# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction/Welcome</td>
<td>1</td>
</tr>
<tr>
<td>Championships Personnel Contact Information</td>
<td>1</td>
</tr>
<tr>
<td>Host Information</td>
<td>4</td>
</tr>
<tr>
<td>Schedule of Events</td>
<td>4</td>
</tr>
<tr>
<td>Awards</td>
<td>7</td>
</tr>
<tr>
<td>Competition Site Information</td>
<td>8</td>
</tr>
<tr>
<td>General Information</td>
<td>10</td>
</tr>
<tr>
<td>Media Services</td>
<td>15</td>
</tr>
<tr>
<td>Medical Information</td>
<td>16</td>
</tr>
<tr>
<td>Team Travel</td>
<td>18</td>
</tr>
<tr>
<td>Directions/Transportation Information</td>
<td>19</td>
</tr>
<tr>
<td>Local Information</td>
<td>21</td>
</tr>
<tr>
<td>Awards Recipient Form</td>
<td>25</td>
</tr>
<tr>
<td>Official Roster Form</td>
<td>26</td>
</tr>
<tr>
<td>Additional Banquet Ticket Reservation Form</td>
<td>27</td>
</tr>
</tbody>
</table>
Introduction/Welcome

Congratulations on your selection to the 2015 NCAA Division II Women’s Volleyball Championship! This manual includes important information regarding the championship. This manual is a supplement, not a substitute, for the 2015 NCAA Division II Women’s Volleyball Pre-championship Manual.

Championships Personnel

HOST PERSONNEL
UNIVERSITY OF TAMPA/TAMPA BAY SPORTS COMMISSION

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NCAA DIVISION II WOMEN’S VOLLEYBALL COMMITTEE

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Host Information

The University of Tampa and the Tampa Bay Sports Commission are proud to serve as hosts of the 2015 NCAA Division II Women’s Volleyball Championship. Congratulations on winning your regional tournament and earning the right to represent your region in the finals. This manual includes important information regarding the championship. Please do not hesitate to call upon any member of our staff for assistance at any time. The University of Tampa and the Tampa Bay Sports Commission wish the best of luck to all teams.

Schedule of Events

Pre-Competition Teleconference
A teleconference will be held at noon Eastern time, Monday, Dec. 7, with the host tournament manager/personnel, NCAA committee and the eight participating teams. The call-in number for this teleconference is 866-590-5055 and the passcode is 6573206. The head coach and an administrator from each participating team must be present for the teleconference.
Administrative Meeting
A mandatory administrative meeting will be held at 8:30 a.m., Wednesday, Dec. 9 in the Sword and Shield Room which is located to the left of the main entrance to the Bob Martinez Athletics Center. All head coaches and one administrator (director of athletics, senior woman administrator, or designated athletics department personnel with no other assigned duties) from each institution are required to attend to hear important information specific to the championship and the facility. Institutions failing to have proper representation at the meeting are subject to a fine.

Community Engagement
Once again this year, all Division II championships will provide community engagement experiences for participating student-athletes and coaches. Specific information regarding the community engagement experience will be emailed under separate cover to the head coaches by Jill Willson of the NCAA.

Banquet
A banquet will be held Wednesday night at the Westin Tampa Harbor Island Ballroom, located on the lobby level.

Doors will open at 7 p.m. with the program beginning at 7:30 p.m. All participating teams must attend the banquet. The NCAA Elite 90 award and the AVCA All-American and Player of the Year Awards will be presented at the banquet. Each team should designate a player(s) to speak at the banquet. Time allotted will be 2-3 minutes per team. The master of ceremonies will be Gayle Sierens, former News Anchor for WFLA-TV, and the guest speaker will be Chief Jane Castor, former Tampa Police Chief and University of Tampa student-athlete.

Teams will receive banquet tickets for the official travel party (20) in their packets. Information regarding the opportunity to purchase additional banquet tickets will be shared with the participating teams on the teleconference Monday, Dec. 7, along with an order form on page 27 of this manual.

