include the gift exchange and/or Champions of Character individual recognition, will be held at each site. Participation is mandatory for all teams and coaches. The National Anthem(s) will be played before the game.

## **OPENING ROUND CELEBRATION**

The host will organize a mandatory celebration for participating student-athletes from both teams and game officials. Opening round celebrations should consist of a Dinner Banquet, Interactive Event or Destination Event. This celebration can be held the evening before or the day of the game. The official party from each participating institution is required to attend. Twenty-four complimentary tickets will be provided for each institution and also provided to the officials and the NAIA site supervisor. Attendees should wear appropriate attire for the event.

## **PARTICIPATION IN EVENTS**

All participating institutions competing in a national championship, including opening rounds, must attend all functions including: opening ceremony, coaches meetings, opening round celebrations, and champions of character nominations. Failure to comply will result in a \$1,500 fine.

## **PHOTOGRAPHY/VIDEO/GAME FILMS**

The host will provide the official photography services to include reproduction and distribution covering the opening event, championship and related ceremonies.

Game films or videotapes are not provided for opening round games.

Participating teams and their fans are permitted to videotape the opening round game. Teams may arrange for the production of a game film, videotape or DVD. Each participating institution is responsible for the costs involved in producing such a film/videotape and the traveling institution should coordinate such a project with the host institution.

Videotapes may not be used for any commercial purposes.

## **PLAYING RULES**

The official NCAA Soccer Rules are used in all NAIA competition.

## **PRACTICE**

The NAIA site supervisor, in consult with the athletics director of the host institution and the traveling team's head soccer coach, shall establish a practice schedule for the traveling team at the site of the host institution. The facility must be exclusively available for two teams' practice and competition during the following times:

1. Day before game: from noon to 5:00 p.m., minimum of 1.5 hours of practice for each team.
2. Day of competition: one hour of practice for the two teams.
3. Practices must end at least 1.5 hours before the start of the game.

## **PRE-GAME SCHEDULE**

The following time schedule should be followed for all opening-round Games:

1. The playing area will be set up and available 70 minutes prior to the start of the opening round game.
2. Game administrators must ensure that any non-playable areas used for warm-up is equitably available to both teams.
3. Officials shall be required to report to the playing area at least 30 minutes prior to the start of the game. Their jurisdiction begins upon arrival on the field.
4. A countdown (clock set at 60:00) shall be started on the visible clock 70 minutes prior to game time.
5. The public address announcer should begin opening remarks 20 minutes prior to game time (when there is roughly 10 minutes on the clock). The NAIA shall provide scripts for sponsor and Champions of Character announcements during warm up and breaks in play.



6. At 15 minutes prior to game time (5 minutes on the running clock), the public address announcer should recognize distinguished guests (where applicable).
  - a. The chief executive officers of the participating institutions
  - b. The directors of athletics of the participating institutions
  - c. Dignitaries from local government (mayor, city council member, etc.)
  - d. Conference commissioners/supervisor of officials/independent dignitaries in attendance
  - e. NAIA site supervisor
  - f. Host institution coordinator
7. When the clock expires, teams will return to benches and line up for team/player introductions (World Cup style) and anthem. The referees will request that starters come to their respective sideline and prepare to march to the midfield area for player introductions.
8. The visiting team starters are announced first; followed by the home team starters and then the officials/referees. Starters and officials remain lined up at midfield for the playing of the national anthem (include Canadian anthem – played first – if a Canadian team is playing).
9. At the conclusion of the national anthem, the NAIA Champions of Character pre-game message is read. Teams are NOT allowed to return to their benches between the end of the anthem and the start of the game.

## PROGRAMS

The NAIA Department of Sports Information will assist with providing host SIDs information on all participating teams. The NAIA will aggregate team information and share that with the hosts prior to the event. Each participating team is responsible for submitting its official postseason rosters to the NAIA national office on the SIDHelp admin website ([www.naiasports.org/admin](http://www.naiasports.org/admin)) by the specified deadline for inclusion in the program.

Programs will be available for purchase at each host site during the event and that price point is at the discretion of the hosts. Revenue gained by program sales is kept by the hosts.

