



2026-27

Men's & Women's Soccer

First & Second Round Host Manual



TABLE OF CONTENTS

TABLE OF CONTENTS	1
INTRODUCTION	2
IMPORTANT DATES	2
2026-27 SOCCER SPORT CALENDAR	2
FIRST & SECOND ROUND STRUCTURE & ADMINISTRATION	3
DATES AND SITES	3
FACILITY CERTIFICATION	3
ADMINISTRATION	3
GUARANTEE	3
QUALIFICATION OF TEAMS	3
SELECTION & SEEDING	3
OFFICIAL PARTY	3
FORMAT	4
MEETINGS	4
LODGING	4
OFFICIALS	4
DRUG TESTING	6
ADDITIONAL INFORMATION	6
CHAMPIONSHIP PERSONNEL	7
NAIA CHAMPIONSHIP SPORT MANAGER	7
HOST TOURNAMENT DIRECTOR	7
NAIA SITE SUPERVISOR	7
HOST SPORTS INFORMATION DIRECTOR (SID)/MEDIA COORDINATOR	8
HOST ATHLETIC TRAINER / MEDICAL COVERAGE	9
GAME PROTOCOL INFORMATION	10
OFFICIAL BALL	10
OFFICIAL BALL SHIPMENT	10
CREDENTIALS	10
PLAYING RULES	10
PRACTICE SCHEDULE	10
GAME TIMES	10
PRE-GAME SCHEDULE	10
PUBLIC ADDRESS ANNOUNCER	11
BANDS/SPIRIT SQUADS/MASCOTS	11
FACILITY REQUIREMENTS	11
FACILITY CERTIFICATION	11
AMERICANS WITH DISABILITIES ACT	11
ALCOHOLIC BEVERAGES/TOBACCO	11
INSURANCE	11
NEUTRALITY	12
PARKING	12
ADDITIONAL AMENITIES	12
SAFETY AND SECURITY	13
SECURITY	13
SPORTSMANSHIP	13
FAN DISTRACTIONS	13
INCLEMENT WEATHER POLICY	13



INTRODUCTION

On behalf of the NAIA, thank you for being an important part of the 2026 NAIA Soccer National Championship by serving as a First & Second Round host. Your commitment to providing an excellent student-athlete experience is an important aspect of the National Championship.

The purpose of this manual is to provide direction and guidance to the member institutions and organizations serving as hosts for First & Second Round competition. It is designed to be used in conjunction with, but not in replacement of, the 2026-2027 NAIA Soccer Coaches Manuals, which provides more general policies for the administration of the National Championship. The host entity shall appoint a staff member to assume the position of Tournament Director and indicate this on their First & Second Round host bid. The function of the Tournament Director is to ensure that the policies of the NAIA Soccer Executive Committees are applied. Specific responsibilities may include direction and supervision of facility arrangements, development of participant information, lodging, financial administration, media coordination and adherence to the policies outlined in the First & Second Round Manual. Further, the NAIA, in conjunction with the First & Second Round host, will appoint a NAIA Site Supervisor to assist the host Tournament Director with the review and administration of First & Second Round competition.

In the event differences arise between the information contained in this manual and the Soccer Coaches Manual, the Soccer Coaches Manual should be followed.

Should questions or problems arise, please do not hesitate to contact the Championship Sport Manager for assistance.

Men's Soccer

Rick Daum, Senior Championship Sport Manager
120 W. 12th Street, Suite 700
Kansas City, MO 64105
(816) 595-8141
rdaum@naia.org

Women's Soccer

Candice Fabry, Championship Sport Manager
120 W. 12th Street, Suite 700
Kansas City, MO 64105
(816) 595-8353
cfabry@naia.org

Thank you for your commitment to NAIA Soccer and the student-athlete experience.

IMPORTANT DATES

2026-27 SOCCER SPORT CALENDAR

OCTOBER 1	DEADLINE – First & Second Round Facility Certification Application
NOVEMBER 2	DEADLINE – Submit Bid Packet to host First & Second Rounds
NOVEMBER 4	EVENT – NAIA Prospective Host Site Prep Call <i>10:00am CT</i>
NOVEMBER 11	DEADLINE – Completion of Conference/CAC/Group Qualifying Events
NOVEMBER 13	RELEASE – National Championship Qualifiers, Hosts and Brackets
NOVEMBER 16	EVENT – NAIA Men's and Women's Soccer First and Second Round Qualifier Call <i>11:00am CT</i>
NOVEMBER 17	EVENT – NAIA Site Supervisor Prep Call <i>4:00pm CT</i>
NOVEMBER 19-21	NAIA Men's and Women's Soccer National Championship – First & Second Rounds – Various host sites
NOVEMBER 30- DECEMBER 7	NAIA Men's And Women's Soccer National Championship – Final Sites – Men at Orange Beach, Alabama / Women at Decatur, Alabama