Practice Schedule
The competition floor will not be available for practice until the designated practice times Wednesday. Institutions interested in practicing Tuesday should contact Cher Pittenger for information on available practice facilities. Practice times for the competition floor are as follows:

**Wednesday, Dec. 9**
Practice Times: 9:30 a.m. to 5:30 p.m. (55 minutes practice, 5 minutes transition)

<table>
<thead>
<tr>
<th>Time</th>
<th>Region</th>
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</thead>
<tbody>
<tr>
<td>9:30 a.m.</td>
<td>South Central</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Atlantic</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Midwest</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>West</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Southeast</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>East</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>South</td>
</tr>
</tbody>
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**Thursday, Dec. 10**
Practice Times: 6 to 10 a.m. (25 minutes practice, 5 minutes transition)

- 6 a.m. South Central
- 6:30 a.m. Atlantic
- 7 a.m. Midwest
- 7:30 a.m. West
- 8 a.m. Central
- 8:30 a.m. Southeast
- 9 a.m. East
- 9:30 a.m. South

**Friday, Dec. 11**
Practice Times: 10 a.m. to 2 p.m. (55 minutes with 5 minute transition)

- 10 a.m. Quarterfinal Match # 1 Winner
- 11 a.m. Quarterfinal Match # 2 Winner
- Noon Quarterfinal Match # 3 Winner
- 1 p.m. Quarterfinal Match # 4 Winner

**Saturday, Dec. 12**
Practice Times: 10 a.m. to noon (55 minutes with 5 minute transition).

- 10 a.m. Semifinalist from left side of bracket.
- 11 a.m. Semifinalist from right side of bracket.

Teams that do not wish to practice at their designated practice time should contact Marie Scovron and Cher Pittenger now, or communicate that during the administrative teleconference. Each advancing team head coach will be asked again at the conclusion of their matches. If scheduled practices are not used, teams that are scheduled to practice earlier will have the opportunity to move their practices to the later time that is not being used.

**Pre-Match Format**

**Participating teams will not be allowed on the court and will not be allowed to use the competition balls until 60 minutes before the starting time of each match.** If one hour is not available for pre-match protocol after the previous match is completed, there will be at least 40 minutes before the next match.

**Match Times/Schedule**
The full championship bracket is available at [http://www.ncaa.com/sports/volleyball-women/d2](http://www.ncaa.com/sports/volleyball-women/d2). Match times each day are as follows:

**Thursday, Dec. 10**
- Noon: South Central vs. Atlantic
- 2:30 p.m.: Midwest vs. West
- 5 p.m.: Central vs. Southeast
- 7:30 p.m.: East vs. South

**Friday, Dec. 11**
- 5 p.m.: Quarterfinal Match # 1 Winner v. Quarterfinal Match # 2 Winner.
- 7:30 p.m.: Quarterfinal Match # 3 Winner v. Quarterfinal Match # 4 Winner.
Saturday, Dec. 12
5 p.m.   NCAA Division II Women’s Volleyball National Championship Match

Administrator Requirement
An administrator (director of athletics, senior woman administrator, or designated athletic department personnel with no other assigned duties) for each participating team must be present at the administrative meeting and at all practices, competition, and other championship events for his/her institution. Institutions failing to comply with this policy will be subject to a fine.

Awards

An awards ceremony will be held after each match. The two participating teams should line up on the end line for the awards ceremony. Individuals who are designated to receive awards should approach the awards table as their names are announced, receive the award and return to his/her position in line. Participating institutions should complete the Awards Recipient Form included in this manual and submit it to the host at the administrative meeting. Please note that the awards recipient form is separate from the official roster form. Individuals listed on the awards recipient form will be the people who are announced and will receive awards during the awards ceremony.

Team Mini-Trophies
Team mini-trophies (20) will be presented to the first- through eighth-place teams.

Championship Trophy and Watches
A team championship trophy and watches (17 on site and three shipped after the championship) will be presented to the national champion after the final match.

