This handbook has been prepared in an effort to standardize procedure to be used in all tournament games beginning at the Regional Level. It is available to all Section Coordinators, Coaches and Officials. If you have any questions, please contact your Section Coordinator.
<table>
<thead>
<tr>
<th>INDEX</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>3</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>3</td>
</tr>
<tr>
<td>Awards</td>
<td>3</td>
</tr>
<tr>
<td>Ball Retrievers</td>
<td>3</td>
</tr>
<tr>
<td>Benches</td>
<td>3</td>
</tr>
<tr>
<td>Codes of Conduct</td>
<td>4</td>
</tr>
<tr>
<td>Crowd Control</td>
<td>4</td>
</tr>
<tr>
<td>Interrupted Games / Inclement Weather</td>
<td>4</td>
</tr>
<tr>
<td>Lockers</td>
<td>4</td>
</tr>
<tr>
<td>Media</td>
<td>4</td>
</tr>
<tr>
<td>Press Credentials</td>
<td>5</td>
</tr>
<tr>
<td>Officials</td>
<td>5</td>
</tr>
<tr>
<td>Overtime</td>
<td>5</td>
</tr>
<tr>
<td>Overtime Procedures</td>
<td>7-10</td>
</tr>
<tr>
<td>Protests and Appeals</td>
<td>5</td>
</tr>
<tr>
<td>Rosters &amp; Team Photos, Championship</td>
<td>5</td>
</tr>
<tr>
<td>Spotters</td>
<td>6</td>
</tr>
<tr>
<td>Uniforms</td>
<td>6</td>
</tr>
<tr>
<td>Video Taping</td>
<td>6</td>
</tr>
<tr>
<td>Warm Ups</td>
<td>6</td>
</tr>
<tr>
<td>Terri Welcher Contact Info</td>
<td>6</td>
</tr>
</tbody>
</table>

**STATE SEMI-FINALIST INFORMATION**

| Welcome / Schedule                         | 11   |
| School Check List                          | 12   |
| Accommodations                             | 13   |
| Meals                                      | 13   |
| Hotel Report                               | 13   |
| Reservations for Finals                    | 13   |
| Championship Admission                     | 13   |
| Coaches Meeting                            | 13   |
| Game Day Rosters /Bench personnel          | 13   |
| Pre/Post Game Protocol                     | 14   |
| School Gate List                           | 14   |
| Tournament Facility                        | 14   |
| Accommodations Worksheet                   | 15   |
| Directions to Hotel, Stadium               | 16   |
| Hotel Credit Card Authorization Form       | 17   |
ADMISSIONS

TWENTY-FIVE ATHLETES will be admitted free and be presented with awards. Seven (7) additional tickets will be available to you for Bench Personnel. Bench Personnel are defined as managers, assistant coaches, spotters, ball retrievers, trainers, and scorekeepers. If you have more than 25 athletes; Bench Personnel tickets may also be used for student athletes for a total of 32 on the traveling squad. Please refer to the Awards section for additional information. There is a separate ticket for your bus driver.

Only NYSPHSAA STATE Passes will be honored at the Championship Site.

Players, coaches, statisticians, managers, trainers and scorekeepers are the only people who will be permitted at the bench area during the game. Athletic Directors on the field: Athletic Directors who wish to be on the field during their team’s game, must stay in the team area and will be subject to the rules of the game/site. The Athletic Director will not count as part of the count for bench personnel. All other school personnel are to remain in the area reserved for spectators. If a yearbook or school newspaper photographer would like a press pass, please have the individual present a letter from your school administration on school stationary and a press pass will be provided for entry into the championships. However they will not have rights to be on the field. Please only one per school.

ATHLETIC TRAINER

An athletic trainer will be on the site to deal with emergencies and injuries. They are not responsible for any pre-game taping. Water containers will be provided for each team.

AWARDS

Teams are required to remain on the field following each game for the award’s presentation. At the conclusion of Regional contests, the regional finalist will receive a plaque, then the regional champion will receive their plaque. At the conclusion of the Semi-Finals, the Semi-Final finalist (the team that does not advance) will receive a plaque. The team that advances will receive their awards at the conclusion of the championship game. The NYSPHSAA provides 25 medals to the State Champions and to the second place team. If you have more than 25 athletes, a blank award will handed out and will be collected at the conclusion of all photo opportunities by your Section Coordinator. You may order the additional awards through the NYSPHSAA office. The cost of the extra medals will be charged to the individual schools. Plaques will also be awarded to the championship and finalist teams.