## SOUVENIRS

The name, National Association of Intercollegiate Athletics and initials, NAIA, logo, and other NAIA symbols and insignia are the registered and exclusive property of the Association. The host institution is awarded all rights and privileges in using the NAIA name, initials and marks to promote and market the Championship. Such use is restricted in the following areas, which require written approval by the NAIA:

1. Commercial Sales: Any product featuring the NAIA name or marks and being sold prior to or after the opening round.
2. Promotional Items: Any product featuring the NAIA name or marks which is given to fans, coaches or athletes before, during or after the opening round.

National championship merchandise will be available to all participants and may be purchased online through the NAIA Marketplace website.

Merchandise will be available for the host to sell if they so choose. A merchandise vendor representative will contact all hosts to determine if there is a desire to sell merchandise.

Instructions for purchasing souvenirs online will be provided to teams in the potential qualifier packet.

## SPORTS INFORMATION/MEDIA MANAGEMENT

The host provides press box necessary personnel, including but not limited to scorekeeper, statistician, public address announcer and timekeeper. The host site sports information director is responsible for the supervision of the media room. Additional responsibilities include statistics and press releases.

Subject to the limitation of space, the press box will be accessible to the working media at the discretion of the sports information director in consultation with the NAIA site supervisor. For all opening round sites, the host institution's sports information director will handle press box operations, providing services to the media, game statistics and other needs as prescribed by the NAIA Department of Communications and Sports Information.



All requests for hook-ups of radio broadcasts, TV or web-streaming, etc. should be directed to the sports information director of the host institution. See below for applicable broadcast fees.

Post-Game Interview Procedures - Upon completion of the opening-round game, coaches and players will be made available to all members of the news media. Post-game interviews will be conducted in either an open dressing room or interview area, whichever is deemed appropriate by the sports information director after consultation with the NAIA site supervisor.

Live Statistics- The official statistician is required to record live statistics via DakStats, the official statistical software of the NAIA. It is recommended to have statistical monitors stationed in the press box for radio and media to view.

Radio/Television/Web Streaming - The broadcast of any tournament game is governed by NAIA broadcast policies as printed in the NAIA Policy Handbook. Broadcast rights fees are made payable to the host institution and retained by the host institution.

	RADIO/VIDEO STREAMING	TELEVISION	WEB BLOGGING**
Commercial	\$150 + \$75 per*	\$500/game/station (live) \$250/game/station (delayed)	\$75
Non-Commercial	\$100 + \$50 per*	\$250/game/station (live or delayed)	\$50

\*Extra charge associated with any additional radio stations that pick up radio feed.

\*\* Web-blogging includes any form of live updates typed on the computer in a public forum where anyone with internet has access.

For information relative to these policies, contact:  
Brad Cygan, NAIA Director of Athletic Communications  
(816) 595-8000  
[BCygan@naia.org](mailto:BCygan@naia.org)

## TEAM SIZE AND TEAM BENCHES

Participating teams are limited to a maximum of 24 players in uniform. Roster changes are permissible between the opening rounds and the start of final site competition only in the event of injury, illness or family emergency. Replacements are permitted from among eligible athletes only.

The number of athletes in uniform shall not exceed the maximum number at the start of the contest. Failure to comply with squad limitations (24 eligible players in uniform) will result in forfeiture of the game to the opposing institution.

Each institution shall submit an official postseason team roster with official party (found in the NAIA Soccer Coaches' Manual) to the NAIA Department of Championships.

## TICKETS

Maximum ticket prices for national championship opening rounds are \$8 for adults and \$5 for students/youth.

The chief executive officers of the participating institutions are each provided two (2) complimentary tickets to the game. No other complimentary tickets should be issued to either participating institution.

NAIA members shall receive one complimentary ticket upon presentation of the NAIA card and appropriate identification. All cards are non-transferable.

An allotment of tickets for sale should be reserved for the participating institutions. The number of tickets designated for the traveling team's institution and the location of seating will be determined by the game administrator after consultation with both the host and traveling institution.

The traveling team's institution and fans should receive space in the competition facility comparable to that provided for the host institution.

## UNIFORMS

Playing uniforms must be in accordance with NCAA rules. Participants shall wear exclusively the official uniform of their institution in competition and during related ceremonies. This applies to warm up shirts and uniforms, and competitive uniforms.