Ordering Additional Awards
Teams that wish to order additional awards at their own expense after the championship can do so by logging on to http://www.mtmrecognition.com/ncaa/.

Locker Room Program
The winning team will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented at the awards ceremony after the final match.

All-Tournament Team
A championship all-tournament team consisting of 12 players will be selected and recognized after the final match. A most outstanding player will be named. Personalized plaques will be shipped to the members of the all-tournament team after the championship.

Elite 90 Award
The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships. It is a tremendous opportunity to honor the academic accomplishments of the top student-athletes during our championships.
Each institution with at least one student-athlete qualifier for the finals site of any NCAA championship is eligible to submit an Elite 90 nomination. The nomination form and other details regarding the award may be accessed on the NCAA website (www.ncaa.org; About Us; Resources; Awards and Events; Elite 90 Recognition Award Program).

If you have any questions concerning this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or elite90@ncaa.org. The deadline to submit for women’s volleyball is 5 p.m. Eastern time, Monday, Dec. 7.

**Student-Athlete Participation Awards**
The official travel party (20) for participating teams will receive a jacket and a Bluetooth headset as student-athlete participation awards. After the conclusion of the championship, coaches will receive instructions for submitting sizes and orders for the jackets.

**Competition Site Information**

Bob Martinez Athletics Center/ Westin Tampa Harbour Island
The Bob Martinez Athletics Center is a renovated (2012) multi-purpose athletics facility located on the campus of the University of Tampa, nestled just minutes from downtown Tampa. The 3,400 seat gymnasium is home to the Spartans volleyball and basketball teams and houses the athletic department offices, locker rooms, classrooms and the Hall of Fame Sword and Shield Room.

The Westin Tampa Harbour Island will serve as the championship hotel for all participating teams. A room rate of $129/day plus tax has been secured that includes wireless Internet access, breakfast and complimentary self-parking. Please contact Karina Policy from the Westin Harbour Island at 330-412-2056 or Karina.Policy@WestinTampaHarbourIsland.com with your team rooming list by end of day Monday at the latest. Karina will be your point of contact for any specific meal needs, as well as your team meeting rooms assignments.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur:

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night’s room charges even if it fails to use those rooms.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) for another team or the game officials and designated headquarters hotel.

**Hotel Team Room**
Each participating team will be assigned a complimentary team room seating 25 at the hotel. This room may be used at the coaches discretion for activities such as team meetings, meals,
study hall, etc. Each team is instructed to contact Karina Policy from the Westin Harbour Island at 330-412-2056 or Karina.Policy@WestinTampaHarbourIsland.com to coordinate their respective meeting room assignments.

**Additional Warm-Up/Practice Areas**
Additional warm-up areas are available at the Bob Martinez Weight Room located in the upper right-hand corner from the main entrance of the facility. When entering from the participant entrance, it is located directly down the hall and to the left. The warm-up area will be available at the following times before competition:

- **12/10/2015 Thu**  Noon   7 p.m.
- **12/11/2015 Fri**  1 p.m.   5 p.m.
- **12/12/2015 Sat**  2 p.m.   4 p.m.

**Participant Entrance**
Credentialed tournament participants are asked to enter and exit through the Schoomaker ROTC and Athletics building entrance located in the back of Bob Martinez Athletics Center for all practices and competition. This will be a secured area and only credentialed individuals will be allowed in the area.

**Spectator Entrance**
Spectators are allowed to enter and exit only from the main entrance of the Bob Martinez Athletics Center. Spectators are asked to meet their team members in the front lobby after their match. Spectators will not be allowed to exit the Bob Martinez Athletics Center through the team entrance.

**Locker Rooms**
Locker rooms will be assigned at the administrative meeting and on a daily basis by tournament personnel.