Players selected for the All-Tournament team will receive certificates. One player from each participating team will be chosen for the Sportsmanship Award. That player will receive a Good Sport T-Shirt.

Sportsmanship Trophy will be awarded to one team at the conclusion of the State Tournament. The NYSFHO Association will make the selection.

BALL RETRIEVERS

Each Team will bring two (2) individuals to retrieve balls on the side lines. They are to be included in the 7 Bench Personnel. Remember ball retrievers need to have signed Code of Conducts.

BENCHED

Teams enter the field from their locker rooms. The home bench will be to the right of the scores table as you face the field. At the conclusion of the awards ceremony, please remove your team from the bench area.
immediately so the teams playing next can begin to warm up. The warm up clock begins immediately after the awards ceremony.

**CODES OF CONDUCT**

Each student and coach affiliated with a team must have a signed Code of Conduct. They will be checked prior to entering the field. These forms are mandated for all games beginning with the Regional level and remain on file for a period of one year. Any player without a signed form will be ineligible for competition until such time that the Field Hockey Committee receives a signed Code of Conduct. This form is available through each section’s secretary or on the NYSPHSAA website.

**CROWD CONTROL**

In the past we have had problems with unruly and unsportsmanlike spectators. Please be sure to have an administrator in charge of your spectators to prevent any problems. PLEASE HAVE THIS PERSON IDENTIFY THEMSELVES TO THE ADMISSION GATE prior to each game. Additional security will be provided at the Championship site.

**INTERRUPTED GAMES / INCLEMENT WEATHER PLAN**

If the unfortunate happens, every attempt will be made to complete the individual game/tournament. It may be necessary to delay games, or move games to alternate sites. Understand we have no control of the weather. Your patience and cooperation as the leader of your team will certainly be needed. All information pertaining to changes in game times or location will be posted in the lobby of the Double Tree Inn and Section Coordinators will have the information as well.

If the games are delayed, the following plan will be put into effect.

1. One and one half hours will be scheduled between games.
2. Non starters will not be announced prior to game
3. 10 minute on field warm up.
4. Overtime: 1 SVOT (10 minutes); immediately followed by shoot out.

In the event a final game in the State Tournament is suspended because of conditions that make it impossible to continue play, the game shall be re-scheduled for the following day from the point of interruption. The Tournament Committee shall make the determination that the game will begin. Once the game has started, the game officials in conjunction with the Tournament Committee shall make the decision to continue or interrupt the game. If the following day is still unplayable or the game is again interrupted, co-champions shall be declared. If the suspended game occurs on Monday, co-champions shall be declared.

We will be following the NYSPHSAA Wind-chill Policy for all Regional and Championship games.

**LOCKERS**

Locker rooms will be available at the stadium; there will be no security. The Field Hockey Committee will make locker room assignments. Forty-Five minutes after the conclusion of your game, your locker room must be vacated to allow for the arrival of the next team.

**MEDIA**

For competition beyond the sectional level, the NYSPHSAA owns all rights to each and all of its championship events. Said rights include, in addition to the rights with respect to participation and admission rights to
television (live and delayed) radio broadcasting, filming, videotaping and commercial photography. Please go to the NYSPHSAA website for information.

- **Press Credentials** must be obtained from NYSPHSAA prior to the event. Go to AD’s & Coaches drop down and select FORMS.

**OFFICIALS**

Only New York State Certified Field Hockey Officials will be assigned games. The committee for selection of officials for the Semi and Final games will make assignments for all games.

For the Regional games, the host Section provides officials unless mutually agreed upon by each of the Section Directors. All Section Coordinators are to submit a prioritized list of qualified officials to Bev Hooper. Only the names of officials who are available to work the entire tournament are to be submitted. In order to qualify for Regional, Semi and Final games, the official must have worked a minimum of 50% of the high school games assigned by the Section. A committee of three will be set up for purposes of selecting and assigning officials specific duties during a contest for the Semi and Final games. The committee reserves the right to add officials to the list based on extenuating circumstances.

Nine officials will be assigned to work the tournament. Every attempt will be made to assure assignment from neutral sections and to assure that no team will be assigned the same official for a Semi and Final game.

The committee will assign an official to act as liaison between the officials and the committee during the entire tournament.

