



# Umpire Information Package

November 25 – November 27, 2022



## **Umpire Education & Rules Review ZOOM** **MANDATORY**

Rules Review session conducted by Umpire Manager Gus Soteriades and Pam Hixon. A **Monday November 21st @ 8:00pm**. The ZOOM link will be emailed on the 20th!

## **Check – IN** **MANDATORY**

All Umpires must check- in at the umpire tent, 45 minutes before your first game at the designated facility.

## **The Schedule with ZEBRAWEB** **MANDATORY**

You will receive a email “Welcome Letter” from **ZebraWeb**  
Please be sure to check that your email & cell phone information is correct

## **Paperwork** **MANDATORY**

Umpires will be required to complete:  
W9, ACH, ICA, Background Screening & Abuse Prevention Training  
**We will contact you if updated information or training is required**

## **Uniform**

Shooting Star will provide an Under Armour BURNT ORANGE short sleeve UMPIRE t-shirt that must be worn for all games. You can wear your own cold gear, long sleeve apparel under. Feel free to bring the HI-VIS Yellow past shirts. Either can be worn as long as **both umpires on the field are matching**

## **Umpire Parking**

Please PRINT and use the attached parking sign to get you into the Reserved Parking area that is available to you at both sites. . It **MUST** be displayed on your dashboard.

## **Umpire Hospitality** **DAILY!**

There is a designated hospitality area for the umpires  
Full breakfast Friday to Sunday, 7:30-10am & lunch Friday to Sunday, 11:30-1:30pm & dinner Friday and Saturday 5-7pm  
There will be drinks and snacks available throughout the day  
We do our best to meet dietary needs. We strongly encourage you to bring any specific foods and we are happy to store them for you.



## Central Horn: 11 vs 11 Games

Shooting Star Staff will be running a central horn for Start/Stop of games and half times. Please adhere to this for the start/stop of games and half-times  
At 58:00 of each hour, ALL players must line up facing video camera for Video Line-up - please assist the teams to make that happen.

## Central Horn: 7 vs 7 Games

Shooting Star Staff will be running a central horn for **Start**  
Please adhere to this for the START of all 7 vs 7 games  
No Video Line-up is required for 7 vs 7 games  
**Field 16A Umpires will be responsible for the game timing after the central horn starts the game**  
Format: 10/2/10, 4 minute half-time, 10/2/10

## Tournament Structure

Guaranteed Team: 5 games  
11v11

- 54 minute games (2 x 25 min halves)
- 4 minute half time

**HOME team will wear LIGHT shirt and socks.**  
Assigned bench is to right facing the field.

7v7

- 48 minute games (4 x 10 min quarters)
- 2 min quarter break, 4 min half

**AWAY team will wear DARK shirt and socks.**  
Assigned bench is to left facing the field.

### Roster Sizes:

11v11: U14/U16/U19 Age Divisions = 18 maximum players + 2 coaches

7v7 U14/U12 Age Divisions = 12 maximum players + 2 coaches

**11 vs 11 Players must line up for video lineup @ the 58 minute mark of each hour**

## Transportation

River City:

Golf cart shuttles will be provided @ the River City site between the front fields (1-9) and the back fields (10-12)



## Scorecards & Results

**CRITICAL**

At the conclusion of every game the field marshal will have the coaches from both teams and the officials verbally confirm the scorecard

This will be the official result for that match

Make sure that you check that the score is correct prior to confirming

Ensure that your name is printed on the score card, this allows us to double check your game fees!

## Travel Information

### The Fields:

**River City Sportsplex**  
13030 Genito Rd  
Midlothian, VA 23112

**Mary Stratton Park**  
5201 Ridgedale Pkwy  
Richmond, VA 23234

### Headquarters Hotel:

Double Tree by Hilton  
1021 Koger Center Blvd  
Richmond, VA 23235

Event Staff & Umpire

## Tourney Machine App

The schedule, team rosters and all results will be posted on Tourney Machine  
Go to the APP Store, download Tourney Machine and Search for Shooting Star

## Policies, Rules & Regulations

Please refer to the Policies, Rules & Regulations for details

## Code of Conduct

Please refer to the Code of Conduct for details



## TOURNAMENT INFORMATION

### The Shooting Star Staff

**Pam Hixon**

President & Founder of Field Hockey, 3Step Sports

**Umpire Coordinator**

[pam@threestep.com](mailto:pam@threestep.com)

413. 256. 4258

**Ainslee Lamb**

Vice President of Field Hockey, 3Step Sports

**College Coach & Club Coach Contact**

[ainslee@threestep.com](mailto:ainslee@threestep.com)