**Parking for Teams**
If your team is traveling by bus or vans, they may drop off and pick up at the back of Bob Martinez Athletics Center at the Schoomaker ROTC entrance located at 1001 Spaulding Drive. Parking will be available in the Spaulding Drive parking lot located past the Schoomaker entrance and the adjacent softball field (Naimoli Family Softball Complex) on the campus of the University of Tampa. Please have your ground transportation information available for the pre-championship teleconference at noon Eastern time, Monday, Dec. 7.

**Spectator Parking**
Parking for the tournament will be available at the West Parking Garage located on North Boulevard, adjacent to the Bob Martinez Athletics Center.

**Facility Regulations**
Outside food or beverage is not permitted in the Bob Martinez Athletics Center. Only food and drink items purchased at concessions are allowed. Coolers or large bags are not allowed. Large bags may be subject to inspection. Cameras are allowed, but flash photography during match play is not permitted. Video cameras are allowed, but cannot be mounted on any type of stand or
stationary equipment. Animals, with the exception of registered service animals, are not allowed in the Bob Martinez Athletics Center.

Concessions
Concessions are available in the lobby of the Bob Martinez Athletics Center.

Laundry Facilities/Procedures
Laundry service will be made available for teams in the Bob Martinez Athletics Center at the rate of $25 per set of team uniforms. Please contact Nolan Brannon at 727-420-0394.

Security/Crowd Control
University of Tampa Campus Safety and Game Operations Staff will provide security and crowd control for the tournament.

Lost and Found
Lost and found items will be delivered to any facility and event staff member and held in a secure location. If you have an item that may be lost, please inform one of the tournament staff members.

Emergency Evacuation Procedures
The public address announcer will direct spectators and participants on the safest evacuation procedures. Security personnel will be on hand and will assist the game management staff in the event of an emergency.

Merchandise Locations
NCAA championship merchandise will be available for purchase in the main front lobby of the Bob Martinez Athletics Center. Cash, Visa and Master Card will be accepted.

Maps/Diagrams
Please see maps in the appendix section.

General Information

Apparel for Institutional Personnel
Institutional personnel are prohibited from wearing jeans at the team bench. At a minimum, head coaches must wear business casual attire for the matches. Coaches failing to follow this protocol will subject to a fine.

Artificial Noisemakers
No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when competition is in progress.

Bags
Teams will be permitted to bring their bags into the competition area for practices only. Only coach and athletic trainer bags will be permitted in the competition area during matches. Teams should leave their bags in their designated locker rooms, which will be secured during matches.
Credentials for Participants
Participating institutions will receive credentials for their official travel party (20). The team bench size is 25. Institutions that need more than 20 credentials should request additional credentials (up to five) at the administrative meeting. The additional credentials are not good for admission; tickets must be purchased for the persons receiving the additional credentials.

Drug Testing
NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

Student-Athlete Notification. Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. An institutional representative must be present in the drug-testing venue.

Media Obligations. Each team is provided a postgame 10-minute cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room or on the court. If a selected student-athlete is scheduled to participate in any postgame news conference, she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of her media obligations have been fulfilled.

Next-Day Testing. If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution immediately after the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the next day, the testing must begin no later than 10 a.m. (local time) at the original test site.

If the student-athlete's team must depart the championship before a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the
delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

**Testing Process.** Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately on arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

**Ethical Behavior by Coaches**
As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must:

1. Per NCAA Bylaw 17.30, conduct all intercollegiate competition in accordance with the playing rules of the Association.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

**Game Environment Statement**
Prior to each match, a designated player from each team shall read the game environment statement below. Coaches must designate on their team roster the player who will read the statement for their team.

**Paragraph one to be read by home-team student-athlete:**

Welcome to today’s match between the _______________ and the _______________. We see this volleyball court as an extension of our classroom environment where we learn dignity and respect for others.

**Paragraph two to be read by visiting-team student-athlete:**

Today we ask for your enthusiastic support of your respective team. We also ask that you support the student-athletes from both our institutions by honoring our request to treat all fans, officials, coaches and student-athletes with respect. Thank you.
Home Team Designation
The team on the top of the bracket will be the home team and must sit on the right side of the
scorekeeper’s table facing the first referee.

