

WOMEN'S SOCCER – UPDATED 08/16/16

A. GENERAL ADMINISTRATION

- 1. Competition Rules.** Conference competition (regular season and Conference championship) shall be governed by the soccer rules as specified in the NCAA Men's and Women's Soccer Rules Book.
- 2. Competition Site.** All Conference games are to be played on the field of the scheduled home team, except by mutual agreement of the directors of athletics of the competing teams. When, because of extenuating circumstances, a substitute home field is required, an athletics administrator of the home team is required to notify the affected team in advance of the scheduled game.
- 3. Complimentary Tickets.** If an institution charges admission to regular season home contests, it must provide 20 complimentary tickets to each visiting Conference opponent. *(Revised February 2000)*
- 4. Conference Schedule.**
 - a. The Conference women's soccer schedule shall feature eight Conference games. Each member institution shall play one regular season game against each of the institutions that sponsor soccer. The Conference office shall be responsible for preparing the annual Conference schedule. Conference games shall be scheduled on Thursdays and Sundays. Institutions may alter the schedule only with prior approval from the Conference office. No Conference games may be scheduled after the Sunday preceding the start of the Championship.
 - Each Conference win shall be awarded three points, a Conference tie shall result in both teams being awarded one point, and no points shall be awarded for a Conference loss.
 - b. All America East Conference soccer games must be played prior to the end of the regular season. In the event an America East Conference game must be postponed from its original starting time, all attempts should be made to have both teams remain at the competition site to determine if the game should be delayed until a later time that day. If the game site is deemed unplayable for the entire day, the contest must be made up on the first mutually agreed upon date available for both institutions, as determined by athletic administrators, and must be made up prior to the end of the regular season. If necessary, teams shall pre-empt a non-conference game in order to obtain an open date for the Conference game. *(Revised February 2003)*

5. Event Management Policies.

- a. All Conference games shall have a minimum of four ball persons provided by the host institution and that these individuals should be at least 10 years of age and should not have contact with the officials during the course of the game unless directed by the official to perform duties related to the conduct of the game. *(Revised August 2005)*
- b. The official ball for regular season competition shall be determined at the discretion of the host institution. All soccer balls used in a game must be of the same make and model and must be inflated to the same pressure. *(Revised August 2005)*
- c. Member institutions are strongly encouraged to have the game field available 90 minutes prior to the game; however the game field must be cleared and available 65 minutes prior to the scheduled start time. At that point, the game clock shall countdown from 60:00. When the clock reaches 0:00, pre game introductions and the playing of the national anthem shall occur and the game shall then commence. The only exception to the field availability rules and the timeline shall be for scheduled doubleheaders where the second game will be cleared and the field available 35 minutes prior to the start to allow for 30 minutes of warm-up and five minutes for pre-game introductions. *(Revised February 2003)*
- d. The host institution shall make every effort to provide two separate and secure locker room areas, 30 towels, chalk/dry erase board, and water during both the regular season and the conference championship. The host institution should provide a contact name with phone number to visiting teams and make every effort to have a greeter present to meet visiting teams upon arrival. *(Revised July 2009)*

6. Grants in Aid / Staffing Requirements.

- a. Grants-in-Aid. America East schools must annually award 10.5 grants-in-aid for women's soccer. *(Effective July 1, 2009)*
- b. Staffing. America East schools must maintain one full-time head coach and one full-time assistant coach. *(Effective July 1, 2009)*

7. Home Game Administrator. A game management representative from the host institution must be designated for each contest. The representative shall be identified to all game officials and the visiting team's coaching staff prior to the contest and shall be located at the scorer's table or in another central and visible location for the duration of the contest. In addition, this individual shall be versed in the operation of all equipment and/or shall be equipped with a means of communication to contact necessary personnel in the event that problems arise. *(Revised March 2010)*