857. 233. 3618

**Sam Carlino**

Event Manager of Field Hockey, 3Step Sports

**Team Registration, Rosters, & Special Events**

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484.678.8340

**Meg Bozek**

Director of Club Operations, Field Hockey, 3Step Sports

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914. 539. 2747

**Marybeth Freeman**

Goalkeeping Specialist & Consultant, 3Step Sports

**Hospitality**

[mbfreeman36@gmail.com](mailto:mbfreeman36@gmail.com)

215. 360. 7263

### Social Media



@ShootingStarFH



College Connection



college.connection



## TOURNAMENT INFORMATION

### The Shooting Star Staff

#### **Umpire Contacts:**

**Pam Hixon**

President & Founder of Field Hockey, 3Step Sports

**Umpire Coordinator**

[Pam.hixon@threestep.com](mailto:Pam.hixon@threestep.com)

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**Sally Edinger**

Umpire Manager and New Umpire Clinician

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**Gena Piper**

Umpire Manager

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**Jerri Lucas**

Umpire Manager

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**Sandie Inglis**

Umpire Manager

[singlisma@yahoo.com](mailto:singlisma@yahoo.com)

## Rules & Regulations

### Rule Modifications

Field players of the same team have the choice of shorts or kilt/skirt as long as the shorts/kilt/skirt are of the same color and similar design/trim and cut

**Rules Governing Games: NCAA RULES AND REGULATIONS** that are in **currently** effect for play will apply

U19 and U16 = Halves: 2 x 25 minutes running time, half-time will be 4 minutes.

U12 and U14 = Quarters: 4 x 10 minute quarters, 2 minute between 1st/2nd and 3rd/4th, half-time will be 4 minutes

### 11v11:

Central Horn & Umpire whistle used as master tournament timer.

Video Line up is required 2 minutes before the start time of games

### General Rules: 7v7 Format

6 field players & 1 goalie at all times, no extra field player for the GK is allowed

Teams are permitted to wear reversible pinnies, #'s are encouraged but not mandated

Corners Played: Corners defended with 4 field players + the goalie

### Roster Size

11 vs 11 Max of 18 players/2 coaches

7 vs 7 Max 12 players/2 coaches

\*\* coaches may rotate who is on the bench area but a max of 2 at a time \*\*

### Team Color, Bench and Substitutions

Team listed as the HOME team will wear LIGHT shirt and socks and will sit at the bench and defend the goal to the RIGHT of their bench as per facing the field.

Team listed as the AWAY team will wear DARK shirt and socks and will sit at the bench and defend the goal to the LEFT of their bench as per facing the field.

Up to two coaches per team are allowed in the team's area.

No equipment or unauthorized persons may be in the team area.

All players who are not on the pitch are substitutes on the team's bench. Substitutions on and off the pitch must be made from the side of the pitch where the team benches are located within 3 meters of the center of the pitch.

Suspended coaches are strictly prohibited from being in the team areas and cannot participate in any kind of coaching activities until their suspension has been served.

**Rules Governing Team/Player Eligibility:** \*\*AGE AS OF JANUARY 1, 2022 @ 12:01am

Only registered players for the SHOOTING STAR field hockey tournament and who agree to the following, may participate in tournament games:

- Players may play "up" in age division but may NOT play "down."
- No player may compete for, or be on a roster for, more than one team during the tournament.

Any team with a player in violation of these rules will forfeit the game that this player is known to have competed in.

### Release and Waiver of Liability

Waivers were done automatically during registration or through team invitations on LeagueApps

### Rules Governing Scoring:

Point System

Points awarded: 3 = Win 1 = Tie 0 = Loss \*\* Any game forfeited during the tournament results in a 0-3 loss

Tie breaker criteria for placing if necessary:

- Total Points
- Head-to-head
- Goal differential = Goals for – Goals Allowed:

**No more than an 8 goals difference will count towards differential** Example: 12 – 0 actual score would mean goal difference = max 8 goals

- Goals Allowed
- If still tied – whichever team has a higher goal differential versus the next highest ranked team will win tie breaker
  - Continue above procedure sequentially until a no more teams are available to compare within the Pool
- If still tied – CO-Champions

### \*\*\* Scoring & Score Reporting

Each field will be assigned a Field Marshal. They will record the final score and record any issued cards on a scorecard. At the end of each game **both umpires and team coaches MUST confirm** final score and any issued cards. Any challenges must be made immediately following the game with the Umpires, opposing Coach and Field Marshal at that field.

**Once the scorecard is confirmed by all parties, the score is considered final.**

**NO TOUCH-** the Field Marshal will be the **ONLY** one touching the scorecard. They will confirm the score with all parties and indicate confirmation with a check mark.

### Forfeits

If a game is forfeited, the opposing team earns a 3-0 win.