Merchandise
Official NCAA championship merchandise will be available for purchase at the championships
in the main front lobby of the Bob Martinez Athletics Center. Participants also will be given the
opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the
NCAA.

Misconduct/Code of Conduct
Misconduct is defined as “any act of dishonesty, unsportsmanlike conduct, unprofessional
behavior or breach of law, occurring from the time the championship field is announced
through the end of the championship that discredits the event or intercollegiate athletics.”
Public criticism of officials may subject the individual, institution or conference to the
misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately; (2) disqualify from
future participation; and/or (3) ban from subsequent competition a student-athlete or
representative of the institution that is guilty of misconduct at any time during the championship.

All members of the travel party must sign the Division II Code of Conduct form before departing
their campuses. Participating teams received the Code of Conduct Form when notified of their
selection to the championship.

National Anthem
The national anthem will be played before the start of the first match of the day.

POWERADE
Only POWERADE branded equipment will be allowed in the competition area. Equipment (e.g.,
water bottles) with any other branding are not allowed in the competition area. Team must use
provided water bottles.

Programs
Digital programs will be available for download at no cost at www.ncaa.com/gameprograms.

Rosters
Official rosters from each team will be collected during the administrative meeting and any
student-athletes who could potentially be dressed for competition must be listed on the official
roster. Coaches must complete the Official Roster Form available in the back of this manual
to turn in at the meeting. Participating teams are limited to a maximum of 17 players in
uniform, all of whom must be listed on the official roster form. If a team has more than 17
student-athletes who are traveling to the championship on their roster, the 17 players in uniform
may be declared up to 10 minutes before the starting time of any match; after the match starts, no
replacements will be permitted for any reason. Copies of your official roster will be made for
each match, and coaches must cross out the student-athletes who are not dressed for each
respective match.

An institution that is advised it is in violation of this regulation and does not promptly conform
to it shall forfeit the competition. There shall be no inordinate delay of the competition to allow
the institution to conform to the rule.

**Sportsmanship**
The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials’ proper enforcement of the rules governing related actions.

**Sports Wagering**
The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports, including fantasy leagues. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

**Ticket Information**
- Ticket prices are as follows:
  - Adult, All Session – $30
  - Adult, Single Session – $12
  - Student/Senior, All Session – $15
  - Student/Senior, Single Session – $6
  - Child, Single Session – $3

**Uniforms/Logos**
Competing teams shall have both light- and dark-colored jerseys, and light- and dark-colored stockings available. Competing teams must wear uniforms in clear contrast with each other. The home team will designate which color (light/dark) uniforms they will wear for each match. For more information regarding uniforms, refer to Rule 7 of the 2014-2015 NCAA Volleyball Rules and Interpretations Book.

**Logos.** An institution’s official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition shall bear only a single manufacturer’s or
distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 ¼ inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square or parallelogram).

In addition, an institution’s official uniform, including sideline bibs, cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete’s institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Media Services

Credentials for Media
All media credential requests, including requests for institutional sports information personnel, should be submitted online at www.NCAA.com/media. For questions about media credentials, contact Marc Jordan.

Media Services
The media room will be located in the Theater Room of the Bob Martinez Athletics Center. The postgame interview room will also be located in the Theater Room. Event management will have staff available to direct media to both areas and address additional questions. Media credentials will be available at the Ticket Table.

Photography/Videography
Institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

All matches will be videotaped by the host and each participating team will receive a copy of its match. No flash photography is allowed during competition. No tripods or monopods are allowed for cameras. All cameras must be hand-held only.