FIRST & SECOND ROUND STRUCTURE & ADMINISTRATION

DATES AND SITES

First & Second Round games will be played **Thursday, November 19** and **Saturday, November 21**. The deadline for prospective NAIA Soccer National Championship First & Second Round Tournament hosts to submit an official bid is **November 2, 2026** ([Men's and Women's Soccer Bid Page](#)). Announcement of the Men's and Women's Soccer National Championship First & Second Round hosts will be in conjunction with the National Championship Qualifier release on **November 13, 2026**.

FACILITY CERTIFICATION

In order to be eligible to serve as a First & Second Round host, all potential hosts, including NAIA institutions or Destination Marketing Organizations (DMOs) partnering with an NAIA institution, must complete the [Facility Certification process](#). The Facility Certification process ensures that all First & Second Round host facilities meet certain minimum venue standards. The deadline to submit a Facility Certification application for Men's & Women's Soccer is **October 1, 2026**. Once a facility receives certification approval, the facility will remain so indefinitely.

Completion of the Facility Certification process does not automatically qualify the submitter to host a First & Second Round. The Facility Certification, in addition to submitting an Official First & Second Round Bid Form is required to be considered in host selection process. The deadline for prospective NAIA Soccer First & Second Round hosts to submit an official bid is **November 2, 2026**.

A list of all Approved First & Second Round Certified Facilities can be found [HERE](#).

PROSPECTIVE HOST SITE – PREP CALL

All prospective NAIA Soccer National Championship First & Second Round Tournament host sites must attend a virtual call on **November 4, 2026** at **10:00am CT**. Information will be communicated to all hosts that have bid in advance of the meeting.

ADMINISTRATION

The NAIA Soccer National Championship First & Second Rounds are under the direct control and supervision of each designated NAIA Site Supervisor, who works with the Tournament Director in the overall administration of the event. The NAIA Site Supervisor is responsible for the management of First & Second Round games and the general welfare of participating teams and coaches. NAIA Site Supervisors conduct an on-site administrative meeting, work to ensure championship level event standards, and coordinate pre-and post-tournament ceremonies.

GUARANTEE

The host institution or organization is required to pay the minimum cash guarantee (\$7,000) to the NAIA to ensure it's granted the right to host the First & Second Round. Confirmation of this guarantee must be provided in the bid packet and received by the National Office by **November 2, 2026** at 5:00pm CT. Institutions selected to host will be billed for the guarantee after determination of hosts is made.

QUALIFICATION OF TEAMS

The 40 teams that will compete in the 2026 NAIA Men's and Women's Soccer National Championship First & Second Round matches will be determined using the 2026-2027 Soccer Qualification Plan, which is available on [NAIA Connect](#) and has been approved by the National Administrative Council (NAC).

SELECTION & SEEDING

40-team fields for both the Men's and Women's National Championships will be selected and seeded according to policies outlined in the soccer handbook. Bracketing assignments will be made by the National Selection Committee.

OFFICIAL PARTY

The official party for each team participating in postseason play is 26 players allowed in uniform and up to 6 support staff. Each team is allowed up to two athletic training/medical personnel on the team sideline. One of which must be an ATC, MD, or DO.

Roster changes are permissible between the Conference/CAC/Group Qualifying Tournaments and the NAIA Soccer National Championships (both First & Second Round and Final Site). Replacements are permitted 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 (26 eligible players in uniform) will result in forfeiture of the game to the opposing institution.

Each institution shall submit an Official Postseason Roster inside of [NAIA Connect](#) with official party to the NAIA Championships Department, which will be distributed to Site Supervisors for use at each First & Second Round location.

FORMAT

The NAIA Soccer Championships are a single-elimination tournament consisting of 16 First & Second Round sites. First & Second Round sites will be two or three teams, determined by seeding. 16 First & Second Round host sites will be selected based on seeding and quality/ability to host. The top 8 seeds will have 3 teams at their host site. The lowest-seeded teams (25-40) in the tournament will have a play-in game on Thursday at the 3-team site, with the winner advancing to a game against a top-8 seed on Saturday. Seeds 9-24 will play in the Second Round on Saturday. The 16 advancing Second Round teams will play at the Final Site.