A team will forfeit a game under the following circumstances:

- A team does not show up for a match
- A team declares forfeit
- A team arrives more than 5 minutes after the start of the match time
- A team does not have proper uniform qualifications and refuses/is unprepared to change
- A team has less than 9 players dressed in proper uniform after 5 minutes grace period (11v11)
- A team has less than 4 players dressed in proper uniform after 5 minutes grace period (7v7)
- An ineligible player participates in the game
- A suspended coach does not leave the game area within 1 minute of being suspended
- A suspended coach does not report to the tournament table within 5 minutes after the game and does not stop all team contact during the remainder of the game in which the suspension occurred
- A team refuses to play or removes their team from the field of play for any reason

### Appeals Procedure for Score Reporting Protests

Teams are granted one challenge per tournament for the sole purpose of requesting a review of a posted score.

If the score is posted wrongly, the results will be updated correctly and the team keeps their one challenge to be used later in the tournament, if needed.

If the score posted reflects the score on the official scorecard that the team is challenging, and that score is confirmed, the team will lose its challenge and is not able to challenge results for the remainder of the tournament.

Both teams will be consulted prior to any updates or changes.

For challenge questions or concerns, contact Ainslee Lamb at [ainslee@threestep.com](mailto:ainslee@threestep.com)

### Rules Governing Misconduct:

#### **Removal from the Game, Site or Tournament**

Any disrespectful behavior toward umpire or other tournament personnel, will result in expulsion for the remainder of the tournament.

Spectators will need to show respect to all Umpires, Players, Coaches & Staff. Bad behavior will not be tolerated.

Should umpires, umpire managers, or tournament directors deem that a spectator, player, or coach needs to be removed from the tournament site(s), **it will be the responsibility of the COACH from the offender's team to remove the offender from the site.**

Delayed departure from the game, site or tournament will result in a game forfeit for the team that the spectator, player or coach is affiliated with.

#### **Game Cards**

Green and Yellow cards will be administered per the Rules of Hockey with no modification.

Coaches/team personnel can earn a Green or Red Card, the team will not play short for cards given the coaches/team personnel.

#### **Player Green or Yellow Card**

- Suspended players must report to the technical bench and sit for the suspension duration and the team plays short for the duration of the card
- If no technical person is available to monitor the suspension, the team coach is responsible for the player serving the full suspension. Allocated time will be communicated by the field umpires

#### **Player Red Card**

- Suspended player sits on their designated bench for the remainder of the match and the team must play short
- Suspended player is also suspended from the team's next game in that division, the team does not play short in that subsequent game
- If the player receives 2 red cards during the tournament, they are suspended from all play for the remainder of the tournament

### **Coach Red Card**

- Coach must leave the playing area within 1 minute of receiving the red card and cannot have any contact with the team for the remainder of the match. A replacement coach is allowed.
- The team does not play short for a coach suspension
- The coach is suspended from the team's next game in that division
- If the coach is on staff for multiple teams, the suspension is specific to the team that the coach received the suspension with
- If the coach receives 2 red cards during the tournament, they are suspended from all play for the remainder of the tournament

### **Red Card Administrative Procedures**

Suspended players and coaches must report to the tournament table within 5 minutes of the end of the game in which they were suspended and return their player or coach wristband

If applicable, a replacement coach can receive a temporary wristband for the team's next game

Suspended players and coaches can return to the tournament table after the team has completed its next game to receive a new tournament wristband.

Umpires will notify the Umpire Managers of any issued red cards immediately after the game in which they were given and all cards are recorded on the official scorecard

### **Appeals Procedure for Misconduct Protests**

Players and Coaches have an opportunity to challenge red cards only. Any appeal must be received in writing 10 days after the completion of the tournament, submitted to the 3Step Sports, LLC: Ainslee Lamb at [ainslee@threestep.com](mailto:ainslee@threestep.com)

All cards issued during the tournament will be reviewed by the Review Committee after 10 days. The Review committee will be comprised of 3Step Sports staff and a Shooting Star Umpire Manager. Players and coaches can be exonerated from the issued red cards after review

Players and coaches can be administered further suspensions based on review including suspension of attending future 3Step Sports field hockey events

### **Refund Policy**

Specific refund Policies for each event are posted on the website

No refunds will be issued if the tournament is shortened in part for any reason, including inclement weather or any other "Act of God."

No refund for any team that is removed from the tournament by the tournament director for using illegal players or behavior that requires the team to be removed from the tournament.

Shooting Star or its staff will not be responsible for any expenses incurred by any team, club or organization if the tournament is canceled in whole or in part.

### **Weather Policy**

In the event of adverse weather or unplayable field conditions, the tournament director reserves the right to:

- Reduce game times in order to catch up with schedule.
- Finish games before inclement weather arrives, or to preserve field conditions. Reschedule games, if possible.
- Every attempt will be made to update cancellations on the website. However, weather conditions can change rapidly and all teams should be prepared to play as soon as weather and fields are playable. Updates will be announced on twitter [@shootingstarfh](https://twitter.com/shootingstarfh)
- No refunds will be granted if these actions are necessary.