The host team is designated the home team and will wear light-colored uniforms. For all sessions of the tournament, teams must bring light and dark uniforms. It is suggested that institutions bring an extra uniform in the event the blood rule is applied.

## Traveling Teams

### EVALUATION

Within 15 days after participating in a national championship opening round, the traveling team shall submit an Event Evaluation Form to the NAIA National Office (Appendix C).

### EXPENSE REPORT

Within 15 days after participating in a national championship opening round, the traveling team shall submit the Traveling Team Expense Report Form with receipts to the NAIA National Office (Appendix D). The institution's president and the director of athletics will be notified when expense reports are not submitted within 15 days following the opening round competition.

Submitting incomplete or late expense reports may jeopardize the institution's eligibility for reimbursement.

### TEAM TRAVEL

Travel and lodging reimbursement to member institutions participating in postseason events is not guaranteed by the Association for any event. All transportation and housing expenses incurred to attend an NAIA championship shall be the financial responsibility of the institution. The NAIA will reimburse from remaining championship profits. Reimbursement will be generated from opening round bid guarantees minus expenses and will be approved by the Council of Presidents following the completion of fall national championships. Reimbursement funds will be released in February. Seventy five percent of net income from opening round events will be used for travel reimbursement.

The National Administrative Council and the Council of Presidents has approved a flat fee reimbursement rate traveling teams will be responsible for a minimum \$7,000 of their transportation and housing expenses prior to being eligible for expense reimbursement.

The traveling team will receive and pay the transportation bill (air and/or ground) and housing bills incurred to and from, and while at the national championship opening round site. Exceptions will not be made to these policies unless approved in advance in writing by the NAIA CEO.

### TRANSPORTATION

Institutions located within 750 miles of the event shall receive travel reimbursement based on ground transportation rates, regardless of whether the team flies or drives. Institutions located over 750 miles from the event may be reimbursed for either ground or air transportation at the NAIA's discretion, depending upon geography and distance from NAIA-designated airports.

There are two categories for transportation reimbursement:

1. Trips less than 750 miles:
  - a. Ground transportation only. Air travel will not be eligible for reimbursement without prior written approval from the NAIA Department of Championships.

- b. Expenses for one standard 55 passenger bus, or up to two 15-passenger vans. Institutions are responsible for arranging all ground transportation needs.
  - c. Teams traveling close to 750 miles may submit a written request to the NAIA Department of Championships for approval to use air travel. Written request must be accompanied by
    - i. the estimated cost of ground transportation,
    - ii. a quote from Shorts Travel for the cost of airline tickets.
  - d. Any airline tickets purchased without written approval from the NAIA Department of Championships will not be eligible for reimbursement.
2. For trips over 750 miles:
- a. Air transportation will typically be used.
  - b. Commercial airline flights for up to 24 members of the official party.
  - c. Institutions using commercial flights must use Shorts Travel Management, the Official NAIA Travel Agency. An institution not using Shorts Travel for commercial flights will be ineligible for reimbursement, unless prior written approval was attained from the NAIA Department of Championships. Any such requests must be accompanied by:
    - i. A quote from Shorts Travel for the cost of airline tickets.
    - ii. A quote for alternative proposed travel arrangements.
  - d. The traveling team's institution is responsible for transportation expenses incurred from campus to the NAIA designated airport for departure and return.

## HOUSING

The host institution arranges a hotel block of 10 double/doubles for the traveling team's official party while at the competition site. The traveling team is financially responsible for the cost of the rooms and must provide receipts with the Traveling Team Expense Form to be eligible for reimbursement.

1. All traveling teams must stay at the designated hotel or assigned property in order to be eligible for the event and any reimbursement funds.
2. A team will have up to 10 rooms available. However, a maximum of 8 double/doubles will be eligible for expense reimbursement
3. For trips under 400 miles (one way), a maximum of 1 night stay will be eligible for reimbursement
4. For trips between 400 and 750 miles (one way) a maximum of 2 nights stay will be eligible for reimbursement
5. For Trips 750 miles or greater, a maximum of 3 nights stay will be eligible for reimbursement

## Hosts

A host site survey and official bid form is used to determine the pool of candidates for opening round sites. Institutions interested in hosting an opening round must return completed survey and official bid to the NAIA Department of Championships by November 1. For Canadian schools wishing to host a National Championship Opening Round, all components of the event must take place on the U.S. side of the border, due to constraints associated with obtaining travel documents within the timeframe that opening round site selection occurs. The minimum guarantee requirements will be applied to Canadian host teams in the same manner as other top seeded teams.