**OVERTIME PROCEDURES:** Please see pages 7-10 of this handbook.

**PROTEST AND APPEALS**

Any and all questions and/or protest as to game rules and the conduct of the games shall be heard and resolved by the Games Committee. All decisions shall be final with no right of appeal. Each coach should have a Tournament Handbook. If you do not, please get one from your Section Coordinator.

For Semi and Final games; the Games Committee shall be made up of three Section Coordinators from neutral sections.

a. A protest cannot be made regarding a judgment call.

b. Protests can only be filed for a misapplication of the rules.

c. A protest must be made immediately following the alleged misapplication and has to be announced prior to the next play.

d. The HEAD coach, not an assistant, must inform a field official or table official of their intent to protest prior to the next play.

Any appeal of the State Handbook sportsmanship standard at the regional level shall be referred to the State Office for a decision. Should the appeal occur at the championship games, a member of the NYSPHSAA staff or in their absence, the State Coordinator will resolve the appeal.

**PROGRAM ROSTERS/TEAM PHOTOS**

All teams must submit a Roster and Photo on the NYSPHSAA website link MAX PREPS immediately following Sectional Finals for the Championship program.

1. Go to [www.nysphsaa.org](http://www.nysphsaa.org) and click on Sports, select Field Hockey.
2. Click on Submit Photos and Rosters, this will take you to the MaxPreps website
3. Choose sport, complete roster, print a copy and click submit.

PHOTO
2. Click Photo submission, this will take you to MAX PREPS website.
3. Send only one (1) team photo, not variations of a team photo.

SPOTTERS
As soon as you enter the field, please send an individual familiar with your team and pronunciation of player’s names to the press box. This individual will be asked to assist the announcer during the team introductions. The spotter is to be included in the bench personnel list. A copy of the team roster with starters checked goes with the spotter to the announcer. The other copy goes to the scorers table.

UNIFORMS
Varsity teams are to have a HOME and AWAY Shirt and corresponding Shin Guards. Gold is NOT considered a dark color for team shirts.

VIDEOTAPING
Video taping can be done from most areas around the upper area of the stadium. Video Crews will not be allowed on the field without proper NYSPHSAA permissions. Please see the Media section of this handbook.

WARM-UPS
The warm up areas are located at the ends of the field. Home team will take the bench and warm up area to the right of the scorer’s table as you face the field. Teams can only use the warm-up area immediately preceding their game. Those teams playing the first game of the day will be allowed on the field 30 minutes before game time. A minimum of a 10 minute warm-up will be allowed on the game field.

All Regional Champions must call Terri Welcher, Tournament Director, immediately following their Regional Championship game. Please use the numbers below to reach her.

Cell 315-264-1759
E-Mail Home twelcher@twcny.rr.com
E-Mail Work twelcher@oneidahealthcare.org
Field Hockey Overtime Procedures
2015-2016

I. At the end of the regulation game, there will be a coaching intermission that will last up to 5 minutes.
   The Officials will:
   • Meet with Captains and Coach.
   • Toss of coin: the Visiting team calls the toss. The winner of the toss gets choice of possession OR end of field.
   • The tableside official remains the head official for all segments of the overtime procedures.

II. Ten minute OT 7 V 7 sudden victory OT period:
   • Rolling substitutions are permitted.
   • Each team is permitted one time out during the 10-minute overtime period
   • Defensive corners during 7 v 7:
     • Defense will be reduced to 4 players (3 plus goalie) behind end line
     • The remaining defensive player goes behind the 50 yd line with the rest of the team.
     • The attack remains the same.

III. If a tie still exists after the first 10 minute overtime, the teams will play a second 10 minute 7 V 7 Sudden Victory overtime period.
   • A coaching intermission, lasting 5 minutes, will be allowed prior to the start of the second OT period.
   • Teams will change ends of the field, the team not having possession at the start of the first OT shall have possession to start the second OT.
   • Time-outs may not be carried over from the previous period, each team is allowed one time out.
   • Rolling substitution are permitted.
   • Defensive corners same as above.
   • The attack remains the same.