### **Thunder/Lightning Policy**

If thunder or lightning is observed play will be suspended immediately and players and fans will be asked to leave the fields to return to cars & seek shelter. Play will be allowed to resume 30 minutes after the last sound of thunder or sighting of lightning is observed which the tournament medical staff will determine. Every attempt will be made to begin subsequent games on time. For up to date schedule changes please check twitter [@shootingstarfh](https://twitter.com/shootingstarfh).

**Transgender Athletes Policy**

\*\* Shooting Star will adopt and implement the NCAA Policies

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

•A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.

•A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

For review, NCAA policy: [http://www.ncaa.org/sites/default/files/Transgender\\_Handbook\\_2011\\_Final.pdf](http://www.ncaa.org/sites/default/files/Transgender_Handbook_2011_Final.pdf).

## **PLAYER, PARENT, UMPIRE, AND COACH CODE OF CONDUCT**

Playing with 3STEP Sports, LLC is a privilege that comes with responsibilities for umpires, coaches, parents, and players.

Players, coaches, umpires, and parents are to conduct themselves in a manner that "Honors the Game" and demonstrates respect to other players, coaches, umpires, parents, spectators and fans. As a member of the field hockey community an individual assumes certain obligations and responsibilities to the game and its participants. The essential elements in this "Code of Conduct" are HONESTY and INTEGRITY. Those who conduct themselves in a manner that reflects these elements will bring credit to the sport, themselves, their team and their organization. It is only through such conduct that our sport can continue to earn and maintain a positive image and make its full contribution to amateur sports. The following essential elements of the "Code of Conduct" must be followed:

- Sportsmanship and teaching the concepts of fair play are essential to the game and must be taught at all levels and developed both at home and on the field during practices and games.
  - The value of good sportsmanship, the concepts of fair play, and the skills of the game should always be placed above winning.
  - The safety and welfare of the players are of primary importance.
  - Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with young people, as well as adults.
  - Coaches should always demonstrate positive behaviors and reinforce them to players, parents, umpires and spectators alike. Players should be specifically encouraged and positively reinforced by coaches to demonstrate respect for teammates, opponents, umpires and spectators.
  - Players should always demonstrate positive behavior and respect toward teammates, opponents, coaches, umpires, parents and spectators.
  - All should be respectful of the program and its participants on the internet and social media by refraining from negative comments and posts.
  - Offensive and derogatory language including but not limited to racial slurs, sexist commentary and profanity will not be tolerated. Physical confrontations are strictly prohibited.
  - The consumption and possession of alcoholic beverages, tobacco products and/or vapor products are not permitted at any 3Step Sports, LLC program including but not limited to: event, showcase, camp or clinic. Athletes are prohibited from illegal use of performance enhancing and/or recreational drugs.
- Grievances or misunderstandings between coaches, umpires or any other parties involved with the sport should be communicated through the proper channels and procedures, never on or about the field of play in view of spectators or participants. Umpire Managers or Tournament Directors are always available
- Umpire are professionals and are therefore expected to conduct themselves as such and in a manner that demonstrates total impartiality, courtesy and fairness to all parties.
- Spectators involved with the game must never permit anyone to openly or maliciously criticize, badger, harass or threaten an umpire, coach, player or opponent.
- Coaches must be able to demonstrate a solid knowledge of the rules of field hockey, the policy and procedures set forth, and should adhere to the rules in both the letter and the spirit of the game.
- Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.