## GENERAL REQUIREMENTS

The host institution shall provide a host institution coordinator to manage all facets of game administration, from the time of team and site selection through game day. The host institution coordinator cannot be a member of the coaching staff.

In addition, the host institution shall provide the personnel to discharge administrative functions before, during and after the game, under the direction of the NAIA site supervisor.

An institution, as well as a community, can benefit from hosting a national championship opening round game. It is important that the game be well publicized through all available media outlets and promoted in advance to maximize ticket sales to businesses, groups and individuals. A person should be appointed to supervise ticket sales, auditing and accounting.

## ADVERTISING

Local and national advertising shall be the financial responsibility of the host institution. NAIA policy governing acceptable advertisers and advertising copy for game programs, broadcasts and telecasts of NAIA championship events, states:

"Beer, wine, liquor or any form of alcoholic beverages or any form of tobacco products shall not be endorsed by NAIA. The advertisement of such products in connection with NAIA postseason events, as well as sponsorship, is permissible under the following conditions:

- a. All such advertisements must receive approval from the NAIA Chief Executive Officer.
- b. Alcoholic beverages in any form shall not be allowed to be sold, dispersed or brought into the public area of any event."

## CONCESSIONS

The food and drink concessions are within the exclusive discretion and right of the host. All income from concessions will be event income.

**Tobacco Products and Alcoholic Beverages** - Tobacco products and alcoholic beverages shall not be sold or otherwise made available for public consumption at an NAIA national championship nor shall any such products or beverages be brought to the site during the championship.

## CROWD CONTROL/SECURITY

Security measures are the responsibility of the host site. Institutions hosting a national championship opening round contest must provide adequate security for fans, participants and officials.

The directors of athletics and/or coaches of the competing institutions are expected to communicate with their students and fans to encourage enthusiastic support within the confines of good sportsmanship.

Air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while a game is in progress.

Artificial noisemakers are permissible, provided they are not one of the prohibited items under Rule 5.6.9 and do not interfere with the administration of the game.

## FACILITIES AND EQUIPMENT

**Competition Site** - Selection of host sites will be based partly upon the quality of the playing facility. The facility must meet requirements including standards and nets, adequate spectator seating, lights, electronic scoreboard, press box area, concession/souvenir areas, locker rooms, adequate rest rooms, athletic training facility, public address/sound system, signage and all normal preparation and facility maintenance, etc. The field where the game will be played must be made available for the visiting team for practice sessions the day before and the day of the event.

**Field Dimensions** - Per NCAA Rules the field of play shall be rectangular, the width of which shall not be more than 75 yards or less than 70 yards. The length shall not be more than 120 yards or less than 115 yards. Note: the optimum size is 75 yards by 120 yards. The NCAA exception for facilities in use before 1995 is not recognized by the NAIA.

**Media Area** - The host shall provide a media room/area to be used by the host sports information director to properly coordinate media activities the event. Adequate space must be available to both teams for broadcasting and/or possible web streaming. Refer to Sports Information/Media Management section below for details about broadcast/web streaming fees.

1. **Internet-** wireless signal that is not open to public; if no wireless, required to have 12-15 dedicated hard lines (for , Soccer, softball, baseball); 20-25 (for football)
2. **Internet Access-** need to access all websites, including social media (Facebook, YouTube, Twitter). No websites can be blocked.
3. **Power-** Ample power outlets for a minimum of 10 computers, including extension cords

