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WINTER
ESCAPE
SHOWCASE

Club Team Information Package

January 12-14, 2024



TEAM Check List



WEBSITE @ www.collegeconnectionathletics.com

Tournaments/NFHCA Winter Escape Showcase

Team page with all the critical information and updates- PLEASE CHECK!



Tournament App- TOURNEY MACHINE

All players, parents & coaches should install this App for up-to-date schedule.

Search for NFHCA Winter Escape Showcase



Check the Schedule for travel plans

Composite schedule is online and available on Tourney Machine

Book Hotel



Winter Escape is Stay to SAVE – We recommend APEX

LINK is on the Tournament webpage

Any questions regarding Hotels please contact:

fieldhockey@apex-events.com or 888-279-4685 x4



Team Rosters

DUE December 27th

INVITE your athletes from the PlayerFirst “Teams”

We encourage committed athletes to identify themselves as COMMITTED!



Player Waivers

These will be done automatically when the players accept your invitation through PlayerFirst!



Update Schedules & Results

All results and schedule updates will be posted in Tourney Machine

A team representative MUST SIGN the scorecard at the end of each game to ensure the score and result is correct.

Tourney Machine is for players, coaches & parents to confirm schedules & results!



All Coaches/Managers must check in their team

Team check in is REQUIRED 1 hour before the first game of the tournament or

Friday morning from 8am-1pm at the Boombah Sports Complex!

The Registration Table is located in the Vendor Village, look for our flag!





Inviting Players to Teams in PlayerFirst

1. **Navigate** to <https://register.collegeconnectionathletics.com/util/login> in a web browser.
2. **Login** with your PlayerFirst credentials. If you forget your username or password, click "Retrieve Your Login"
3. In the home page tabs you will see Teams, click this to bring you to the "Manage your Teams" page
 - a. You will click on +ROSTER/WAIVER to add players to the roster
 - b. Agree to the terms
4. You can add a new roster "Start From Scratch" or copy a roster from a previous tournament from the "Prior Rosters" dropdown
5. To add an initial roster or additional players to a previous roster you will fill out the required fields by inputting the information on the screen or by uploading a CSV file from the [roster template](#)
 - a. Required fields are marked with an * on the template

Waiver emails to parents will come from 3STEP Field Hockey

**** Please inform your families that if players want to be featured in Roster information that is provided to college coaches that they must keep the " INCLUDE PLAYER INFORMATION IN RECRUITING MATERIALS " box checked.****

STEP 1:

The screenshot shows the PlayerFirst LOGIN page. It features the PlayerFirst logo at the top, followed by the text "Your single login works across all sites on the PlayerFirst platform." Below this are input fields for "Username" and "Password", and a "LOG IN" button. At the bottom, there are links for "Retrieve Your Login" and "Create an Account".

STEP 3:

The screenshot shows the "ADD ATHLETES TO ROSTER" screen. It displays the team name "@ SHOOTING STAR INDOOR I U14 TEAM DIVISION" and a dropdown menu for "Prior Rosters" with the selected option "@ Shooting Star Indoor I U16 Team Division". There are buttons for "COPY PLAYERS" and "START FROM SCRATCH".

STEP 2:

The screenshot shows the "MANAGE YOUR TEAMS" screen. A red arrow points to the "TEAMS" tab. Below the tabs, there is a table with two rows, each representing a team: "Shooting Star Indoor I U14 Team Division" and "Shooting Star Indoor I U16 Team Division". Each row has a "+ ROSTER/WAIVER" button and a "0 Player(s)" indicator.

STEP 4:

The screenshot shows the "PLAYERS" screen. It includes a "CSV FILE" upload button and a "PREVIEW WAIVER MESSAGE" button. Below these is a table with columns: "#", "Valid Waiver", "Athlete First Name*", "Athlete Last Name*", "Athlete DOB*", "Athlete Email", "Parent/Guardian Email*", and "Jersey*". The table contains four rows of player information.