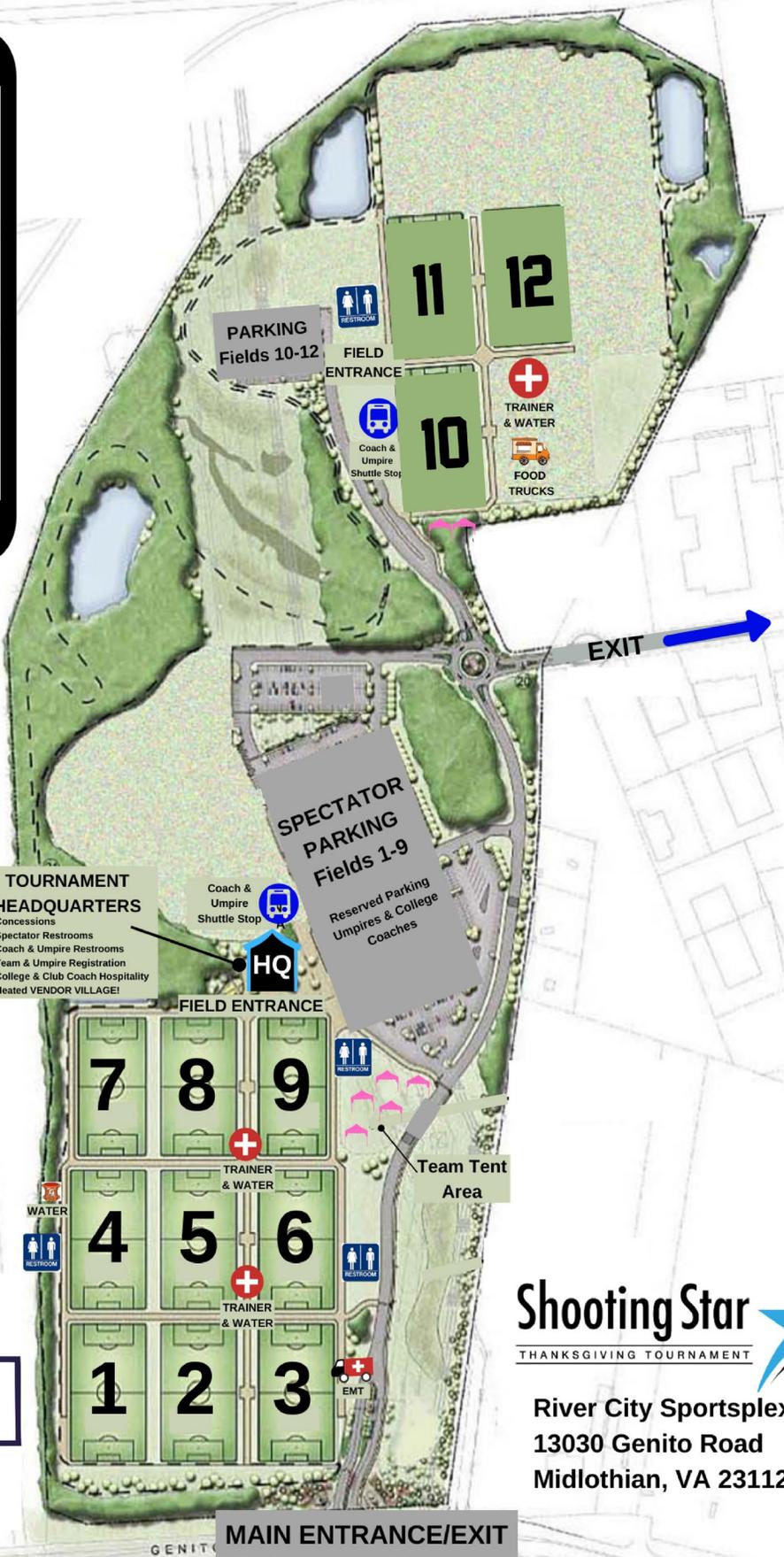
Eligibility requirements, at all levels of the game, must be followed. Rules and requirements such as age, roster size for players and coaches, and level of participation have been established to encourage and maximize participation, fair play and to promote safety.

If at any time any of the aforementioned policies are abused, the Umpire Manager, Event Operator/Tournament Director reserves the right to remove the athlete, parent or coach from the program they are currently participating in and the privilege of participating in future programs.



Download the  
**TOURNEY**  
**MACHINE**  
app for  
schedules and  
scores!

Shooting Star  
THANKSGIVING TOURNAMENT



ROUTE 286

EXIT

- TOURNAMENT HEADQUARTERS**
- Concessions
  - Spectator Restrooms
  - Coach & Umpire Restrooms
  - Team & Umpire Registration
  - College & Club Coach Hospitality
  - Heated VENDOR VILLAGE!