IV. If the score remains tied at the end of the second 10 minute overtime period; a Shoot-out will take place.
   A set of 5 alternating shoot outs take place in each series. A full set of 5 is played.
   • Players from each team take a 1v1 shoot-out, alternately against the goalkeeper of the other team.
   • Five (5) players per team will take the shoot-out in the sequence nominated and communicated by the team to the umpires on duty before the start of the shoot-out competition. The order of shoot-out must be indicated to the umpires at the coin toss.
• The umpires, in conjunction with the tournament committee will choose the goal to be used.
• Toss of coin: The Visiting team calls the toss. The team which wins the toss has the choice to take or defend the first shoot-out.
• The team scoring or awarded the most goals is the winner and the competition ceases once an outright winner is determined. Winner is declared: when there is a clear winner and play is not necessary to finish the group of 5.
  ex: during the 1st group of five 1v1 scenarios, the score is 4-1, there is no need to play out the last two players.

PLAYERS AND COACHES—
  o When not involved in play, the Goalkeeper may stand on the end line on the side of the goal closest to her team OR may stand behind the 25 yd line with the 5 players involved in the shootout.
  o Team members, and coaches not involved in the shootout, may stand on the field, behind the 30 yd. line, 5-10 yards from the sideline. One team on each side of the field.
  o PLAYERS should be ready for the next shootout, but not raced into the set up.
  o If the goalie is a shooter, she is considered a field player.

• A player who has been excluded permanently (red card) from the field of play during that same match, cannot take part in any shoot-out competition.
• A team with a player who was carded during the shootout, must play short in the shootout period.

V. Shootout:

OFFICIALS:
  o Lead and Trail officials will call the shootout.
  o Lead official during regulation time will continue to be lead regardless of which goal is chosen.
  o Table official will keep time.
  o If Sectional games have a Certified Table official, the Table official will keep the time. If a Certified Official is not assigned to the table during Sectional games, the timer will turn her/his back to the field and start the 10 seconds with the official’s whistle. The official time will be kept on the field.
  o Officials should not feel they have to move the 1v1 along. Officials should scan both benches, allowing players and coaches a reasonable amount of time to set up for each shootout.

PROCEDURE:
• The goalkeeper starts on or behind the goal line between the posts.
• The ball is placed on the nearest 25 yd line opposite the center of the goal.
• The attacker stands outside the 25 yd line near the ball.
• The umpire blows the whistle to signal the start of the shootout; the attacker and the goalkeeper may then move in any direction.
• The shoot-out is completed under the following conditions:
  o 10 seconds has elapsed.
  o The attacker scores a goal.
  o The attacker commits a foul.
  o The goalkeeper commits an unintentional foul in which case the shoot-out is re-taken.
  o The goalkeeper commits an intentional foul, in which case a penalty stroke is awarded.
  o The ball goes out of play over the back-line or side-line; this includes the goalkeeper intentionally playing the ball over the back-line (not a foul). The ball simply going outside the circle a second time does not constitute the end of a shoot-out.
**Replacement situations**

- If a penalty stroke is awarded as specified above, it is taken by the two players involved in the shoot-out concerned, unless either of them is incapacitated or suspended. This penalty stroke will take place before the next available shoot-out takes place.
- If the replacement goalkeeper is a field player, that player is allowed reasonable time to put on protective equipment.
- If during a shoot-out competition, a defending goalkeeper is incapacitated, that goalkeeper may be replaced by another goalkeeper.
- If during the shoot-out competition, an attacker is incapacitated, that attacker may be replaced by another player from the team unless suspended by the umpire prior to or during the shoot-out competition.

**VI. If a tie still exists after the first series of 5 shoot-out, a second series of 5 shoot-outs will take place.**

- Coaches may change the order and/or players before the start of the second shootout.
- A coaching intermission lasting 2 minutes, will be allowed prior to the start of the second shoot-out period.
- The coach must inform the umpires as to the order in which the nominated players take the shoot-out.
- The team who had taken the first shoot-out of the first series must defend the second series.

**If a tie still exists after a second series of 5 shootouts, Sudden Victory of 5 additional shoot-outs are taken. (Follow the same process criteria as above.)**

**VII. Misconduct:**

1. Each team will begin the first 7v7 overtime with seven players, one of which must be a Goalkeeper, (unless players were disqualified or have not completed a suspension during any previous playing period. Teams will play short during this time.)

2. Any player who has been disqualified (Red Carded) during regulation play is not eligible for the overtime period and the team will play short for the entire overtime.

3. A player suspended (Green/Yellow Carded) during regulation play, would be eligible at the completion of the suspension timeframe of the 7v7 periods. The team plays short until the suspension is completed.

