2016 KEY PERSONNEL
PRIMARY CONTACTS

NCAA Division III
Football Committee
Chair
Jack McKiernan - Chair
Director of Athletics
Kean University
1000 Morris Avenue
Union, New Jersey 07083
O: 908-737-0604
C: 732-406-3927
E: jmckiern@kean.edu

NCAA Staff
J.P. Williams
Assistant Director of Championships
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6761
Cell: 317-966-6354
Email: jpwilliams@ncaa.org

City of Salem
R. Carey Harvey cutter
Salem Civic Center
110 Union St
Salem, Virginia 24153
Phone: 540-375-3054
Email: charveycutt er@salemva.gov

Old Dominion Athletic Conference
Brad Bankston
Commissioner
Old Dominion Athletic Conference
P.O. Box 2604
Forest, Virginia 24551
Phone: 540-389-7373
Email: brad@odaconline.com
NCAA DIVISION III FOOTBALL COMMITTEE
The administration and conduct of the NCAA Division III Football Championship will be under the immediate jurisdiction of the NCAA Division III Football Committee. Members of the committee:

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| Jack McKiernan - Chair  
Director of Athletics  
Kean University  
1000 Morris Avenue  
Union, New Jersey  07083  
O: 908-737-0604  
C: 732-406-3927  
E: jmckiern@kean.edu | Erick Hart  
Director of Athletics  
College at Brockport, State University of New York  
350 New Campus Dr  
Brockport, NY 14420  
O: 585-395-2579  
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E: ehart@brockport.edu |

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| Chris Martin  
Commissioner  
College Conference of Illinois & Wisconsin  
30 North Brainard St. #402  
Naperville, IL 60540  
O: 630-637-5693  
C: 630-886-3549  
E: cmartin@cciw.org | Kris Diaz  
Director of Athletics  
Baldwin Wallace University  
301 West Wabash Avenue  
Crawfordsville, Indiana  47933  
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C: 216-315-0605  
E: KDiaz@bw.edu |

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| Jack Leipheimer  
Special Assistant to the  
President  
Thiel College  
75 College Avenue  
Greenville, Pennsylvania  16125  
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C: 724-456-4070  
E: jleip@thiel.edu | Darla Kirby  
Associate Athletic Director/SWA  
University of Mary Hardin-Baylor  
900 College Street  
Belton, TX  76513  
O: 254-295-5046  
C: 254-541-3735  
E: dkirby@umhb.edu |

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| Rod Sandberg  
Head Football Coach  
Whitworth University  
300 West Hawthorne Road  
Spokane, Washington  99251  
O: 509-777-4419  
C: 630-738-5723  
E: rodneysandberg@whitworth.edu | James (Jim) Catanzaro  
Head Football Coach  
Lake Forest College  
555 N Sheridan Rd  
Lake Forest, IL  60045  
O: 847-735-6137  
C: 704-219-8955  
E: catanzaro@lakeforest.edu |
## NCAA Staff

P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
317-917-6222 (phone)

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Extension</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Championship Operations</td>
<td>J.P. Williams</td>
<td>6761</td>
<td>317-966-6354</td>
</tr>
<tr>
<td></td>
<td>Robin Hale</td>
<td>6624</td>
<td>317-917-6237</td>
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<tr>
<td></td>
<td>Katherine Plessy</td>
<td>6833</td>
<td>404-717-5394</td>
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<td>Broadcasting</td>
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<td>Merchandising</td>
<td>David Clendenin</td>
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<td>J.D. Hamilton</td>
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<td>Playing Rules</td>
<td>Ty Halpin</td>
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<td>Statistics</td>
<td>Sean Straziscar</td>
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CITY OF SALEM, VIRGINIA, KEY CONTACTS

Salem Civic Center P.O. Box 886
Salem, Virginia  24153-0886
Ph:  540-375-3004; Fax:  540-375-4011