Teams will be seeded #1-#40 by the Soccer Selection Committees and assigned to a First & Second Round site using the following criteria:

1. Geographical location of teams
2. Financial considerations
3. Competitive balance

MEETINGS

A teleconference should be administered by the Tournament Director and NAIA Site Supervisor with the participating institutions' coaches and administrators the day after selections. This will be facilitated virtually as a part of the Qualifier Administrative meeting hosted by the NAIA. Site-specific information such as game/practice times, hotel assignments and on-site logistics should be covered. The Coach & Administrator "Breakout Room" Teleconference Agenda can be found on the [Soccer First & Second Round Host Resources page](#).

An on-site meeting of participating team head coaches and administrators shall be held on the day of practice. This meeting will be led by the Tournament Director and NAIA Site Supervisor. Be sure to inform all participating institutions of the date, time and location of this meeting on the teleconference. The On-Site Administrative Meeting Agenda can be found on the [Soccer First & Second Round Host Resource page](#).

LODGING

The host institution should arrange a hotel block of 17 double/doubles for each traveling team's Official Party while at the competition site. The traveling team is financially responsible for the cost of the rooms. All traveling teams must stay at the designated hotel or assigned property to be eligible for any event reimbursement funds.

The host institution or organization is responsible for all officials and Site Supervisor lodging costs. Rooms must be reserved for officials and the NAIA Site Supervisor for the duration of the First & Second Round. The number and names of each person serving in these positions will be provided as soon as possible after selections. The host must contact all of them to determine lodging needs.

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 First & Second 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.



Assignors will be selected by the NAIA National Office. In most cases this will be the NAIA Conference Assignor. 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 First & Second 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.

1. The host institution is responsible for game fees, transportation, meals and lodging (single occupancy) for each official, as approved by the NAIA Department of Championships.
2. Officials are to receive checks prior to the start of the match or be paid electronically within one week of the contest
3. Game fees, per diem and mileage will be paid to each official using the **Soccer Zone Pay Chart** below.
4. Officials shall receive one complimentary ticket to each First & Second Round game.

2026 NAIA Soccer Officials First & Second Round Zone Pay Chart (game fees/per diem/travel)

Zone	1	2	3	4	5	6
Miles 1-way	0-50	51-100	101-150	151-200	200-250	251+
Games	1	1	1	1	1	1
Center Referee	\$290	\$340	\$390	\$440	\$490	\$540
AR 1	\$240	\$290	\$340	\$390	\$440	\$490
AR 2	\$240	\$290	\$340	\$390	\$440	\$490
ALT	\$190	\$240	\$290	\$340	\$390	\$440

Note: Below chart applies only to campus sites hosting both Men's and Women's with both games worked by same officials

Zone	1	2	3	4	5	6
Miles 1-way	0-50	51-100	101-150	151-200	200-250	251+
Games	2	2	2	2	2	2
Center Referee/ALT	\$390	\$440	\$490	\$540	\$590	\$640
Center Referee/AR	\$440	\$490	\$540	\$590	\$640	\$690
AR/AR	\$390	\$440	\$490	\$540	\$590	\$640
AR/ALT	\$340	\$390	\$440	\$490	\$540	\$590
ALT/ALT	\$290	\$340	\$390	\$440	\$490	\$540



DRUG TESTING

The Center for Drug Free Sport will conduct drug testing at selected National Championships and First & Second Rounds, and the assistance of the host institution will be a vital part of the testing. Host institutions will be notified prior to the start of competition if drug testing will be occurring at your site. Each First & Second Round host should have a Drug Testing Coordinator identified. Drug Testing Coordinators should have no other existing First & Second Round responsibilities.

ADDITIONAL INFORMATION

Concessions – It is a requirement that the host site have an open concession stand during First & Second Round matches. The food and drink concessions are within the exclusive discretion and right of the First & Second Round host. All income from concessions will be event income retained by the host.

Merchandise - Hosts may be contacted directly by a representative of the NAIA Official Merchandise Provider, Fine Designs, who will work directly with each host to arrange for the sale of event merchandise if the host chooses to. A space within the venue accessible by participating institutions and fans shall be made available for the sale of the items provided. The Host Tournament Director shall appoint a member of their staff to coordinate the delivery, setup and sale of event merchandise, as directed by Fine Designs, for the duration of competition.