Videotape Exchange Policy. Teams advancing to the finals site are required to share with all other advancing teams the video from the regional final match. At the conclusion of the regional championship match, each regional host will provide the advancing team with match video. Each
team must upload the video to its video exchange service and provide Marie Scovron (mscovron@ncaa.org) the link to the video no later than **3 p.m. Eastern time Monday, Dec. 7**. In order to comply with the deadline, the advancing teams may ask the regional host to assist with this process. Once all links have been received, Ms. Scovron will email the head coaches the links for all eight regional championship matches. The NCAA site representative will confirm the email contact for the advancing team head coach. Failure by the advancing teams to adhere to the tape-exchange policy will result in a fine.

Postmatch Interviews/Press Conferences
All head coaches and designated student-athletes shall be available for interviews after their respective matches. Regardless of regular-season radio or television contracts(s), the coach is obliged to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period has concluded. A coach cannot delay a post-match interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. After fulfilling the commitment to the media staffing the tournament, the coach and student-athletes may participate in a special interview. The head coach also has the option to forego the 10-minute cooling-off period and immediately report to the interview room. **For all matches, with the exception of the championship match, the advancing team’s coach and student-athletes will be interviewed first. After the championship match, the runner-up will go first, followed by the champion.**

If the media attention warrants it, quotes should be distributed after each post-competition interview. Failure to follow the procedures for post-match press conferences may result in a misconduct.

The press conference/interview room is located in the Theater Room of the Bob Martinez Athletics Center. The designated committee member for your team bench will escort the appropriate coaches and players to the press conference.

Pre-tournament Press Conference
A pre-tournament press conference will be held in the John Jackson Meeting Room, located in the lower lobby of the Westin Tampa Harbour Island hotel Wednesday, Dec. 9. The press conference will be recorded live and available through the championship host page. The press conference will take place before the banquet as follows:

**Wednesday, December 9**
(10 minutes, 5 minute transition)

6:25 – 6:35 p.m. South Central Region and Atlantic Region
6:40 – 6:50 p.m. Midwest Region and West Region
6:55 – 7:05 p.m. Central Region and Southeast
7:10 – 7:20 p.m. East Region and South Region

Results
Championship results will be available at [http://www.ncaa.com/sports/volleyball-women/d2](http://www.ncaa.com/sports/volleyball-women/d2).
Team Information
Please send all team materials (e.g., team notes, media guides, etc.) to Marc Jordan (contact information listed at the beginning of this manual).

Webcast Information
All matches will be streamed live on NCAA.com. A link for the stream will be available the first day of competition.

Medical Information

Athletic Training Information
The University of Tampa Sports Medicine would like to congratulate you and your teams for your achievement in making the field for the NCAA Division II Women’s Volleyball Championship. Our goal is to provide the best possible medical coverage and assist you and your teams in obtaining any medical support needed.
The following is a list of services and supplies that will be available to you during your visit to Tampa.

- A certified athletic trainer and access to a physician and emergency personnel
- A certified athletic trainer will be available at all practices to assist you in any way. Please contact us in advance, if your team will not be traveling with an ATC, or if you can only send an athletic training student.

Access to the Athletic Training Room
The Athletic Training Room is located in the Bob Martinez Athletic Center on the right as you enter the facility through the participant entrance via the Schoomaker ROTC and will be open two hours before competition/practice time.

Modalities in Bob Martinez Athletics Center Athletic Training Room Include:
- Whirlpools (Warm and Cold)
- Moist Heat
- Parafin
- Ice Bags and Ice Cups
- Electrical Stimulation Units

* A written treatment form is required for our staff to conduct treatments for these modalities if a certified athletic trainer does not accompany your team.

Bench Items
- Water, cups, squeeze bottles and bottle carriers, POWERADE and biohazard supplies
- Bench Towels
- Ice with Bags
- Vacuum Splints and crutches are on site if needed.

Locker Room
- Water cooler, POWERADE and cups will be provided
- Ice coolers will be provided in all locker rooms for postgame treatments
In the event that you require any medical services during your time in Tampa, below is a list of contact numbers to assist you.