Tournament Manager  Carey Harvey cutter  O- 540-375-3054
C- 540-793-0982
Promotions Director  John Saunders  540-375-3004
Host Media Coordinator  J.J. Nekoloff  540-537-8974
Facility Manager  Scott Sampson  540-375-4009
Ticket Manager:  Karen Mulkearn  540-375-3004
Merchandise Manager  John Saunders  540-375-3004
Concessions Manager  Salem Lions Club

MISCELLANEOUS KEY CONTACTS

Headquarters Hotel  The Hotel Roanoke
Contact:  Cheryl Jones
110 Shenandoah Avenue, NW
Roanoke, Virginia 24016
540-853-8218

Team Hotels  Sheraton Roanoke Hotel – Mt. Union/ Mary Hardin-Baylor
Contact: Tim Gamble
2801 Hershberger Rd NW
Roanoke, Virginia  24017
540-563-7909
C – 757-927-3310

4
The Hotel Roanoke – Wis.- Oshkosh/ John Carroll
Contact: Cheryl Jones
110 Shenandoah Avenue, NW
Roanoke, Virginia 24016
540-853-8218

Media Hotel
The Hotel Roanoke
Contact: Cheryl Jones
110 Shenandoah Avenue, NW
Roanoke, Virginia 24016
540-853-8218

GAME ADMINISTRATION & FACILITY

ARRIVAL TIMES
Both teams will arrive in Salem by 10:45 a.m. Eastern time, Wednesday, December 14. During the Sunday, December 11, teleconference the arrival times will be confirmed.

AWARDS
An awards ceremony will be conducted immediately after the championship game on the field. The chair of the football committee will present the team trophy during the ceremony. A member of the football committee will deliver individual awards to the national championship team in the locker room after the game. The individual awards for the runner-up team will be sent after the championship to the institution.

The announcement of the trophy presentation will be made by the public address announcer and coordinated with microphones on the field. An NCAA representative will coordinate the timing of the announcement with the public address announcer. If ESPN elects to cover the awards ceremony, arrangements will be made to provide adequate security at the site of the presentation, and the timing of the presentation might be altered.

The NCAA will offer institutions that participate in Division III Championship the opportunity to purchase awards (medals, mini-trophies or watches) at the level to which the team advanced in the competition. For example, if a team received mini-trophies, an institution may purchase mini-trophies, but not watches or medals. Since the NCAA provides awards for the travel party (medals provided to squad size only), additional championship awards may only be purchased for student-athletes on the institution’s certified squad list who did not receive an award provided by the NCAA. Since participant medals are only provided to the squad size, an institution may purchase medals for the remainder of the travel party and for student-athletes on the institution’s certified squad list who did not receive an award provided by the NCAA. For more information, contact Robin Hale, at 317-917-6624 or rhale@ncaa.org.
The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA’s 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact NCAA staff at elite90@ncaa.org or 317-917-6222. All documents, including eligibility, deadlines and nomination forms can be obtained at the following location – Elite 90 forms.

You must be logged into the site to access the page. The submission deadline for nomination for the Stagg Bowl is 5 p.m. Eastern time, Tuesday, December 13.

BAND COMMUNICATIONS
There will be a run of show given to each band director notifying them of the time they will be playing.

BAND PRACTICE
Band practice times must be scheduled and coordinated with Scott Sampson (540-375-4009) so as not to interfere with team practices during championship week.

COMMUNITY ENGAGEMENT
As part of the Division III experience, we provide an opportunity for the student-athletes to participate in community service during the championship. In addition to our other attributes, like passion, sportsmanship, and comprehensive learning, we believe that citizenship is important to leadership. Each institution will be required to have a minimum of ten (10) participating football student-athletes involved in community service. It is permissible for cheerleaders and/or mascots to participate, but they would not count toward the mandatory ten (10) participating football student-athletes.

Community service will be at the following sites. Host families will help coordinate getting each team to the location. A map and directions will be included in the team packets.