4. **Phone Lines (for radio broadcasts)**- Minimum of two radio lines for analog dialing purposes. The visiting radio crews need to have ability to dial-in (no dial-out).
5. **Video-streaming**- It is required that hosts produce a live, high-definition video-streaming production of all games (pay-per view or free). The hosts are responsible for staffing, equipment and costs associated with the production. Hosts will incur all revenue for the 2017-18 academic year, with the potential of a revenue share model with the NAIA national office beginning for the 2018-19 academic year. The NAIA Championships Department reserves the right to require a specific video-streaming company in the future, which is communicated a minimum 60 days prior to the event. All NAIA opening round hosts are required to use the NAIA Network video-streaming portal by the 2018-19 academic year.
6. **Dedicated internet for video-stream** - The hosts are required to have their facility equipped with a dedicated internet source for a company to video-stream. Since this is a high-definition (HD) quality production, there is a minimum upload speed of 5MB from that wired Internet line.
7. **Space**- to accommodate a minimum of 10 working media members in the press box. This space shall be separated from the general public with tables, chairs, ample power and be covered on all 4 sides.
8. **Note**- These numbers are estimates and the hosts are required to negotiate with the NAIA and the needs of the NAIA Sports Information Department.

**Scoreboard** - An electronic scoreboard must be provided. At minimum, the scoreboard must display home and visiting scores.

**Public Address System/Music System** - Either a permanent or portable public address/music system must be available. The equipment will be used for team introductions, substitutions, special recognition, general sponsorship announcements and any other announcements deemed appropriate by the host or NAIA site supervisor. Music can be used as a source of entertainment during team warm-ups, time outs and between halves. The NAIA Department of Championships will provide scripted announcements for Champions of Character and national corporate sponsorship fulfillment.

**Facility Personnel** - Ticket sellers and takers, ushers, adequate security/police, concession vendors, program sellers, merchandise workers, court assistants (ball control), etc., are personnel needed for the game.

**Equal Accommodations and Facilities** - The host institution is responsible for providing equal and/or comparable accommodations and facilities relative to locker rooms, refreshments, bench and shower towels, etc.

**Signage** - The NAIA Department of Championships will provide national championship signage such as banners for each host site. Host sites will be charged for any national championship opening round banners that are not returned to the NAIA National Office within 30 calendar days after the conclusion of the opening round.

## GUARANTEE

The host institution is required to pay the minimum cash guarantee to the NAIA to ensure it is granted the right to host the opening round game. Confirmation of this guarantee must be provided in writing and received by the National Office by November 1 at 5:00 p.m. (CST). Host institutions will be billed for the guarantee after determination of hosts is made.

## HOUSING OF OFFICIALS AND TRAVELING TEAMS

The host institution shall reserve a room block of 10 double/double hotel rooms on behalf of the traveling team. However, the traveling team is financially responsible for the cost of its hotel rooms while at the competition site.

The host institution shall arrange housing for officials (as needed, double occupancy) and the NAIA Site Supervisor (as needed, single occupancy). The cost of rooms for officials and/or the site supervisor are a host expense and should be included in the summary report.

## OFFICIAL BALL SHIPMENT

Opening round host sites will receive six (6) complimentary SELECT-branded championship soccer balls by the Wednesday prior to the opening round game being played. The host is responsible for inflating and checking all championship game balls prior to the start of competition.



**OFFICIALS**

Officials must adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment. Officials are expected to be professional in appearance and uniformly dressed.

The required officials for national championship opening rounds include:

- 1 – Referee
- 2 – Assistant referees
- 1 – Alternate/fourth referee

Officials must be registered on the NAIA Soccer Hub and meet criteria set forth on such.

Game Officials - Assignors will be selected by the NAIA national office. In most cases this will be the NAIA conference assignor. The Assignor will select officials. If needed, assistance from the NAIA national office and the National Assignor of Championship Officials will be available. It is strongly recommended that officials for opening round games are national-level certified by NISOA or USSF.

The officiating team arrives at the game site on the day of or the day before the game, and will be housed at the headquarter hotel (if necessary). Normally, the officiating team departs the site following the game and may only require housing for one night. If the referees are within driving distance, they may not require any housing.

- The host institution is responsible for game fees, transportation, meals and lodging (double occupancy) for each official, as approved by the NAIA Department of Championships.
- Officials are to receive checks prior to the start of the match or be paid electronically within one week of the contest
- Game fees, per diem and mileage will be paid to each official using the **Soccer Zone Pay Chart** below.
- Officials shall receive one complimentary ticket each to opening round games if NAIA Game Officials Membership card is presented.