8. **Game Times.** All Conference game times shall be the decision of the host institution.
9. **Media.**
 - a. Recommended for regular season; required for championship competition.
(Revised July 2013)
 - Covered press structure enclosed with PA system
 - Capable of accommodating radio/television/streaming via internet
 - Internet access
10. **Officials.** Each member institution shall use officials as assigned by the America East Conference Coordinator of Soccer Officials for all home games, including exhibition games. Host institutions shall be responsible for the prompt payment of officials. All regular season Conference games shall have three field officials (one referee and two assistant referees).
 - a. Institutional Responsibility – Postponed/Cancelled Games. Should a game be cancelled and the officials notified before they begin their commute there shall be no travel or game fee paid. Once the official has begun his or her commute all travel expenses will be paid and half a game fee if the game is not started. Once the game begins, even if it is not completed there shall be a payment of full game fees and travel expenses. The conference office retains the right to adjust this policy should there be extenuating circumstances. (Revised August 2016)
 - b. Officials may not be publicly criticized by Conference member institution's personnel; including comments to media outlets (*see administrative policy manual*).
 - c. Procedure for Expressing Concerns. Administrators and coaches are encouraged to share officiating concerns with the Coordinator and the conference office through the appropriate channels. Coaches should feel free to contact the Coordinator of Officials directly via phone or email to discuss any concerns. Coaches should NOT call within 12 hours of completion of a game. (Revised August 2016)
 - The Coordinator will use video uploaded to the shared America East film exchange site, or any edits provided by the coaching staff in the review.
 - The Coordinator will provide analysis within 10 days of receipt of the institution's concerns and submit a written analysis to the requesting individual.
 - When appropriate, copies of the Coordinator's response shall also be sent to the Conference office and the Institutional sport administrator of the school

11. **Practice Times.** Institutions are advised to make every effort to provide a visiting Conference team with a practice time on the day preceding a Conference contest if there are no facility conflicts. Visiting institutions shall request practice time no later than September 1st to receive best consideration for practice opportunities. *(Revised July 2009)*
12. **Reduced Officiating Crew Procedures.** If, for any reason, an official is delayed or prevented from appearing at an assigned game site the following procedures are to be implemented:
 - a. The assigned official will contact the Coordinator of Officials and other crew members to advise each of the situation. The Coordinator will contact the appropriate host institution administrator and the Conference Office with potential action plans. *(Revised August 2016)*
 - b. Should the Coordinator be unavailable, or is unable to provide for a replacement official, all protocols outlined in the 2016-2017 NCAA Men's and Women's Soccer Rules pertaining to reduced crew procedures shall be followed. [Rule 5-Sec. 4.1] *(Revised August 2016)*
13. **Scouting Policy.** There shall be no exchange of information (to include verbal, written, video, photography, film and electronic communications) about Conference opponents to a non-conference institution. *(Revised February 2001)*
14. **Sporting Conduct.** Please refer to the America East Administrative Policy Manual.
15. **Uniforms.** In circumstances where institutions are traveling for a two-game road weekend they shall be required to bring two sets of uniforms. The home team will wear white for the first game of the weekend and the visiting team will wear white for the second game. *(Revised August 2010)*
16. **Video Exchange Program.** Each institution must upload all home games, conference and non-conference games to the America East Conference InStat system. All uploaded video should be checked to ensure that the video was uploaded successfully. All requested games must be available online within the 24 hours following kickoff. *(Revised January 2016)*

The following standards must be met by each institution in regards to quality of game films:

- a. Must be filmed from mid-field, preferably from a covered position.
- b. The video must be in color, with a wide angle view.
- c. All video must be recorded in digital format.
- d. All video must be of high quality, include audible sound, and be in good working order.

- e. The camera operator must record the scoreboard following the completion of each half and overtime. It is recommended, not mandated, that the camera operator is paid and trained in filming games.

If a video malfunction prohibits an institution from meeting its obligation to upload a video, it will be the responsibility of that institution to obtain a copy from the opponent and complete the upload. If no quality copy exists, the Conference office must be notified.