Salem High School – School Visits - TBD
400 Spartan Drive
Salem, VA 24153

Hope Tree Family Services – At risk youth - TBD
860 Mt. Vernon Lane Salem,
VA  24153

The coordinator of the community service is Debbie Hite. Schools should contact her with questions at 540-375-3004 or dhite@salemva.gov.
CROWD CONTROL
Access to the competition area will be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals only. For the safety of participants and spectators alike, at no time before, during or after a contest will spectators be permitted to enter the competition area. It is the responsibility of each participating institution to implement procedures to ensure compliance with this policy.

1. **Game Stoppages.** In the event that a large number of spectators enter the competition area (e.g., playing field, sidelines, end zone areas) during a game, the Referee will be instructed to do the following:
   a. Get both coaches together at midfield and let them know that the game is being suspended until the sidelines are cleared of everyone not authorized to be there.
   b. Get the officiating crew together with two or three security people.
   c. Announce via public address system that the game is being suspended until the sidelines are cleared of all unauthorized individuals.
   d. If necessary, take the officiating crew with appropriate security personnel to a safe location.
   e. If the sidelines are not cleared within a reasonable period of time then the Referee may declare that the game is over.

2. **Hosting Opportunities.** An institution failing to keep its spectators and other unauthorized personnel out of the competition area before, during or after the championship game may, as determined by the football committee, be prohibited from serving as a host for the preliminary rounds the following year in which the institution participates in the championship.

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 before 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. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.
FOOTBALLS
The Wilson F1001, F1003, F1004 and F1005 footballs are the official balls for the NCAA Division III Football Championship. The game balls will be stamped with the 2016 NCAA Division III Stagg Bowl logo.

Wilson will ship six stamped game balls to the semifinal site for the teams advancing to the championship game for their use in preparation for and during the championship game in Salem. Six additional stamped game balls will be available in Salem for each team, if needed.

FIELD COMMUNICATION PHONES
Teams are expected to bring their own field communication phones (coaches’ headsets) for use during the championship game.

It is the committee’s policy that if during the game one team’s set of phones is not working; the other team is required to disconnect its own headsets.

GAME PROGRAMS
IMG College will publish the official souvenir program for the championship game. Complimentary programs shall be distributed to each team in Salem.

HALFTIME
The intermission will be 20 minutes; however, it can be adjusted to meet game administration situations. Eighteen minutes will be allotted for the halftime entertainment, with the understanding the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes will start when the teams have cleared the field. Under no circumstances will the intermission be extended for entertainment.

Each competing team’s band will be granted six minutes of the 18-minute halftime entertainment period. Six minutes will be reserved for the host agency. If a competing team’s band is not available, the NCAA may use its allotted time. The competing institutions must inform the Salem Host Committee not later than Noon Eastern time, Monday, December 12 if their bands will be available. A final halftime schedule will be shared with teams during the Thursday, December 15 pre-championship meeting.

HOME TEAM
The NCAA Division III Football Championship Committee will determine the home team before the semifinal round of competition.

HYDRATION EQUIPMENT
The NCAA will provide standardized drinking cups, water coolers and water bottles for the team bench areas. This equipment will be used for all practices and the championship game. Trainers of the participating teams who premix special fluid replacements will use the NCAA issued water bottles and other equipment on game day and during official team practices. No other cups, cans,
coolers or squeeze bottles, including any provided by an NCAA corporate partner, may be used on the sidelines or in media areas.

**LOCKER ROOMS**

Locker rooms will be available for practice Wednesday, December 14.

Towels (if requested), soap, ice and water will be provided in each locker room. Teams should contact Paul Bowles (540-375-3004) for their locker room supply needs.

**MEDIA INTERVIEW ROOM**

The media interview room is located in the building behind the locker rooms.