First & Second Round hosts are not mandated to order/sell NAIA National Championship apparel. The NAIA will send informational flyers to each First & Second Round site that chooses not to sell merchandise on-site that will direct teams/fans where to go to order souvenir apparel online. National Championship merchandise featuring the NAIA name or marks for commercial sale must be purchased through the official NAIA merchandise vendor, Fine Designs.

The name (National Association of Intercollegiate Athletics), initials (NAIA), logo and other NAIA symbols and insignia are the registered and exclusive property of the Association.

As a host site for the NAIA National Championship First & Second Round, the host is awarded all rights and privileges in using the NAIA name, initials and marks to promote and market the event. 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 First & Second 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 First & Second Round.

First & Second Round Signage - As directed by the National Administrative Council (NAC), the NAIA National Office will send a signage package to each first & second round site. Hosts will be connected to the NAIA signage vendor to have the signage package sent for \$500, plus shipping and handling, and will not be required to return the signage to the NAIA National Office. Hosts may choose to decline the shipment of signage from the National Office and print signage locally. Signage templates will be available on the [Soccer First & Second Round Host Resources page](#). Hosts may also re-use signage from prior years, given that it remains in “good as new” condition to present.

Site Supervisors will provide pictures of signage displays to the National Office in advance of the event. It is the host institution’s responsibility to make sure signage conditions are of high quality and locations are maximized for impact on the event.

Tickets - Maximum ticket prices for First & Second Rounds are \$20 for adults and \$10s for students/youth.

1. 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.
2. NAIA members shall receive one (1) complimentary ticket upon presentation of the NAIA Membership card and appropriate identification. All cards are non-transferable.
3. 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 tournament director after consultation with both the host and traveling institution.
4. The traveling team's institution and fans should receive space in the competition facility comparable to that provided for the host institution.



Game Film – Within 48 hours of the conclusion of the First & Second Rounds, the host site is responsible for sharing film to the exchange in preparation for the Final Site. A site hosting both a First and Second is required to upload First Round games after the conclusion of the match. All videos must be the full match, unedited, and include any overtime periods and penalty kicks.

CHAMPIONSHIP PERSONNEL

NAIA CHAMPIONSHIP SPORT MANAGER

The NAIA Championship Sport Manager is a member of the NAIA Department of Championships responsible for the overall operation and supervision of National Championship competition and related activities.

Men's Soccer

Rick Daum – Senior Championship Sport Manager
120 W. 12th Street, Suite 700
Kansas City, MO 64105
(816) 595-8141
rdaum@naia.org

Women's Soccer

Candice Fabry - Championship Sport Manager
120 W. 12th Street, Suite 700
Kansas City, MO 64105
(816) 595-8353
cfabry@naia.org

HOST TOURNAMENT DIRECTOR

The Host Tournament Director is the representative from the host venue working directly with NAIA National Office and the NAIA Site Supervisor for on-site championship and First & Second Round event administration, including but not limited to – officials, administrative services, publicity and promotion, personnel, insurance, souvenir program, facility, equipment rental and medical services. The Host Tournament Director is the liaison between the NAIA, the Site Supervisor, the participating teams and all local entities (competition and practice facilities' personnel, hotel personnel, local media, sponsors and merchants).

The Tournament Director shall compile a participant manual for visiting institutions. Included in this manual should be key contacts of the host institution, hotel accommodations, directions to the competition venue and a schedule of events. A template for this manual can be found on the [Soccer First & Second Round Host Resources page](#), and will also be provided by the NAIA to First & Second Round hosts prior to the beginning of the First & Second Round matches.

NAIA SITE SUPERVISOR

NAIA National Championships and First and Second Rounds are under the direct control and supervision of the NAIA, with assistance from each coach's association. As part of the First and Second Round bid process, each host institution must recommend a qualified individual to serve as the Site Supervisor. A host's recommendation does not constitute approval or appointment. The recommended individual must complete the NAIA Site Supervisor Core Training, successfully pass the required certification quiz, and be formally appointed by the NAIA Championship Manager before serving in the role. The NAIA reserves the right to decline a host's recommendation and appoint another qualified individual.

Individuals interested in serving as a Site Supervisor can learn more and submit their information through the [Site Supervisor Interest Survey](#). Questions regarding the Site Supervisor process may be directed to Marc Burchard, Director of Championships, at mburchard@naia.org.

Site Supervisors will attend a virtual call with NAIA Championship Sport Manager to review responsibilities on November 17, 2026 at 4:00pm CT. The link to the virtual call will be communicated to Site Supervisors directly.