HQ

FIELD ENTRANCE

SPECTATOR PARKING  
Fields 1-9

Reserved Parking  
Umpires & College  
Coaches

Coach & Umpire Shuttle Stop

Team Tent Area

MAIN ENTRANCE/EXIT



Shooting Star  
THANKSGIVING TOURNAMENT

River City Sportsplex  
13030 Genito Road  
Midlothian, VA 23112

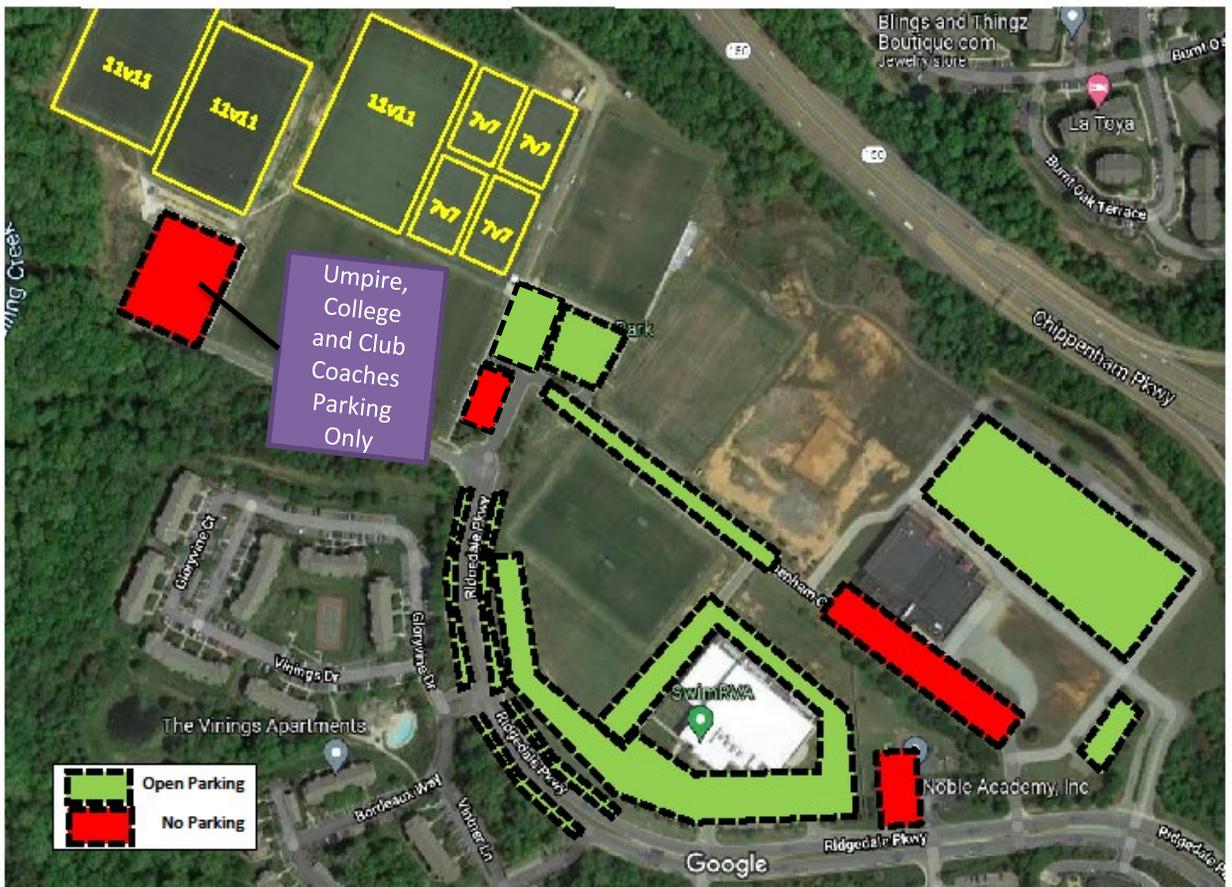
GENITO