Zone	Mileage 1-way	Games	Referee	AR 1	AR 2	ALT	
1	0-50	1	\$245	\$195	\$195	\$155	
2	51-100	1	\$285	\$235	\$235	\$195	
3	101-150	1	\$320	\$270	\$270	\$230	
4	151-200	1	\$355	\$305	\$305	\$265	
5	201 - 250	1	\$395	\$345	\$345	\$305	
6	251+	1	\$430	\$380	\$380	\$340	
Zone	Mileage 1-way	Games	Referee/ALT	Referee/AR	AR/ALT	ALT/ALT	Ref/Ref
1	0-50	2	\$365	\$405	\$315	\$275	590.00
2	51-100	2	\$405	\$445	\$355	\$315	670.00
3	101-150	2	\$440	\$480	\$390	\$350	740.00
4	151-200	2	\$475	\$515	\$425	\$385	810.00
5	201 -250	2	\$515	\$555	\$465	\$425	890.00
6	251 +	2	\$550	\$590	\$500	\$460	960.00



## ON-SITE EXPENSES

The NAIA National Office is responsible for the following opening round expenses:

1. Certificates of Participation
2. Champions of Character Individual Certificates
3. Select Sport America official soccer balls, including shipment
4. NAIA National Championship and Sponsor Signage

The host institution is responsible for all additional opening-round expenses including but not limited to:

1. Host Guarantee
2. Game officials (4). Includes game fees, transportation, meals, lodging, as authorized by the NAIA.
3. Other game administration expenses: postage, other shipping, etc.
4. An opening round celebration for student-athletes (i.e. breakfast, social, pre-game meal).
5. All opening-round competition related costs.
6. NAIA personnel: NAIA site supervisor. Expenses include transportation, meals and housing (if not complimentary). Site supervisor expenses are covered using revenue generated by the host bid guarantee.

## SPONSORSHIPS

Participating institutions are encouraged to secure local corporate sponsorship for national championship opening round contests to ensure a profitable experience. Corporations with business interests beyond the local area of the opening round contest should not be solicited for financial support without the prior approval of the NAIA.

## SUMMARY REPORT

Within 15 days after hosting an opening round, the host institution shall submit an Event Summary Report to the NAIA National Office (Appendix C). This report should include a check made payable to NAIA for the amount of the guarantee.

The host institution's chief executive officer will be notified when reports and financial obligations are not submitted within 15 days following an opening round. Institutions which do not meet these responsibilities within the 15 day period may become ineligible to host future championship opening round competition or other NAIA events.

## TICKETS

Please refer to the general information section of this manual regarding ticket policies. In addition, host institutions must include the following statement printed on the back of all tickets.

*"The holder of this ticket voluntarily assumes all risks of property loss and personal injury arising during its use. Management may revoke the license and eject or refuse entry to the holder by refunding the stated purchase price. The holder agrees that \_\_\_\_\_ (host institution) \_\_\_\_\_ and its agents, the NAIA and its agents, and the participants are not liable for injuries resulting from attendance at this event. The holder agrees that alcoholic beverages in any form shall not be allowed to be sold, dispersed or brought into the public area of this event"*

## Appendix A – NAIA SITE SUPERVISOR - ROLE AND RESPONSIBILITIES

The NAIA site supervisor is a representative who is responsible for the supervision of the participating teams, game officials, game and field preparation.

### SUPERVISION OF PARTICIPATING TEAMS

- A. Conduct administrative conference call with specified personnel from both participating teams on Tuesday, prior to the opening round game.
- B. Double check itinerary for traveling team from time of arrival to time of departure from game site. The itinerary is given to the traveling team's head coach upon arrival at the game site, and adjustments in the schedule, if necessary, are made at that time.
- C. Confirm arrangements for housing and meals for traveling team.
- D. Confirm practice schedule and site for traveling team.
- E. Confirm local transportation (if needed) for traveling team.
- F. Confirm opening round meal event details for both participating teams.
- G. Confer with the host institution coordinator and host sports information director and prepare schedule for both participating head coaches and their players, if necessary, with the news media.
- H. Attend practice session of the traveling team.
- I. The NAIA site supervisor will be stationed at the field for the entire opening round game.
- J. The NAIA site supervisor will provide assistance (as necessary) to the participating coaches to ensure the best possible conditions for both teams before, during and after the game.