The Site Supervisor cannot have any direct relationship with the host institution.

The host institution provides housing, mileage reimbursement at the [IRS standard mileage rate](#), and meals and/or meal expenses up to \$35/day per diem for the assigned NAIA Site Supervisor. Site Supervisors should submit their expenses to the Host Tournament Director at the conclusion of the event. This reimbursement should include payment for the above expense categories (if not already provided by the host in advance of the tournament).

Duties of the NAIA Site Supervisor include, but are not limited to:

Supervision of Participating Teams

1. Conduct administrative meeting with necessary personnel from all participating teams, prior to the Championship's First Round games.

2. Double check itinerary for traveling teams from time of arrival to time of departure from game site.
3. Confirm arrangements for housing and meals for traveling team.
4. Confirm practice schedule and site for traveling team.
5. Confirm local transportation (if needed) for traveling team.
6. Confirm championship student-athlete experience (if needed) event details for all participating teams.
7. Confer with the Tournament Director and host Sports Information Director and prepare schedule for all participating head coaches and their players, if necessary, with the news media.
8. Attend practice sessions of all teams.
9. The NAIA site supervisor will be stationed on field level for all championship First & Second Round games.
10. The NAIA site supervisor will provide assistance (as necessary) to the participating coaches to ensure the best possible conditions for all teams before, during and after each game.

Supervision of Game Officials

1. Meet and brief officials upon their arrival at the venue.
2. 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.
3. Secure roster of officials from the host institution coordinator. Conduct pre-game meeting with officials to review expense reimbursement, game fees, standards, and expectations as applicable. Officials will be paid through Arbiter.

Supervision of the Venue and Field Preparation

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

1. Check scoreboard and official clock for proper operation the day before each game.
2. 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.
3. Confirm National anthem(s), US/Canadian flags displayed and properly scripted in opening ceremony.
4. Confirm proper set up of game field, corner flags, field markings, etc.
5. Check facility to eliminate safety hazards that may exist.
6. Check locker room facilities at venue for use before and after each 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.
7. Confirm appropriate NAIA First and Second Round signage is displayed in accordance with NAIA marketing and sponsorship agreements.
8. Confirm with host institution coordinator that trained statisticians, scorekeepers, ball control will staff the event.
9. Location of cheerleaders/band if applicable.

Post-Event Evaluation

Following the event, Site Supervisors should report any successes or concerns to the NAIA Championship Sport Manager overseeing the gender of the match(es) they oversaw. All Site Supervisors will complete a [Site Supervisor Event Report](#). This survey will be sent following the last game of each day of the NAIA Soccer Championship First & Second Rounds.

HOST SPORTS INFORMATION DIRECTOR (SID)/MEDIA COORDINATOR

The First & Second Round host is responsible for designating a representative to serve as the Host Sports Information Director (SID)/Media Coordinator throughout the duration of the tournament.

Press Box/Media Room - The host provides necessary press personnel, including but not limited to scorekeeper, statisticians and PA announcer. The Host SID is also responsible for the setup and supervision of a media room.

Subject to the limitation of space, the press box will be accessible to the working media at the discretion of the Host SID in consultation with the NAIA Site Supervisor. For all First & Second Round sites, the Host SID will handle press box operations, providing services to the media, game statistics and other needs as prescribed by the NAIA Athletics Communications Department.

All requests for hook-ups of radio broadcasts, TV or web-streaming, etc., should be directed to the Host SID.

Media Credentials - The Host SID should send a credential request form to members of the local media, to determine who will be covering the event. Media credentials should be issued individually at an appropriate site/time. Credentials are non-transferable



and will only be issued to the person whose name appears on the credential. Participating team's SIDs, photographers, or videographers may also request media credentials for themselves.

Post-Game Media Accessibility and Press Conferences - Upon completion of each First & Second Round game, all coaches and student-athletes will be made available to all members of the media after a 10-minute cool-down period. Post-game interviews will be conducted in an area deemed appropriate by the Host SID after consultation with the NAIA Site Supervisor. If a formal post-game press conference is held, the Host SID should attend each to facilitate questioning, and produce name tents to place on the table to identify coaches and student-athletes. A team's SID and any media present should notify the Host SID who they would like to be a part of the press conference immediately following the game. When possible, interviews should be recorded and posted to the host's athletic website.