# Mary Stratton Park: Parking Diagram

SHOOTING STAR FIELD HOCKEY TOURNAMENT – Parking

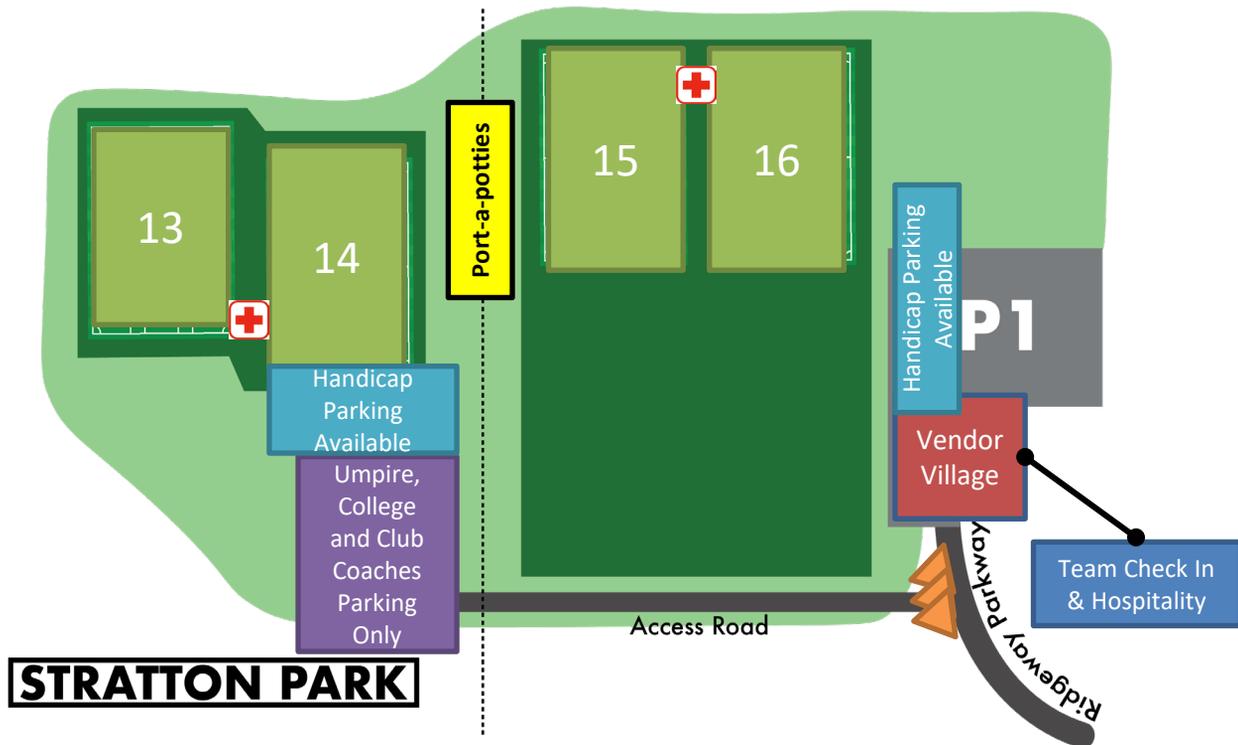
November 26-28, 2021

Last Updated- 10.7.21

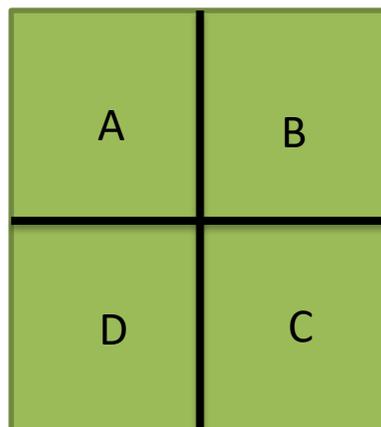


# MARY STRATTON PARK

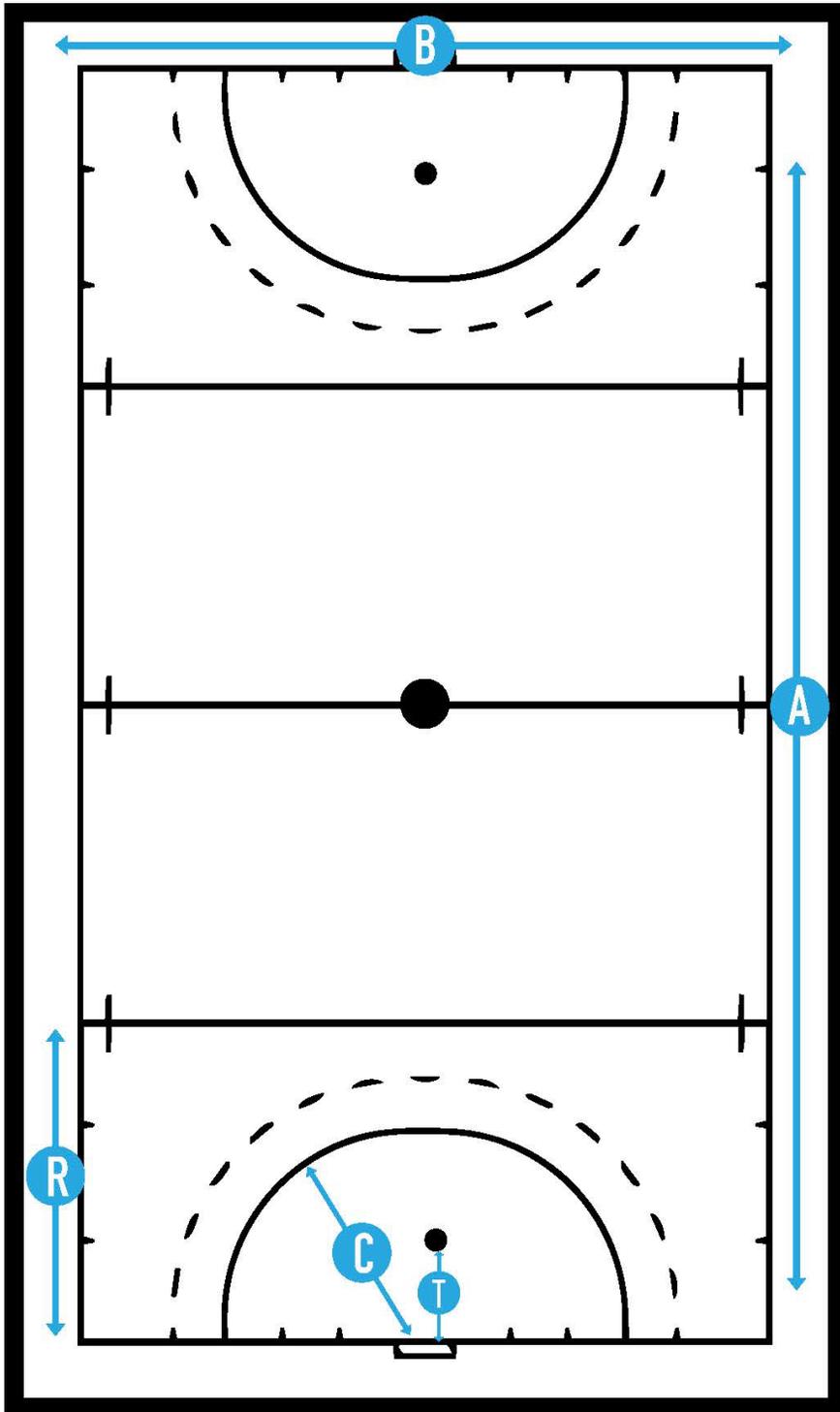
5300 Ridgedale Parkway, Richmond, VA 23234