4. At the beginning of the first round of 1v1 shootout, a suspended player with time that is carried over into the 1v1 shootout round will be unable to participate in any future shootout rounds. **Teams will start the 1 v1 shootout with 5 players.**

5. If an Attack player is Green / Yellow carded *during* the shootout, that player may be replaced with an eligible shooter to participate in any future shoot outs. However the player carded will be unable to participate in any future shootout rounds. Any further player who is carded during the shootout will follow the same procedure.

6. If an Attack player is Red carded *during* the shootout, their team will only have 4 shooters participate in any future shootouts. The player carded will be unable to participate in any future shootout rounds. Any future shoot-
out the player was entitled to take counts as no goal. The spot of the no goal in future shootouts will be determined by the carded player’s coach.

7. If a goalie is carded **during** the shootout, she is replaced and is unable to participate in any future rounds. The replacement goalkeeper is allowed reasonable time to put on protective equipment. If the goalie is Red carded, she will be replaced and is unable to participate in any future rounds. An Attack player will be removed from the shootout series and her spot in future shootouts will count as a no goal. The spot of the no goal in future shootouts will be determined by the carded player’s coach.

8. It is expected that the players and coaches will not enter the field of play until the official has signaled the end of the game or overtime. Failure to comply will be treated as misconduct.

Revised: January, 2014
October, 2014 (final)
January, 2015
NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION
Field Hockey Championships

Congratulations and welcome to the NYSPHSAA Field Hockey Championships. On the following pages you will find information about the tournament and accommodations. I have included a check list to help you with the paperwork process. The Handbook should answer any questions you may have. If not, please feel free to contact your Section Coordinator with your questions. I look forward to working with you, and again, congratulations.

Terri Welcher
Tournament Director

SITE

Maine Endwell High School, 750 Farm-to-Market Rd. Endwell NY 13760
Surface is field-turf. Directions to the field are included in the Handbook.

TOURNAMENT WEEKEND SCHEDULE

November 14
9:30 am  Class C  Winner  5/6  VS  1/4/9  ***
11:30 am  Class C  Winner  8/11  VS  2/3  ***
1:30 pm  Class A  Winner  5/6  VS  1/4/9  ***
3:30 pm  Class A  Winner  8/11  VS  2/3  ***
5:30 pm  Class B  Winner  5/6  VS  1/4/9  ***
7:30 pm  Class B  Winner  8/11  VS  2/3  ***

November 15
10:00 am  Class C  Finals (11:30 winner is home)
12:30 pm  Class A  Finals (3:30 winner is home)
3:00 pm  Class B  Finals (7:30 winner is home)

November 16  Weather Date

UNIFORMS  Please bring both Home and Away uniforms to the field.  *** IS HOME TEAM
Welcome to the 2015 Championship Tournament. This check list is designed to provide you with a quick look at what you and your school need to do PRIOR to coming to the Tournament.

All teams must contact Terri Welcher, Tournament Director, even if you are not staying in the hotel. 315-264-1759 cell / twelcher@twcny.rr.com

TRAVEL

- Check with your Section Coordinator to verify who pays for what. Does your Section cover cost of Travel, Hotel, Bus Driver room? Each School District or Section provides its own transportation to and from the stadium. Directions to Stadium and Hotel are in packet.

ACCOMMODATIONS

- Contact AD/Superintendent/Business Manager and decide if your team will be staying at the Hotel. You must contact Terri Welcher (info above) by Noon, Monday, November 9th with your decision. One or two nights? Use worksheet and fax by Tuesday, Nov. 10.

  - The Hotel will need the following: ROOMING LIST, PURCHASE ORDER, TAX EXEMPT FORM. You will get these forms from your AD/Superintendent/Business Manager. FAX INFO TO THE HOTEL ASAP.

  - Make up rooming list for Hotel. Four students to a room, remember to include coaches, administrators, chaperons and bus driver if necessary.

  - Will you want breakfast at the Hotel on Saturday or Sunday morning? Info in the Handbook.

  - Banquet will be held on Friday evening for all Tournament Teams. Info on the worksheet.

ADMISSIONS/ GAME DAY

- Submit School Gate List on the NYSPHSAA website by Nov. 12th List of School Administrative personnel. Information in the Handbook.

- Code of Conduct for all athletes, students, coaches, ball retrievers, managers.