**MEDICAL FACILITIES**

Salem Host Committee has arranged for access to certified athletic trainers and Salem Rescue Squad during practices. Certified athletic trainers, EMT, orthopedic doctors, and Salem Rescue Squad will be in attendance at the championship game. Ambulance service, paramedics and a first aid room also are available. Nearby hospital facilities are:

HCA Lewis Gale Medical Center  
1900 Electric Road  
Salem, Virginia  24153

Please direct any questions regarding athletic training matters to Jim Buriak, Roanoke College, 540-375-2343 (office) and 540-815-2435 (cell).

**MERCHANDISE**

The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. They may be reached through Mr. Ross Hart, 913-579-8192. Event 1, Inc. has purchased souvenir-merchandising rights to all sites of all National Collegiate Championships. All merchandising and licensing matters must be discussed with and approved by Event 1, Inc. Participating schools are strongly encouraged to order commemorative team merchandise through Event 1.

Event 1, Inc. will have merchandise available at both team hotels prior to game day and at Salem Stadium on game day. Both participating schools are not allowed to sell any merchandise at either team hotel. Please advise your staff, institutional licensing director, alumni association contacts and institutional bookstore manager of NCAA Division III Football Championship plans for merchandising and refer them to Ross Hart if they have any questions regarding this matter at the following location:

Ross Hart
PRACTICES
The football committee in consultation with Salem Host Committee has developed a practice schedule. Practices are scheduled for Wednesday, Thursday and Friday. A team arriving Tuesday may request a practice time from the Salem Host Committee.

Wednesday practice will be closed to the press for interviews, but open for photography and video except for a designated segment to be determined in consultation with the participating teams. Thursday practice must be open to the media; student-athletes and coaches must be available for interviews one-half hour before or after the practice. Friday practice will be closed to the public; however, because it is game day there may be event personnel in the venue during practice. Team practice arrangements may not be changed without NCAA approval. See schedule for exact practice times.

Scott Sampson (540-375-4009) will be the team practice liaison and will be on-site before, during and after each team practice to address any team needs.

PRE-CHAMPIONSHIP MEETINGS
Teleconference. A teleconference with the NCAA Division III Football Championship Committee chair, NCAA representatives, representatives from Salem Host Committee and the athletics directors (or designated athletics administrator), head coaches and sports information directors of the competing teams will be conducted at 6 p.m. Eastern time, Sunday, December 11. The NCAA national office will make the arrangements for the conference call. See Appendix A for agenda.

Pre-Championship Meeting. The NCAA Division III Football Championship Committee chair will conduct a pre-championship meeting Thursday, December 15, immediately following the Spotlight on Champions dinner at the Salem Civic Center at which all directors of athletics (or designated athletic administrators), head coaches, sports information directors, television personnel, officials, and Salem Host Committee will be in attendance. Details of the championship game will be discussed and the games committee will be present to answer any questions concerning game administration. See Appendix B for agenda.

PREGAME SCHEDULE AND EVENTS
See Appendix C for the pregame schedule. (Note: This schedule is subject to change according to television programming demands. A final schedule will be provided during Thursday’s prechampionship meeting.)
PLAYING FIELD
The visiting team will be in the east-side locker room. They will use the bench area on the east side of the field and warm up at the north end of the field. Coaches will use east press box.

The home team will be in the west-side locker room. They will use the bench area on the west side of the field and warm up at the south end of the field. Coaches will use west press box.

STADIUM ENTRANCES
a. General Public. General public entrances will open 2 hours before the start of the game.
b. Team Bands and Spirit Squads. Uniformed band members and spirit squads must enter the stadium as a group through the field house gate. An alphabetized list for band members must be provided upon arrival.
c. Team Buses. Team buses will drop student-athletes and coaches at the field then park as directed beside the field house.
d. Media Entrances. The media will enter the press area through the west side stands.
e. Media Elevator. The media may enter the press area through the elevator located on the home side behind Section A. Credentials shall be required to use the press elevator.

TEAM INTRODUCTIONS
The teams will run through tunnels with smoke and fireworks for pregame playing introductions coming out of the locker rooms.