Field 16: 7v7



# FIELD HOCKEY Mary Stratton 7v7 Diagrams



A= 55 yds length of field

B= 40 yds width of field

R= 25 yds

C= 16 yds

T= 7 yds

ONLY a center dot for middle of the field

Dashed lines will connect/ run into the sidelines



## AREA MEDICAL FACILITIES

**NEAR RIVER CITY SPORTSPLEX (13030 Genito Rd. Midlothian, VA 23112):**

	Facility	Address	Distance Away	Phone Number
Hospitals	Bon Secours St. Francis Medical Center	13710 St. Francis Blvd. Midlothian, VA 23114	2.5 mi.	804-594-7300
	Johnston-Willis Hospital	1401 Johnston Willis Dr. Richmond, VA 23235	10 mi.	804-483-5000
	Chippenham Hospital	7101 Jahnke Rd. Richmond, VA 23225	11 mi.	804-483-0000
Urgent Cares	Patient First - Genito	11020 Hull Street Rd. Midlothian, VA 23112	3 mi.	804-744-6310
	KidMed Pediatric Urgent Care	5021 Craig Rath Blvd. Midlothian, VA 23112	4 mi.	804-592-5437
	BetterMed Urgent Care	6100 Harbourside Centre Loop Midlothian, VA 23112	5 mi.	804-639-7555
Pharmacies	CVS Pharmacy	13620 Genito Rd. Midlothian, VA 23112	1 mi.	804-744-6930
	Walgreens Pharmacy	11119 Hull Street Rd Midlothian, VA 23112	3 mi.	804-744-5986
	CVS Pharmacy	4601 Commonwealth Centre Pkwy. Midlothian, VA 23112	4 mi.	804-639-7395

**NEAR MARY B. STRATTON PARK (5400 Ridgedale Pkwy, North Chesterfield, VA 23234):**

	Facility	Address	Distance Away	Phone Number
Hospitals	Chippenham Hospital	7101 Jahnke Rd. Richmond, VA 23225	6 mi.	804-483-0000
	Johnston-Willis Hospital	1401 Johnston Willis Dr. Richmond, VA 23235	10 mi.	804-483-5000
	Bon Secours St. Francis Medical Center	13710 St. Francis Blvd. Midlothian, VA 23114	14 mi.	804-225-1700
Urgent Cares	Concentra Urgent Care	9211 Burge Ave., Richmond, VA 23237	8 mi.	804-275-7200
	BetterMed Urgent Care	11380 Iron Creek Rd., Chester, VA 23831	8 mi.	804-823-9260
	Patient First - Genito	11020 Hull Street Rd. Midlothian, VA 23112	10 mi.	804-744-6310
Pharmacies	CVS Pharmacy	6400 Iron Bridge Rd., Chesterfield, VA 23234	2 mi.	804-271-8361
	Walgreens Pharmacy	4201 Meadowdale Blvd., Chesterfield, VA 23234	2 mi.	804-271-8100
	CVS Pharmacy	4715 Walmsley Blvd., Chesterfield, VA 23234	3 mi.	804-275-9235



*Thanksgiving Buffet  
served in the  
Midlo Bistro*

THURSDAY NOVEMBER 25, 2022

RESERVATIONS AVAILABLE  
3PM - 8PM

Fresh Garden Salad

Served with Ranch or  
Balsamic Dressing

Sliced Turkey  
Sliced Ham  
Mashed Potatoes  
Sweet Potatoes  
Stuffing  
Green Beans  
Rolls and Butter  
Pumpkin Pie  
Iced Tea or Water

PLEASE PRINT for ADMISSION to the RESERVED PARKING AREAS

# PARKING PASS

# Shooting Star

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FIELD HOCKEY TOURNAMENT

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# UMPIRES