- Two Rosters filled out and ready for announcer and scorekeeper. Please include 7 Bench Personnel.

- Someone familiar with names to press box to help with announcing.
ACCOMODATIONS

The DoubleTree, by Hilton Binghamton has been chosen to be our host for the Tournament weekend. Our hotel contact is **Patty Weist**. Complete the enclosed worksheet prior to calling Patty at the Hilton DoubleTree, with your hotel reservations, room rate is $94.00. Be sure to include players, managers (four to a room) coaches, chaperons, administrators and bus driver. Please include the name and number of the school contact person designated to handle payment, paperwork and any questions the hotel may have. All schools must fax their Rooming List, Tax Exempt form and Purchase Order/Credit Card to the hotel by Tuesday, November 10 to confirm their rooms. If using a school credit card please fill out the Credit Card Authorization form on page 16 and send along with your other forms.

- **Meals** - All meals are on your own. The DoubleTree has a restaurant in the hotel, plus for your convenience, they have breakfast on Saturday and Sunday morning. The Breakfast will cost $15.60 per person. If you choose to utilize the restaurant please make your reservations with Patty Weist when you speak with her.

- **Hotel/Motel Report** - Prior to check in please complete the school section of the Hotel forms available online at the NYSPHSAA web site and make 2 copies. Present copies to the Front Desk at check in time.

- At the conclusion of your game on Saturday if you are in need of reservations, please see Terri Welcher. I will make every effort to meet you on the field and then I will contact the hotel to verify your reservations for Saturday night.

**BANQUET**

A banquet will be held in the hotel on Friday evening at 6:30pm for all the tournament teams. Dinners will be $22.00 each. Please get your banquet number to the hotel by Tuesday, November 11.

**CHAMPIONSHIP ADMISSION**

The ticket cost for the Championships is $8.00 per person. Championship tickets may be purchased on-line at [http://nysphsaa.ticketleap.com/2014-nysphsaa-field-hockey](http://nysphsaa.ticketleap.com/2014-nysphsaa-field-hockey) No student, senior citizen or school personnel discount. **No passes will be observed.**

**COACHES MEETING**

There will be a coaches meeting Friday evening and each coach will be asked to describe the color of their shirts. If the opponent’s shirts are similar colors, the State Committee will determine which team will be told to wear their contrasting shirt. If teams are not at the hotel on Friday night they should contact their Section Coordinator for information no later than two hours before their game on Saturday.

**GAME ROSTERS / BENCH PERSONNEL LIST**

Please use the list attached to complete your game day lineups. Please be sure to include your 7 bench personnel. These members should be ball retrievers, scorekeepers, assistant coaches, trainers and managers. No photographers, press or school administrators should be on the Bench Personnel list. Remember that all Bench Personnel must have signed Codes of Conduct on file. **Athletic Directors on the field:** Athletic Directors who wish to be on the field during their team’s game, must stay in the team area and will be subject to the rules of the game/site. The Athletic Director will not count as part of the count for bench personnel.
PRE-GAME PROTOCOL

- Codes of Conduct will be checked at the gate.
- Receive athlete tickets at the gate.
- A Committee member will escort you to your locker room assignment.
- Twenty Minutes prior to game time send your spotter to the announcer’s booth with the starting line up. The spotter is to stay in the booth until released by the announcer.
- A Committee member will escort your team out to the warm up area.
- Belongings may be left in the locker room during warm up only. They must be taken on to the field at game time.
- When five (5) minutes remain during warm up, teams return to their benches for stick check and introductions.
- The announcer will announce reserve players from each team and then announce starters for one team and then starters for the other team.
- The National Anthem will only be played at the beginning of the FIRST game of the day.

POST GAME PROTOCOL

- At the final whistle, and after brief celebration, teams should go through the line for congratulatory handshake.
- Teams return to benches and awards for the Awards presentation.
- Your All-Tournament Team and Sportsmanship selections must be given to the Committee Member at the Scorers Table.
- Teams will meet the Media and Parents at the exit gates on the corners of the track.
- Please vacate your benches immediately following the awards ceremony.
- If you are staying at the Hilton Double tree another night please contact Terri Welcher.

SCHOOL GATE LIST

Go to the NYSPHSAA website www.nysphsaa.org for this list,
- click on AD’s & Coaches,
- Go to Forms and click Sports Coordinator Forms.
- List your School Administrators who will be attending your games.