B. CONFERENCE CHAMPIONSHIP

1. **Championship Eligibility.** An institution shall be prohibited in both team and individual sports from competing in Conference championship postseason play if a team falls below the 930 APR benchmark. *(Revised July 2012)*
2. **Championship Format.** The annual championship shall consist of a six-team single elimination format. The top six teams shall participate and be seeded based on regular season play. The championship will be hosted by the highest seed(s) in each round. The Conference champion shall be the winner of the annual championship and shall represent the Conference in the NCAA Division I Women's Soccer Championship. *(Revised July 2007)*
 - a. **Tie-Break Criteria:** Ties shall be broken from the top of the standings down. In the event of a tie between two or more teams, the tie shall be broken using the following criteria in order:
 - i. Points in Conference games versus the other teams with which it is tied (i.e. head-to-head competition).
 - ii. Points in Conference games versus the other Conference opponents in descending rank order. In the event of arriving at another group of tied teams when comparing records, each team's points versus the combined tied teams is used rather than the performance versus the individual tied teams.
 - iii. Total number of Conference wins.
 - iv. Goal differential in America East Conference games (maximum of three (3) goals per game).
 - v. Winning percentage versus common non-conference opponents.
 - v. Draw conducted by the Commissioner or his/her designee.

Once a tie is broken among three or more teams, immediately return to (1) to break the tie between the remaining teams. *(Revised July 2012)*

3. **Dates.** The America East Conference Women's Soccer Championship shall take place on three dates of competition, culminating with the championship game on the weekend immediately preceding the NCAA Division I Women's Soccer Championship.
4. **Game Ball.** The championship ball for any one game will be the ball that the home team (or highest seed in that game) plays with throughout the regular season, unless the Conference office is able to secure an official ball deal prior to the championship. *(Revised July 2007)*
5. **Event Management.** The host institution shall be responsible for providing:
 - Playing field that meets NCAA regulations
 - Practice field in case of inclement weather
 - Covered press structure with PA system
 - Internet Access
 - Public address announcer
 - Scoreboard operator, official scorekeeper/statistician
 - Visible scoreboard and spectator stands
 - Separate medical area for trainers and doctors
 - Restroom facilities
 - Grounds crew, ticket sellers, ticket takers, ushers and other security personnel
 - A minimum of four ball retrievers for each game
6. **Officials.** Three field officials (one referee and two assistant referees) shall be selected and assigned for all games. In addition, a fourth official shall be assigned to each game and shall have supervision over the timer's and scorer's table and ball retrievers. Officials shall be secured by the Conference office. Payment of championship officials shall be directed by the Conference office upon conclusion of the championship.
7. **Practice Time.** The host institution shall provide a minimum one hour practice time the day prior to the game.
8. **Pre-Championship Call.** A pre-championship conference call of head coaches, tournament administration, and the head referee shall be held prior to the start of the championship to discuss pertinent details.
9. **Pre-Game Award Recognition.** All-Conference award winners will be acknowledged prior to the start of each Conference championship contest in which they are participating. The Conference shall provide the public address announcer with a script that must be read for all Conference championship contests. *(Revised July 2009)*
10. **Rescheduling Policy.** In the event of adverse weather, the games committee shall decide if the field is playable prior to a game. Once play commences, the decision to play is that of the referee. In the case of adverse weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Men's and Women's Soccer rules.