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

For information specific to any media-related services or policies, please contact:

Reanne Hanson

Men's Soccer Manager of Athletic Communications
(816) 595-8349
rkietlinski@naia.org

Brandt McCall

Women's Soccer Manager of Athletic Communications
(816) 595-8355
bmccall@naia.org

HOST ATHLETIC TRAINER / MEDICAL COVERAGE

The Host Athletic Trainer at the First & Second Round site shall be responsible for providing the visiting team(s) medical assistance at all practices and during all First & Second Round games and contests as necessary. Prior to arrival, athletic trainers from both teams are to coordinate access to the training room and services including, but not limited to:

1. Special needs of the visiting team (towels, water, modalities).
 - a. Water, cups and towels will be provided by the host on team benches, in locker rooms and as needed for athletic trainers' use.
2. Medical assistance needed for practice.
3. Athletic training room (location, hours, equipment, phone numbers).
 - a. All necessary emergency equipment should be at the site or quickly accessible.
 - b. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment includes but is not limited to AEDs, backboards, crutches, splints/braces, and biohazard containers.
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.
 - a. Host shall provide medical coverage to include a physician and ambulance service on-site or if that is not achievable, EMT on-site.
7. Emergency procedures and protocol.

Each team's athletic trainer shall be responsible for providing the NAIA National Office a report of all injuries for all First & Second 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:

Sara Eckinger

120 W. 12th Street, Ste. 700
Kansas City, MO 64105
(816) 595-8116
seckinger@naia.org



Medical Coverage - The Host shall provide medical coverage for the First and Second Rounds to include an ambulance on-site, or alternatively if that is not achievable, EMT on-site. The host shall provide radios for direct communication between Host ATs, field, and EMS. On-site medical equipment should include but is not limited to AED's (Automated External Defibrillators), backboards, crutches, splints/braces and biohazard containers.

GAME PROTOCOL INFORMATION

OFFICIAL BALL

The Select Sport America Brilliant Super is the Official Ball of NAIA Men's and Women's Soccer and is the only ball to be used in all NAIA First & Second Round and National Championship competition. Game balls will be shipped to the host site in advance of the First & Second Round matches. The NAIA Site Supervisor should check that game balls are properly inflated and coordinate with the Tournament Director to locate a ball pump if needed.

OFFICIAL BALL SHIPMENT

First & Second Round host sites will receive 6 complimentary Select Sport America Brilliant Super soccer balls prior to First & Second Round competition. If a site is hosting both genders, they will receive 12 complimentary Select Sport America Brilliant Super soccer balls. The host is responsible for inflating and checking all game balls prior to the start of First & Second Round competition.

CREDENTIALS

The NAIA will create, pay for, and ship credentials to each First & Second Round site. Credentials will include designations for the Site Supervisor, Host Staff and official party members. Only student-athletes, coaches, the Tournament Director, Site Supervisor, Officials and Sports Information Staff should have access to the bench area during warmup and competition.

PLAYING RULES

Rules governing NAIA regular-season and postseason play are the [National Collegiate Athletic Association \(NCAA\) Soccer Rules](#); including any rule modifications outlined in the NAIA Men's or Women's Soccer Coaches Manual.

PRACTICE SCHEDULE

The NAIA Site Supervisor, in consultation with the Tournament Director and the visiting head coaches, shall establish a practice schedule for the traveling team at the First & Second Round site. Practice times must be made available the day before the competition and (if at a site hosting multiple rounds) the day in between games. The facility must be exclusively available for participating teams.

GAME TIMES

In consultation with the host institution, the NAIA Championships Department establishes game times for the National Championship and First & Second Round competition. All First & Second Rounds shall be played on Thursday, November 19 and Saturday, November 21. The First & Second Round must conclude by 8:00 p.m. (CST) on Saturday, November 21.

All games on Thursday may start between 1 p.m. and 6 p.m. (CST).

PRE-GAME SCHEDULE

The following time schedule should be followed for all First & Second Round games:

1. The field will be set up and available 70 minutes prior to the start of the First & Second Round game.
2. Game administrators must ensure that any non-playable area(s) used for warm-up are equally 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. The NAIA shall provide scripts for national sponsor and *Champions of Character* announcements during warm up and breaks in play.
6. When the clock expires, teams will return to benches and line up for team/player introductions (World Cup style) and National Anthem. The referees will request that starters come to their respective sideline and prepare to march to the midfield area for player introductions.



7. 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).
8. At the conclusion of the National Anthem, the *Champions of Character* pre-game message is read. Teams are NOT allowed to return to their benches between the end of the National Anthem and the start of the game.

PUBLIC ADDRESS ANNOUNCER

Basic instructions for the public-address announcer at NAIA First & Second Rounds are listed below. Please review this material with the public-address announcers prior to the start of competition.

