



Presenting Sponsor:



STAFF Information Package

April 6-7, 2024



TEAM Check List



WEBSITE @ www.collegeconnectionathletics.com

Tournaments/ Shooting Star Showdown
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 Shooting Star Showdown



Check the Schedule for travel plans

Composite schedule is online and available on TourneyMachine



Book Hotel

Shooting Star is STAY TO SAVE!
We recommend APEX –LINK is on the Tournament webpage
Any questions regarding Hotels please contact:
fieldhockey@apex-events.com or 815-655-2508



Team Rosters

DUE March 27th at 8pm

INVITE your athletes and coaches from the PlayerFirst “Teams”



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 45 minutes before the first game of the tournament or
FRIDAY evening from 2-8pm at the DE TURF
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:

STEP 3:

STEP 2:

STEP 4:

#	Valid Waiver	Athlete First Name*	Athlete Last Name*	Athlete DOB*	Athlete Email	Parent/Guardian Email*	Jersey*
1		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	#
2		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	#
3		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	#
4		ATHLETE FIRST	ATHLETE LAST	ATHLETE DOB	ATHLETE EMAIL	PARENT EMAIL	#



PRE- ARRIVAL INFORMATION

Hotel Information

Shooting Star events are STAY TO SAVE!

We recommend: **APEX Events**

Lowest Available Room Rates: View Hotels and Book Online

Book by Phone: 815-655-2508

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



Travel Information



The Fields:

DE TURF

4000 Bay Rd

Milford, DE 19963

Visit Delaware: What to do?

From delicious dinners to adventurous outings, Delaware is jam packed of things that will make your getaway memorable. Begin at the [Delaware beaches](#) – a hub of activity, not to mention the pristine sands, sunny skies and gentle sea breezes.

At the beaches you'll find family-friendly stops like the [Rehoboth Beach](#) boardwalk with its [Funland](#) amusement park and live entertainment at the Bandstand, or adult- only nights out in [Dewey Beach](#) where live music and perfectly crafted cocktails are never in short supply.

There is no shortage of amazing things to do at the Delaware beaches. Start here to find the adventure best for you!

<https://www.visitdelaware.com/things-to-do/top-things-to-do/>





PRE- ARRIVAL INFORMATION

Rosters

DUE March 27th @ 8pm

Any roster updates or changes after March 27th can we made through PlayerFirst. Must resubmitted any changes are made.

PLEASE SUMBIT ROSTERS on PlayerFirst once they have been completed

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 for the College Coaches

Players can use PLAYERFIRST PROFILES to update their recruiting information at any point!

Tournament Structure

Guarantee: 5 games

11v11

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

7v7

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

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

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

Age Eligible as of Jan 1, 2024 @ 12:01am

Roster Sizes:

11 vs 11 – U14/U16/U19 Age Divisions = 18 maximum players + 2 coaches
7 vs 7 – U12/U14 Age Divisions = 12 maximum players + 2 coaches

**** ALL U12 games will be played with the PENN MONTO MINI Ball ****





TOURNAMENT INFORMATION

Check- In

Option: Friday 2-7pm @ the Fields

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

**** Option to check-in Friday from 2-7pm @ the Field is also available!**
(highly encouraged!)

Team Check – in is located near 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

Schedules are posted **online! You can choose the teams you want to follow!**

The schedule and all results will be posted on our App: **Shooting Star Showdown** in Tourney Machine!

- Search the Tourney Machine App
- Search for FH event/DE
- Choose Shooting Star Showdown

Awards will occur immediately following the last pool game on Saturday by the Vendor Village. Each Pool winner will be recognized by the Shooting Star staff





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 (Sat & Sun) 5:00pm-7:00pm

- 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
- ✓ Folding Chairs & umbrellas
- ✓ Designated Parking
- ✓ Designated Restrooms





TOURNAMENT INFORMATION

Parking – PLEASE SHARE WITH FAMILIES (refer to later page)

On – site parking is available using the ParkMobile App
There will be parking attendants present to assist.

Medical

There will be 4 medical tents on the fields
The location of each tent is on the facility map.
These medical tents are also marked with a RED Medial feather flag Athletic trainers are available to assist with injuries that occur at Shooting Star Showdown.

Team Tents

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

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



college.connection



College Connection





TOURNAMENT INFORMATION

The Shooting Star Staff

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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](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 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.

Umpires 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 criticize openly or maliciously, 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.

How to Pay with ParkMobile

- 1 Enter your Zone # into the app
- 2 Choose your parking duration
- 3 Confirm your info & select "Start Parking"



Please ensure all parking information is correct.
Unauthorized vehicles will be towed.

DE TURF Sports Complex uses a parking fee system for select tournaments and events. Parking is \$11.00 per car for a daily pass.

ParkMobile makes payment simple and easy, by allowing visitors to pay for parking with either the app or by sending a text message.

For questions regarding parking, contact Parking@DETurf.com or call 302-330-8873 (TURF)

RV's must park in the Park and Ride located across the street from fields 11 and 12.

Parking

How to Use ParkMobile

1. Get the ParkMobile app
 - Once you have downloaded the Park Mobile app you will be able to create a profile and add billing information
2. Park your car
 - After parking your car on the complex, open the ParkMobile app where you will be able to pay for your day pass to park on the complex.
3. Follow the instructions on the signs.





PARKING

RESERVED PARKING
College Coaches & Umpires

VENDOR VILLAGE

OUR VENDORS!
Shooting Star
Headquarters
Team Registration

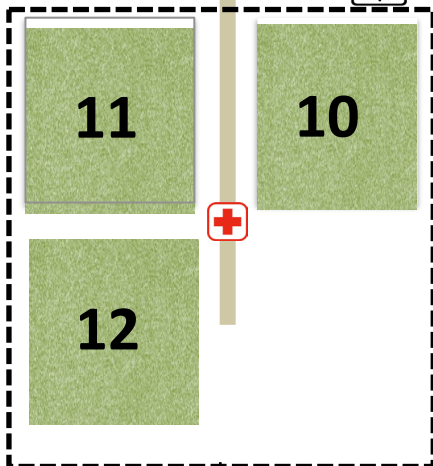
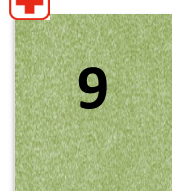
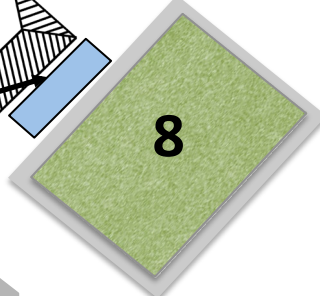
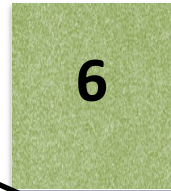
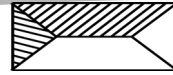
PARKING

RESERVED PARKING
Vendors

Hospitality
Umpire,
College &
Club Coach

PARKING

Address:
4000 Bay Rd.
Frederica, DE 19946



Reserved parking



BATHROOM
CONCESSION STAND



FIRST AID TENT

7v7 diagram on next page

DE TURF: FIELDS 10-12 (7v7 games)