**University of Tampa Sports Medicine**
Scott Brickett  
Assistant Athletic Director, Sports Medicine  
Office: 813-257-3264  
Cell: 813-323-1094  
Email: wbrickett@ut.edu

**Hospital**
Tampa General Hospital  
1 Tampa General Circle  
Tampa, FL 33606  
813-844-7000

**Pharmacy**
Walgreens  
315 W Platt St.  
Tampa, FL 33606  
813-251-3939  
Open 24 hours

**Concussion Management**
The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.
For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at [www.NCAA.org/health-safety](http://www.NCAA.org/health-safety).

### Team Travel

**Institutional Travel Arrangements**

Once selected, institutions should contact Short’s Travel Management, the official NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 600 miles of the competition site are required to travel via ground transportation. Ground transportation arrangements must be made by Go Ground, the official NCAA ground transportation provider (866-386-4951). If extenuating circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or [travel@ncaa.org](mailto:travel@ncaa.org) for approval before making any travel arrangements.

**Expenses/Reimbursement**

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the [NCAA website](http://NCAA.org) at NCAA.org, Division II, Championships, Travel and Reimbursement Information.

**NCAA Travel Policies**

All NCAA travel policies can be found on the [NCAA website](http://NCAA.org) at NCAA.org, Division II, Championships, Travel and Reimbursement Information.

**Squad Size/Travel Party**

The official squad size for teams is 17 players in uniform. Teams will receive reimbursement for up to 20 people as their official travel party.

**Band/Spirit Squad/Mascots**

A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. **Live animal mascots are not permitted.** The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.
FROM THE WESTIN TAMPA HARBOUR ISLAND HOTEL
To the University of Tampa’s Bob Martinez Athletics Center

From the Westin Tampa Harbour Island Hotel front driveway – Head North on Harbour Island Boulevard (over bridge).
Continue on Franklin St. until you reach Whiting Street (0.2 mi)
Turn right on E. Whiting Street (0.1 mi)
Turn left onto S. Florida Avenue (0.6 mi)
Turn left onto E. Tyler Street (0.3 mi)
Use left lane to turn slightly right onto W. Cass Street (0.3 mi)
Turn left onto North Boulevard (0.2 mi)
Bob Martinez Athletics Center is on the right

DIRECTIONS TO UNIVERSITY OF TAMPA BOB MARTINEZ ATHLETICS CENTER

From Interstate 275
Exit at Ashley Street/Downtown West.
Turn right at the first traffic light, Tyler Street.
Tyler merges into Cass as you cross the Cass Street Bridge.
Turn left at the next light, North Boulevard.
The Bob Martinez Athletics Center on the right.

From Kennedy Boulevard (Route 60)
Turn north onto North Boulevard.
Travel three blocks and the Bob Martinez Athletics Center is on the left.

AIRPORT
Tampa International Airport
4100 George J Bean Parkway
Tampa, FL 33607

BUS CHARTERS (local transportation only)
Academy Bus Charter
12301 40th St North
Clearwater, Fl 33762
732-921-6220
Contact: Kevin Macconnell
kmacconnell@academybus.com

CAR & VAN RENTAL
Enterprise Rental
3505 E Frontage Road
Tampa, Florida 33607
813-261-8099
Contact: Lane Simpson
Lane.L.Simpson@ehi.com
### ADDITIONAL AREA RESTAURANTS (Area Code 502)

#### Fast Food

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<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Firehouse Subs</td>
<td>2617 W. Kennedy Blvd</td>
<td>813-443-0998</td>
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<td>Pizza Hut (Delivery)</td>
<td>Platt Street Location</td>
<td>813-251-3399</td>
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<tr>
<td>Platt’s Pizza (Delivery)</td>
<td>2202 W. Platt St</td>
<td>813-254-3003</td>
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#### Restaurants

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<th>Restaurant</th>
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<tr>
<td>Bernini’s Italian</td>
<td>1702 E. 7th Ave</td>
<td>813-248-0099</td>
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<td>Fruitwood Market (Flatbreads, etc.)</td>
<td>2203 W. Swann Ave</td>
<td>813-254-7500</td>
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<tr>
<td>Press Box Sports Emporium/Eatery</td>
<td>222 S. Dale Mabry Highway</td>
<td>813-876-3528</td>
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LOCAL HOTELS
(for fans or individuals accompanying the official travel party)