1. The NAIA National Office will provide PA scripts found on the [Soccer First & Second Round Host Resources page](#) to be used throughout the First & Second Round.
2. Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators but should never act as cheerleaders for a team or student-athlete.
3. Good communication with those in charge of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.
4. All emergency calls and announcements must be approved by the NAIA Site Supervisor, in conjunction with the Tournament Director.

BANDS/SPIRIT SQUADS/MASCOTS

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the cheerleader sponsor and a mascot shall be admitted for free, if in uniform, via the gate list furnished to the host institution by the competing institution's Athletic Director. 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 Site Supervisor.

If bands, spirit squads or mascots will attend the event, the institution must notify NAIA Site Supervisor and Tournament Director prior to First & Second Round competition.

Bands, or any component thereof, shall not play while a game is in progress.

FACILITY REQUIREMENTS

FACILITY CERTIFICATION

All First & Second Rounds will be played at venues that have been certified through the NAIA Soccer Facility Certification process.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NAIA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance.

ALCOHOLIC BEVERAGES/TOBACCO

NAIA rules prohibit the use of tobacco by student-athletes, coaches and officials during practice sessions and game competition, as well as during other National Championship and First & Second Round activities such as press conferences and postgame interviews.

On the dates of competition or practice, no tobacco products or alcoholic beverages shall be sold or otherwise made available for public consumption at an NAIA First & Second Round nor shall any such products or beverages be brought to the site during the event.

INSURANCE

Hosts of NAIA National Championship and First & Second Round events accept the responsibility to safeguard the physical well-being of all participants 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 Championships Department with a copy of the insurance certificate verifying they are insured for the facility in which any games of the National Championship or First & Second Rounds are played. The insurance certificate should provide spectator liability at a minimum of \$1,000,000 and related insurance for the facility naming the NAIA as an "additionally-insured" party.

NEUTRALITY

Host institutions should keep in mind that an NAIA First & Second Round event is not a home event. Neutrality is important therefore, such items as the use of players on programs and host institutional signage should not be used. Traditional "home" atmosphere activities are not permissible.

PARKING

If applicable, the host institution must reserve parking spaces for the participating teams, officials, the NAIA Site Supervisor and other individuals identified by the NAIA to be located in close proximity to the competition venue.

ADDITIONAL AMENITIES

Equal Accommodations - The host is responsible for providing equal and/or comparable accommodations and facilities relative to locker rooms, refreshments, bench and shower towels, etc. Please refer to the Neutrality section above for more information.

Facility Personnel - Ticket sellers and takers, ushers, concession vendors, program sellers, merchandise workers, field assistants (ball control), etc., are personnel needed for First & Second Round games. The host is responsible for all associated costs in securing personnel and materials.

Internet – Wireless signal that is not open to public. If no wireless, venue is required to have 12-15 dedicated hard lines. Access to all websites including social media (Facebook, YouTube, and Twitter) is needed. No websites can be blocked.

Music - Any music played during warm-ups or in between the conducting of competition shall be provided by the host institution and be appropriate/tasteful for the setting.

Phone Lines (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).

Power - Ample power outlets for a minimum of 10 computers, including extension cords.

Public Address System/Music System - Either a permanent or portable public address 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.

Scoreboard - An electronic scoreboard must be provided. The scoreboard must be able to display the following: home score, visitor score, game clock, first / second half marking.

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. 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 First & Second Round hosts are required to use the NAIA Network video-streaming portal.

- a. 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 the wired internet line.
- b. All NAIA championship broadcasts, including early-round contests hosted at campus sites, must be broadcast on the NAIA Network. Host institutions may also simulcast to their normal regular-season platform, provided their encoding setup supports simultaneous outputs to multiple destinations. If the host's encoding setup supports only a single destination, the broadcast must be sent to the NAIA Network. Broadcast feeds must be transmitted to the NAIA Network via RTMP or SRT.
- c. As a host site, you are required to send non-NAIA Network viewership numbers, by contest, to the NAIA National Office no later than 10 days after the completion of the event.

Videotaping Area - Teams may videotape games in which they are participating. A space for each team to videotape shall be provided by the First & Second Round host. Locations shall be the same or with comparable view of the competition field. Videotaping for the purposes of scouting is prohibited. Any use of video equipment in the bench area is prohibited during the game.

SAFETY AND SECURITY

SECURITY

Security measures are the responsibility of the host site. Institutions hosting a First & Second Round contest must provide adequate security for fans, participants and officials.