### SUPERVISION OF GAME OFFICIALS

- A. Meet and brief officials upon their arrival at the venue.
- B. Confirm dressing and shower facilities for officiating team at the venue. Notify officials if these facilities are not available or inadequate so other arrangements can be made.
- C. Secure roster of officials from the host institution coordinator. Conduct pre-match meeting with officials to review expense reimbursement, match fees, standards and expectations as applicable. The host institution coordinator will issue checks to officiating team prior to the match.

### SUPERVISION OF THE VENUE AND FIELD PREPARATION

Complete facility walkthrough to ensure setup is complete and compliant with all championship specifications, including, but not limited to:

- A. Check scoreboard and official clock for proper operation the day before the game.
- B. Check the public address system for proper operation. Confirm PA announcer is prepared with copies of team scripts, sponsorship announcements and *Champions of Character* PA scripts.
- C. Confirm National anthem(s), US/Canadian flags displayed and properly scripted in opening ceremony.
- D. Confirm proper set up of net and field markings.
- E. Check field area to eliminate safety hazards that might exist.
- F. Check locker room facilities at venue for use before and after game. Should include adequate lockers, showers, towels and taping facilities. If any of the facilities are inadequate, notify the coaches of both teams the day before the game, work with host to secure alternate facility to meet needs of both teams.
- G. Confirm appropriate signage is displayed in accordance with NAIA marketing and sponsorship agreements (checklist to be provided by NAIA national office)
- H. Confirm with host institution coordinator that trained statisticians, scorekeepers, ball control will staff the event.
- I. Location of cheerleaders/band if applicable.

### POST EVENT EVALUATION

Fill out and return post-event evaluation form. This form will be sent to the NAIA site supervisor following the match and should be returned to the NAIA sport manager at the NAIA office within one week.



## Appendix B – Checklist

ITEM	PERFORMED BY	COMMENTS
Concessions		
Facility Preparation		
Net Setup		
Receive championship soccer balls, inflate/check		
Locker Rooms		
Bench Towels		
Television/webcasting Hookup		
Radio Hookup		
Telephone Lines		
Security		
Signage		
Electrician		
Safety check of venue and general area		
Cheer/Band area set		
Housing		
Teams		
Officials		
Media		
Phone		
Computer		
Copies		
FAX		
Press Box List		
Scripts		
Medical - Host		
Athletic Trainer		
Physician		
Ambulance		
Supplies		
Merchandise Sales (official NAIA vendor)		
Official Party Info		
Roster (24 athletes, 6 staff)		
Team Athletic Trainer/Physician		
Bands		
Cheerleaders		
Certificate of Clearance		
Officials –		
R1/R2, line judges		
Scorekeeper/statistician		
Game fees		
Lodging (see housing)		
Transportation		
Meals		
Pre-game meeting		
Program Production and Sales		
Practice Schedule		



<b>ITEM</b>	<b>PERFORMED BY</b>	<b>COMMENTS</b>
Staffing		
Host Institution Coordinator		
Facility Coordinator		
Sports Information Director		
PA Announcer		
Statisticians		
Ball control (5)		
Venue (security, concessions, merchandise, ushers, field attendants, etc.)		
Volunteers		
Sponsorships		
Student-Athlete Gathering		
Gift Exchange		
Team Meeting		
Information to be covered		
Tickets		
Advance Sales		
Game Day		
Auditing		



## Appendix C – Evaluation/Summary Report

Site:	City:	State:
Host Team:	Visiting Team:	

### Evaluation - (to be completed by both teams)

Please evaluate the following categories relative to the championship event. Include positive and negative aspects and suggestions for improvement.

A. Venue:
B. Officials:
C. Event Personnel (school or community staff members, volunteers, security, etc.)
D. NAIA Site Supervisor
E. Practice arrangements:
F. Opening Event:
G. Hotel accommodations:
H. Athletic Training Support:
I. Souvenirs/Merchandise:
J. Other Comments:

### SUMMARY - TO BE COMPLETED BY THE OPENING ROUND HOST ONLY

Total in Attendance	
Ticket Sales	\$
Concessions Sold	\$
Total Host Revenue	\$
Guarantee:	\$
Officials Expenses Only	\$
Opening Round Banquet Expense	\$
Broadcast Rights Fees	\$
Total Expenses (Excluding Guarantee)	\$

Compiled by:

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Position:	Institution:
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This report must be submitted to the National Office **no later than 15 days** after the national championship opening round is complete.