**Sheraton Tampa Riverwalk** (1.6 Miles to University of Tampa)
*Address:* 200 N. Ashley Drive; Tampa, FL 33602
*Contact:* Heather French
*Phone:* 813-226-4432
*Email:* HFrench@SheratonRiverwalk.com
*Rate Available:* $149 - $159

**Embassy Suites by Hilton Tampa Downtown Convention Center** (1.6 Miles to University of Tampa)
*Address:* 513 South Florida Avenue; Tampa, FL 33602
*Contact:* Matt Kido
*Phone:* 813-769-8300
*Email:* Matthew.Kido@Hilton.com
*Rate Available:* $119 - $139

**Courtyard by Marriott Tampa Westshore/Airport** (2.7 Miles to University of Tampa)
*Address:* 3805 W Cypress Street; Tampa, FL 33607
*Contact:* Marc Ingalls
*Phone:* 813-347-8740
*Email:* Marc.Ingalls@Marriott.com
*Rate Available:* $99

**Embassy Suites Tampa Airport Westshore** (4.3 Miles to University of Tampa)
*Address:* 555 N. Westshore Boulevard; Tampa, FL 33609
*Contact:* Dian Languedoc
*Phone:* 813-875-1555 x1810
*Email:* Dian.Languedoc@Hilton.com
*Rate Available:* $115 - $135

**Crowne Plaza Tampa Westshore** (4.7 Miles to University of Tampa)
*Address:* 5303 W Kennedy Boulevard; Tampa, FL 33609
*Contact:* Becca Zarcone
*Phone:* 813-405-1185
*Email:* Becca.Zarcone@CrownePlazaTampa.com
*Rate Available:* $99

Please contact Tony Diaz at TDiaz@VisitTampaBay.com with questions regarding these hotel rates.
AWARDS RECIPIENT FORM – DIVISION II WOMEN’S VOLLEYBALL

Please list the individual award winners (17 student-athletes) with players in numerical order. Institutional personnel may be listed for recognition purposes but will not receive participant medallions.

Institution

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16. 
17. 
18. (Title)
19. Assistant Coach:
20. Head Coach:
Official Roster Form

Please list below all of the student-athletes who are traveling with you to the championship and could potentially be in uniform. You will submit this roster to tournament personnel at the administrative meeting. If you have more than 17 players listed on the roster, you will be required to designate the 17 players in uniform no later than 10 minutes prior to each match. The committee bench liaison assigned to your team will work with you to designate those 17 players using this form. Please designate the student-athlete who will read the game environment statement for your team with an asterisk.

<table>
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<tr>
<th>First Name</th>
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2015 NCAA Division II National Volleyball Championship Banquet
Additional Ticket Reservation Form

Dec. 9, 2015, the Westin Tampa Harbour Island
Doors Open at 7 p.m. - Dinner Buffet begins at 7:30 p.m.

Limited number of tickets available
Forms accepted no later than 3 p.m. Eastern time, Monday, Dec. 7, 2015
RSVP form to Claire Lessinger at Clessinger@VisitTampaBay.com

School____________________________________________________________________
Contact/ Title__________________________________________________________________
Address_______________________________________________________________________
City/State/Zip________________________________________________________________
Telephone____________________________________________________________________
E-mail_______________________________________________________________________

# Additional tickets needed_________________@       $35               =               $___________

☐ Check enclosed       Make payment to Tampa Bay Sports Commission

Mail payment to: Claire Lessinger
Tampa Bay Sports Commission
401 E. Jackson St.
Tampa, FL  33602

☐ Check or cash paid at administrative meeting

Please contact Claire Lessinger at 813-380-7424 or CLessinger@VisitTampaBay.com if you have questions.