PRE- ARRIVAL INFORMATION

Hotel Information

Winter Escape Showcase is STAY TO SAVE

We recommend: **APEX Events**

Lowest Available Room Rates: View Hotels and Book Online

Book by Phone: 888-279-4685 x4

Email: fieldhockey@apex-events.com for Hotel support



Travel Information

The Fields:

Boombah Sports Complex
3450 E Lake Mary Blvd.
Sanford, FL 32773

(407) 665-2050

Headquarters Hotel:

Marriott Orlando Lake Mary
1501 International Pkwy
Lake Mary, FL 32746

(407) 995-1100

☐ Event Staff

Visit Seminole County: What to do?



Seminole County has numerous attractions to see; from wildlife preserves and nature parks to beaches, theme parks, and shopping plazas!

Visit the Tournament Information Tab for more information on the region and making the most of your visit!





PRE- ARRIVAL INFORMATION

Rosters

DUE December 27

Any roster updates or changes after December 27th can be made through PlayerFirst. Must resubmit any changes made.

PLEASE SUBMIT ROSTERS on PlayerFirst once they have been completed

Roster Sizes & Eligible Athletes-

Players must be a Prospective Student- Athlete (PSA) to attend WES. This is defined by having started classes in the 9th grade. This would also mean athletes with Year of Graduations: 2024, 2025, 2026, 2027

Exception: Each team has an option to roster a maximum of two 2028 YOG athletes

Max of 18 athletes/2 coaches on bench (can rotate, but only 2 on the sideline)

Waivers

THROUGH PLAYERFIRST

When your players accept their invitation to the team roster through PlayerFirst, they will automatically complete the waiver. The ONLY athletes we need to touch base on at team check-in are NEW players!

Player Profiles and Updates

All rosters will be submitted to SportsRecruits for the College Coaches

Tournament Structure

Guarantee: 5 games

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

Team listed as the HOME team and will wear LIGHT shirt and socks.

Team listed as the AWAY team will wear DARK shirt and socks.

REMINDER: NFHCA Winter Escape does **NOT** recognize pool winners





TOURNAMENT INFORMATION

Check- In

Option: Friday 8am-1pm @ the Fields

Every Team must check- in prior to their first game on FRIDAY EVENING.

**** Option to check-in Friday MORNING from 8am-1pm @ the Field is available!**
(highly encouraged!)

Team Check – in is located in the Vendor Village at the Registration table. There will be flags & signs!

At Check – in we will:

- Confirm Rosters
- Issue player and staff wristbands that must be worn for all games
- Hand out team packet
- Hand out player gift

Schedule

TOURNEY MACHINE APP

Schedule is posted **online! You can choose the teams you want to follow!**

The schedule and all results will be posted on our App: **NFHCA Winter Escape Showcase** in Tourney Machine!

- Search the Tourney Machine App
- Search for FH event/FL
- Choose NFHCA Winter Escape Showcase

Parking

On – site parking is available free of charge.

There will be parking attendants present to assist.

Team Tents

Team tents are permitted outside of the playing area. They must be secured down. Team Tents are not the responsibility of 3Step, NFHCA or Boombah.





TOURNAMENT INFORMATION

Club Coach Hospitality

DAILY!

Please join us in the Hospitality Area for food, snacks & drinks offered throughout the tournament.

Breakfast (Sat, Sun)	7:30am – 10:00am
Lunch (Sat & Sun)	11:30am-1:30pm
Dinner (Fri, Sat & Sun)	5:00pm-7:00pm (Fri 6pm-8pm)

- Snacks and drinks available all day
- Space to regroup and meet with your staff!

College Coaches in Attendance

Invitations have been sent to ALL college coaches. We will continue to update the list for you and your players to reference. This is available on the website. College coaches can RSVP for in-person or virtual attendance.

For the college coaches we provide the following:

- ✓ Breakfast, lunch & dinner at the field
- ✓ Negotiated room rates/blocks at our host hotel
- ✓ EventBeacon Access on-site and remotely
- ✓ Folding Chairs & umbrellas
- ✓ Designated Parking
- ✓ Designated Restrooms
- ✓ Reserved Parking

Medical

There will be two medical tents on the fields

The location of each tent is on the facility map Attachment B

These medical tents are also marked with a RED Medial feather flag

Athletic trainers are available to assist with injuries that occur at the NFHCA WES.