Return completed form to:

Men's Soccer  
 Bryton Curtis  
[Bcurtis@naia.org](mailto:Bcurtis@naia.org)  
 816-595-8200 (fax)

Women's Soccer  
 Marc Burchard  
[MBurchard@naia.org](mailto:MBurchard@naia.org)  
 816-595-8200 (fax)



# Appendix D – Traveling Team Expense Report

(For Official Party of up to 30 persons listed on the official roster)

Participating Institution: \_\_\_\_\_

This form must be accurately completed, signed and returned with receipts no later than  
**December 4, 2018**, to be eligible for reimbursement proration, to:  
**Men's Soccer:** Bryton Curtis **Women's Soccer:** Marc Burchard  
 NAIA National Office  
 1200 Grand Blvd.  
 Kansas City, Missouri 64106  
 Phone: 816-595-8000 Fax: 816-595-8200

### TRAVEL:

**A – AIR TRANSPORTATION:** Agency: \_\_\_\_\_ Airline: \_\_\_\_\_  
 Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Number in Party – 30 Max) (Price per Ticket – do not include baggage fees) (Total Air Travel Expenses – A)

**B – GROUND TRANSPORTATION** (For institutions driving to the host site or renting vehicles at the airport)  
 Please Check One:

School Vehicle(s)  Number of vehicles: \_\_\_\_\_  
 Rental Van(s)  Number of Vans: \_\_\_\_\_  
 Charter Bus

Total Ground Travel Expense (B): \_\_\_\_\_

**C – LODGING**

Hotel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Number of Rooms (Max 8) Number of Nights Total Number of Room Nights

\_\_\_\_\_ X \$ \_\_\_\_\_  
 Price Per Room (Including Taxes)

**Total Lodging Expenses**

<b>TOTALS</b>	
A – AIR TRAVEL	\$ _____
B – GROUND TRAVEL	\$ _____
C – LODGING	\$ _____
<b>TOTAL ELIGIBLE REIMBURSEMENT EXPENSES (A+B+C)</b>	<b>\$ _____</b>

_____ Signature – Director of Athletics	_____ Date
_____ Signature - Coach	_____ Date

Note: Reimbursement for travel and lodging expenses will be based on income from opening round rights fees. Reimbursement options will be reviewed by the National Administrative Council, with a final decision to be made by the Council of Presidents.



## Appendix E – Cheerleader Clearance

### CHEERLEADER POLICY

Pyramids higher than 2 ½ persons in height are prohibited at NAIA sectional, conference, opening round and/or national events. (Pyramid height is measured by body lengths. A shoulder stand is defined as "2 persons in height," a chair or shoulder sit is defined as "1 ½ persons high.")

No external force shall be used by cheerleaders to propel the body at NAIA conference, opening round and/or national events (EXAMPLES: trampoline, springboard, clasped hands, etc.)

Cheerleaders will adhere to the American Association of Cheerleading Coaches and Advisors (AACCA) recommendations and safety guidelines for collegiate cheerleading. To obtain a copy of the policy call 1-800-533-6583.

The \_\_\_\_\_ (*Institution*) cheerleaders hereby acknowledge that they have been informed of the National Association of Intercollegiate Athletics (NAIA) policy on cheerleading activities at all NAIA sponsored and/or approved events.

We understand that failure to abide by this policy will lead to automatic dismissal of the cheerleading squad from the facility for that day. Those cheerleaders wishing to return to the facility would be required to purchase tickets and would be regarded as paying customers for that day.

### CHEERLEADER ROSTER

NAME	NAME
1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____ (Sponsor)
7. _____	14. _____ (Mascot)

_____ Institution	_____ Event
_____ Signature of Sponsor/AD or Supervisor	_____ Date
_____ NAIA Tournament Committee Representative Signature	_____ Date

***SUBMIT THIS FORM TO THE OPENING ROUND HOST INSTITUTION COORDINATOR PRIOR TO THE START OF COMPETITION.***