11. **Resolution of Tied Games.** Games in the Conference Championship that are tied at the end of regulation play shall be resolved utilizing the procedures outlined in the NCAA Men's and Women's Soccer Rules.
12. **Seeding.** Seeding position for the Conference Championship shall be determined based on the final regular season Conference standings. Teams shall be seeded in descending order according to the number of points accumulated in Conference games.
13. **Site.** The first round games will be played at the sites of the No. 3 and No. 4 seeds on Thursday following the last regular season game. The semifinals shall be hosted by the No. 1 and No. 2 seeds and will be held on the following Sunday. The championship game shall be hosted by the highest remaining seed on the Saturday or Sunday following the semifinals.
 - a. If the #1 seed or the highest seed hosting (host institution) is unable to host the championship on their home field, the institution may seek an alternate facility in the local vicinity that meets the event management policy and is available for the entire duration of the tournament, including scheduled practice times, with the understanding that the conference office will not assume the facility cost. The CCC will require the host to submit an action plan with details regarding the proposed facility in advance of the championship for their review and recommendation to the Conference office. If an alternative facility is not secured then the championship game shall be held at the highest remaining seed.
14. **Squad Size.** Players in uniform for any one game during the championship shall be restricted to the NCAA limit of eligible players and shall be designated on the official roster form that shall be due preceding the championship. Once tournament play has begun, no changes may be made to the official team roster for any reason.
15. **Team Benches.** Bench limits shall be restricted to the NCAA limit of institutional personnel in the bench area during the competition. This total may not include more than the NCAA limit of eligible players in uniform.
16. **Uniforms.** The higher-seeded teams shall have its choice of uniform color (either light or dark) and the lower-seeded team shall wear a uniform in contrast with that of the higher seeded team (*determined on the pre-championship call*).

C. AWARDS

1. **Player and Rookie of the Week.** The Conference office shall name a Player and Rookie of the Week each week during the season of competition.
2. **Selection of Postseason Awards.** The head coaches shall select recipients of all women's soccer postseason awards. Coaches shall not be allowed to vote for themselves or for their own players for any of the awards. Ballots shall be distributed to

head coaches upon completion of all Conference games. A conference call will be conducted at the conclusion of the regular season and coaches will be afforded the opportunity to speak about players from their team whom they feel worthy of All-Conference consideration. *(Revised February 2003)*

3. All-Conference Teams.

- a. The All-Conference teams shall consist of an 11-player first team and an 11-player second team. Of the 11 members selected on each team, there shall be three forwards, four midfielders, three defenders and a goalkeeper. *(Revised February 2002)*
- b. Nominations for the All-Conference teams shall be made in rank order and each institution's nominees shall be listed on the ballot in the order in which they were ranked by the coaches when nominated.
- c. The All-Conference team shall be recognized in a Conference media release and shall receive certificates from the Conference office. The award winners will be announced on the day before the Championship.

4. All-Rookie Teams.

- a. The All-Rookie Team shall consist of a maximum of 11 members. There will be no position restrictions for the All-Rookie Team. Each coach can nominate up to three rookies (a player in her first year of NCAA eligibility) for the team.
- b. The All-Rookie team shall be recognized in a Conference media release and shall receive certificates from the Conference office. The award winners will be announced on the day before the Championship.

5. Individual Awards. Individual awards from the Conference office shall be provided to the Striker of the Year, Defender of the Year, Midfielder of the Year, Goalkeeper of the Year, Rookie of the Year and to the Coaching Staff of the Year. *(Revised February 2006)*

- Goalkeeper of the Year will be awarded to the first team All-Conference goalkeeper. *(Revised July 2013)*

6. Regular Season Champion. A team trophy shall be awarded to the regular season champion.

7. All Championship Team. An All-Championship team shall be selected by the participating coaches. One player shall be selected from each of the teams losing in the first round. Two players shall be selected from each of the teams losing in the semifinal round, three players from the runner-up team and four players shall be chosen from the championship team. The Most Outstanding Player shall be one of the four athletes selected from the winning team and shall receive an additional individual award.

8. **Championship Team Awards.** A team trophy shall be awarded to both the championship team and the runner-up. Additionally, members of the championship team shall receive champion gifts.
9. **Fan Choice Player of the Year.** America East Fans, through on-line voting, will select an America East Fan Choice Player of the Year.