October 30, 2019

Dear Athletic Directors and Field Hockey Coaches,

It’s hard to believe that field hockey season is already coming to an end, and the state tournament is about to begin.

This year’s tournament will be held at Evergreen Sportsplex in Leesburg, VA on Friday, Nov. 8th, and Saturday, Nov. 9th. There are a number of hotels in the area, and a list of suggested hotels is attached to the email.

The state FH committee will meet on Saturday, Nov. 2nd, to select the top 8 teams in DI and DII. We will send an email by Sunday evening notifying those teams selected. Information will also be posted on the VISAA website. The committee makes every attempt to thoroughly evaluate and make appropriate selections, and we consider the following criteria (listed in NO particular order):

- Strength of schedule
- Head to head competition
- Appearance in the top 8 in the poll during the season
- Performance against ranked teams
- League/tournament/end of season performance

The first round of the state tournament (held on Tuesday, Nov. 5th) will be hosted by the higher seed (1v8, 2v7, 3v6, and 4v5 in both divisions). Please remember that scores should be reported to Mary Blake (mblake@stab.org) immediately following the game. Games should start no later than 3:15 PM to allow for daylight. For this first round match, VISAA ticket prices are $5 per person or $20 for a family rate (2 adults + children). Tickets will also be available for purchase online via Ticket Spicket.

As a reminder, the host school is responsible for scheduling and securing officials for these first round games. Also, per the VISAA policy put in place last year, the host school is responsible for all costs incurred as a result of hosting a first round match. Please keep in mind the following information when reporting income from VISAA Championship Events:

- The host school will be responsible for absorbing all expenses involved in hosting first round and quarterfinal games of VISAA championship events.
- The host school must charge admission to the event and send the income with this form and the monies reporting form on the second page to the VISAA within fourteen days of the event.
- There will be a $50 penalty for monies and forms not received within fourteen days.
- **After thirty days** if monies and forms have still not been received by the VISAA there will be a late fee of $100.
- Failure to charge admission at events or not returning financials forms within deadlines may result in school not hosting in that sport for following school year.
- The form can be found on the VISAA Website under "Member" and then "Financial Reports/Budget/Forms". The form is also attached to this email.

One additional point to keep in mind this year is that if you are renting a facility for the quarterfinals, VISAA requires that the venue must sign the VISAA Facilities Usage Agreement Form. The form is attached to this email and can also be found on the VISAA Website under "Members" and then "Financial Reports/Budget/Forms." This form must be on file with Dick Kemper, Executive Director, prior to the contest being held.

Friday, Nov. 8th, will be the semifinals of both divisions at Evergreen Sportsplex. DI games will be played at 10:00 AM and Noon, and the DII games will be played at 2:00 PM and 4:00 PM. Higher seeds will play in the first game of each division. Ticket prices are $10 per person or $20 for a family rate (2 adults + children), and only cash or checks will be accepted. Tickets will also be available for purchase online via Ticket Spicket.

Saturday, Nov. 9th, will be the state finals. DI finals will be played at 1:00 PM, and DII finals will be played at 3:00 PM. Awards will immediately follow each game. As with the semifinal games, ticket prices are $10 per person or $20 for a family rate (2 adults + children), and only cash or checks will be accepted. Tickets will also be available for purchase online via Ticket Spicket.

Here are a few important things to note about attending the tournament at Evergreen Sportsplex:
- Dogs and other pets are not allowed at the Sportsplex.
- No food is allowed on the turf fields.
- Tobacco, alcohol, firearms, and weapons are prohibited within the perimeters of the facility.
- Tents are able to be set up in the grassy area around the barn parking lot. Also, grills are not permitted.
- Artificial noise-makers are not allowed.
- T-shirts will be sold on site.
- Concessions will be sold on site.
- Parking is free.

If your team has been ranked in the top 10, please make sure your rosters are entered completely in the Google Sheet that has been distributed. We appreciate having this information ASAP for the state programs.

I have also attached the OT procedure as a reminder of what we will be using, and please remember to submit your all-state nominations via the process Elizabeth Blaum shared with you via email. The deadline is Friday, Nov. 1st. Please be as thorough and specific as you can when completing your nomination forms.

Please email me if you have any questions, and good luck with the last bit of your season!

Best,
Jane Allen