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, news conferences and working press areas, post-game news conference room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area).

SPORTSMANSHIP

The Athletic Directors 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. The Host Tournament Director must review crowd control policies with the NAIA Site Supervisor and is responsible for strict enforcement of these policies.

FAN DISTRACTIONS

Artificial Noisemakers - No artificial noisemakers, air horns, electronic instruments, etc. are permissible. Host staff is responsible for removing these items from the venue.

Spectator Photography/Video Cameras - Flash photography is prohibited. Video cameras are permissible by spectators. Spectators must remain in their seats and ensure to not obstruct others' view.

INCLEMENT WEATHER POLICY

All First & Second Round winners should be determined in competition. Playability should be determined by the NAIA Site Supervisor in consultation with the NAIA National Office, making every effort to finish in the timeliest fashion possible.

1. The NAIA National Office holds the authority to approve all start times of First & Second Round matches. If adverse weather conditions are expected, a First or Second Round match shall be moved to an appropriate start time with the intention to have the match played to completion in its entirety.
2. If a First or Second Round match is not able to be completed on Saturday due to inclement weather, then the match, pending approval between the NAIA National Office and both participating teams, will be played either the day before on Friday, if properly communicated, or the day after on Sunday. Play on Sunday should be the extreme last resort.
3. If a match is unable to be played, the higher seed shall be declared the winner and advance to the Final Site.

Lightning and Weather Detection Service - Whenever there are concerns about severe weather, specifically lightning safety, related to the health and safety of student-athletes at First & Second Round events, multiple tools and resources must be considered for use in making decisions about the efficacy of continuing with the outdoor physical activity. Best practices in making determinations on continuation to play include the following:

1. Players, spectators, and event officials at First & Second Round events should be reminded/informed over the PA system throughout the event that lightning safety through prevention is important.
2. For outdoor events where inclement weather is possible, designate a "weather watcher." This person's primary responsibility is to actively monitor for threatening weather. Indicators of possible inclement weather include: high winds, darkening clouds, or lightning and/or thunder activity. This person reports directly to the event Medical Director/Athletic Trainer. This individual monitors the weather through a two pronged approach. They should watch/monitor local weather forecasts and know understand local weather patterns. In addition, they should be in contact with regional representatives from the National Weather Service (NWS) at www.weather.gov, or through local weather forecasting agencies in order to acquire accurate, real time information about weather concerns in that region.
3. In addition, there are a number of commercially available (typically for a fee) weather monitoring/notification resources to consider using as an adjunct in determining severe weather. The WeatherSentry Sports and Recreation monitoring system by DTN claims to provide real time weather information, including forecasts, precision lightning detection, wet bulb globe forecasts, and storm corridor information. The Thor Guard System is another commercial product that is widely used at golf facilities throughout the country. This product claims to be able to predict lightning before it actually strikes, allowing for early intervention in decision making. Additionally, weather apps like WeatherBug (including Spark) or the Weather Channel's App are highly rated tools that provide helpful information to inform critical safety decisions.

****Notification systems may be useful as supplements. They should never replace the designated weather watcher and NWS monitoring.***

It is the responsibility of the Host Athletic Trainer (AT) at First & Second Round events to determine when an event should be suspended and when it is safe to return to play as the result of lightning. The Host AT has unchallengeable authority to suspend play. The Host AT is to notify the NAIA Championship Sport Manager who will implement the predetermined action plan for both player and spectator safety. The following criteria shall be used when making decisions about lightning safety:

1. When lightning is within 8-10 miles, steps need to be taken to evacuate players, spectators and officials from the venue until the threat of the storm has passed. Additionally, if severe thunderstorms are in the vicinity or if lightning/thunder has been observed (lightning strikes have been reported as far as 25 miles from the edge of a storm front) the venue must be cleared until the storm passes. Thunder may be hard to hear because of things like crowd noise. Lightning has the ability to strike even when blue sky is visible and there is no rainfall.
2. Everyone needs to be directed to a safe location away from the lightning hazard. Safe locations include fully enclosed buildings. In the event that access to this type of building is unavailable, buses, cars, and vans are considered safe alternatives. Please note that unsafe locations include structures like shelters, dugouts, storage sheds, picnic areas, tents, concessions, press boxes, etc.
3. Activities shall be suspended until at least 30 minutes following the last lightning strike and sound of thunder. The 30-minute clock restarts in the event that additional lightning is seen or thunder is heard.