TOURNAMENT FACILITY

Our Host for the State Tournament this year is Union Endicott School District. There is NO Smoking / NO Alcohol allowed on school property at any time. Tailgating will be allowed in the parking areas.
STATE FIELD HOCKEY CHAMPIONSHIPS
ACCOMMODATIONS WORKSHEET
Fax form to Patty Weist, DoubleTree by Hilton Binghamton, along with the following items: COPY OF ROOMING LIST, TAX EXEMPT FORM, PURCHASE ORDER OR CREDIT CARD. All three items and this form must be faxed to the Hotel to confirm your reservation by Tuesday, Nov. 11.
Patty Weist Phone 607-722-757 Hotel FAX 607-7247263
Patty.Weist@Hilton.com

| High School | __________________________ |
| Section | Class | __________ |
| Coach | __________________________ | Work # | __________ |
| Home# | __________________________ | Cell# | __________ |
| E-Mail | __________________________ | Best Time to call | __________ |
| AD | __________________________ | Work# | __________ |
| Home# | __________________________ | Cell# | __________ |
| E-Mail | __________________________ | Best time to call | __________ |
| School Contact Person for Hotel paperwork | __________________________ |
| Phone # | __________________________ | E-mail | __________________________ |

**Number of Rooms Needed:**
- Players (4 per room) __________
- Coaches __________
- Chaperones __________
- Bus Driver __________

**Nights Needed:**
- Friday _______
- Saturday _______
- (if you advance)
- If team fails to advance on Saturday, Hotel for Saturday Night? _______

**Arrival Day and Approx. Time:**
- Game Time: Saturday __________
- Sunday __________

TOTAL # of ROOMS __________ x $94.00 each room = $___________
Breakfast Saturday? __________ x $15.60 each person = $___________
Breakfast Sunday? __________ x $15.60 each person = $___________
Time you want to eat Sat __________ Sun __________

HOTEL TOTAL $___________

**Banquet : Check or Purchase Order to NYSFHSAA**
- Must be Paid night of Banquet
- Will you be attending the Banquet Friday Evening? ______ NO _____ YES
- # for dinner __________ x $22.00 each person = $___________
HOTEL/ SITE DIRECTIONS

HOTEL Address
DoubleTree by Hilton Binghamton
225 Water St.
Binghamton, NY 13901

Directions to Maine Endwell High School
Maine Endwell High School Stadium 750 Farm-to-Market Rd Endwell NY 13760
Parking lot for spectators available near District office and aquatics facility.

From the NORTH:
1-81 South to NY 17W
NY 17W/Interstate 86 W exit (split) towards OWEGO/ELMIRA
   Merge onto NY – 17W 4.4 miles
   Exit 69 ENDWELL EXIT (Right exit)
   Continue on NY-17C West 1.2 miles
   Take ramp onto Hooper RD and continue on Hooper Rd 1/5miles
   Turn Right just before traffic light onto Farm-to-Market road (road splits up to the right)
   Maine-Endwell High School will be immediately on your right.

From the EAST:
CONTINUE ON 17W / Interstate 1-86 to EXIT 69 and follow directions above

From the WEST:
Take NY 17 East to EXITE 67N to merge onto NY-26N toward Endicott .2 miles
   Merge onto 26N for .5 miles
   Take the NY 17C East exit toward Endwell .2 miles
   Continue on E Main Street 1.5 miles to the Hooper Rd Ramp
   Continue on Hooper Rd 1.3 miles
   Turn right onto Farm – to Market RD
As cardholder of the below listed credit card, I authorize charges for
(guest name and/ or group name) to be processed to my account.

Authorized Charges (please check all that apply)  Date of Event /Stay___________
Room & Tax______________
Incidentals______________
(Phone, Restaurant/ Lounge Charges, Misc Charges)
Banquet / Meeting BEO_________
(Food, Beverage, Room Rental, AV charges, Misc Charges)

Credit Card Information – Please Print
Type ________________________________
Card Number_____________________________ Exp.____________________
Authorization Amount______________________

I Agree to Pay for the Charges Authorized Above on the Specific Card

Authorized Signature__________________________________________ Date____________________
Phone#_________________________________________________________
E-Mail Address___________________________________________________
Hilton Honor#_____________________________________________________

Hotel Use Only

Authorization Amount
Authorization Code
Hotel Staff