TOURNAMENT INFORMATION

Emergency Procedures

In case of emergency the Athletic Trainers or 3Step Sports Staff will blow three short blasts with the air horns.

All Games should immediately stop.

All players, staff and spectators should find shelter.

Social Media



@ShootingStarFH & @NFHCA



college.connection & @nfhcacoaches



College Connection & NFHCA





SPECIAL EVENTS

Uncommitted Showcase:

Saturday: 8am-10am

- Athletes can showcase their skill vs. other uncommitted athletes in the premier showcase game
- Eligible athletes YOG 2024, 2025, 2026 - Registration is required
- Athletes assigned teams based on year of graduation and compete in 2x25 halves
- Fields B1, B2, B3, B4 & B5

READY2PLAY CLINIC

Saturday: 8am-10am

- Athletes will have the opportunity to learn new skills and game play from some of the top coaches in the country!
- OPEN to ALL athletes attending WES
- Fields A1 & A4

Recruiting Seminars:

Saturday 1:00pm & 4:15pm

As part of your NFHCA Winter Escape Showcase team registration, you have free access to recruiting seminars hosted the week of the event. These seminars will take place as webinars for you and your family to attend at the field in the tent by the admin building.

SPORTSRECRUITS is the NFHCA partner for the best in class recruiting platform and they will dispel recruiting myths, outline important steps in the college recruiting process, and answer all of your questions! Opportunity to engage in recruiting conversations and questions will be facilitated through the chat option during the seminar.

Shot Stopper & Shooter Showcase:

Sunday 8am-10am

- GK Athletes can showcase their skills & grow their game with 45 min. of coaching and 45 min of shooting drills at the Shot Stoppers Showcase and Clinic
- Coached by current US Field Hockey goalkeeping coach, David Williamson, while being recruited and evaluated by college coaches.
- Field Players - 90 minutes of different shooting stations to showcase athletes scoring ability and shooting skillset
- Fields B1 & B5





TOURNAMENT INFORMATION

The 3Step Sports Staff

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President & Founder of Field Hockey, 3Step Sports

Umpire Coordinator

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Sam Carlino

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Team Registration, Rosters, & Special Events

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Club Coach Contact

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Rules & Regulations



Rules Governing Games:

FIH RULES AND REGULATIONS that are in effect for play will apply.

Shooting Star Rules Modifications:

- 1) Field players of the same team have the choice of shorts or kilt/skirt if the shorts/kilt/skirt are of the same color and similar design/trim and cut.
- 2) Game Timing: General time structure below. Please see specific Tournament Timing.
 - Halves: 2 x 25 minutes running time, half-time will be 4 minutes.
 - Quarters: 4 x 10-minute quarters, 2 minute between 1st/2nd and 3rd/4th, half-time will be 4 minutes
- 3) Goalkeeper – RECOMMENDED Throat Protector and Mouth Guard
- 4) Field Player – REQUIRED Shin Guards and Mouth Guard
- 5) Cage Goggle – Permitted. All other face protection for extenuating circumstances must be cleared with Tournament Director.

General Rules: 11v11 Format

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 of 12 players/2 coaches

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

Rules Governing Team/Player Eligibility:

****AGE AS OF JANUARY 1, 2024 @ 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.
 - Exception: Goalkeepers are allowed to double roster. Must be pre-communicated prior to game time in writing to director

Any team with a player in violation of these rules will forfeit the game that this player is known to have competed in without expressed written consent from the Shooting Star Staff.

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.

Release and Waiver of Liability

Waivers were done automatically during registration or through team invitations on PlayerFirst.

Rules Governing Scoring and 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 will sign** 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 and signed by all parties, the score is considered final.

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 or Sam Carlino at sam.carlino@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 layers 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 and Sam Carlino at ainslee.lamb@threestep.com and sam.carlino@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
- 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.

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 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.

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 sizes 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.

3RD STEP