TEAM PHOTOS
Salem Host Committee will arrange for a team and staff photograph to be taken in the stands along the press box side of Salem Stadium before team practices Thursday, December 15. The visiting team will have its picture taken fifteen minutes before the beginning of its practice and the Home team will have its picture taken fifteen minutes before the beginning of its practice. Teams should bring jerseys to wear. Team photos will be sent electronically to coaches.

TRAVEL PARTY/SQUAD SIZE
For the all rounds of the NCAA Division III football championship, the NCAA will reimburse a travel party of 61 persons.

The number of student-athletes in competitive uniform (58) will not exceed the prescribed number during pregame practice or at the start of the contest. Replacements are permitted up to 10 minutes before game time; after this time, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform to it promptly will automatically forfeit the competition. There will be no inordinate delay of the competition to allow the institution to conform to the rule.

UNIFORMS
The designated home team will wear dark jerseys and the visiting team will wear white jerseys.
Commemorative patches. The 2016 NCAA Division III Stagg Bowl logo has been created for the two participating teams. These patches will be provided to the teams immediately after the semifinal games. The patch should be affixed to the front of the jersey between the apex of the front neckline and the left shoulder seam line. NCAA staff and the football committee must approve any exceptions.

VIDEO LOCATIONS
Salem staff will provide each team a wide shot and end zone camera shot video. We are looking into including it on HUDL as well.

LODGING

TEAM HOTELS
The participating teams have been assigned to the Hotel Roanoke and the Sheraton Roanoke Hotel. The home team will be assigned to the Hotel Roanoke and the visiting team will be assigned to the Sheraton Roanoke Hotel.

HEADQUARTERS HOTEL
The Hotel Roanoke will serve as championship game headquarters.

A minimum of 60 rooms have been reserved at each hotel for the participating teams for the nights of December 14-16 at the minimum. It should be noted that some teams might arrive in Salem Tuesday, December 13. Although the Salem Host Committee will make the preliminary arrangements, each team will be responsible for finalizing all arrangements and for making payments.

Each hotel will provide complimentary bus parking. Salem Host Committee will make preliminary arrangements for team meeting rooms.

Although Salem Host Committee will make the preliminary arrangements, each team will be responsible for finalizing all arrangements (e.g., room assignments, meeting room scheduling, food and beverage services) and for making payments.

MEDIA HOTEL
The media will be housed in the Hotel Roanoke.

Credentials for the 2016 NCAA Division III Football Championship Game will be picked up at the Salem Civic Center Box Office beginning at 10 a.m. Eastern time, Thursday, December 15.

CHARTER TRAVEL INFORMATION
Sideline heaters will not be allowed on NCAA charter aircraft. The host institution will be responsible for providing heaters to all visiting teams. NCAA will not reimburse the cost for a visiting team to ship their own heaters. Please see your championship manuals for further information.

Any institution that travels by charter is expressly prohibited from advertising the sale of seats on that charter in any form. This includes, email, website, newspaper, television, radio, etc. Advertising seats on a charter changes the designation of the charter in the eyes of the Department of Transportation. Due to time constraints in arranging NCAA charter flights, any charter that is found to have been advertised will be canceled. The team involved will then be required to travel by commercial air and to reimburse the NCAA for any cancelation fees related to the canceled charter.

Institutions that travel by charter are responsible for ensuring all members of their travel party meet the definition of “bona fide member” of their organization, as defined by Title 14 of the Code of Federal Regulations, Part 212.5.

**TICKETS**

**ADMISSION POLICY**
All tickets must be accounted for at face value, and there will be no complimentary tickets.

The only exceptions to this policy are that cheerleaders in uniform, not to exceed 12 in number, and a uniformed mascot may be admitted without charge. Also, band members in uniform and participating in the pregame, halftime or postgame activities will be admitted without charge. Children two-years of age and younger may be admitted free if not occupying a seat.

**CREDENTIALS**

**BENCH (GREEN):** This credential will be issued to all non-uniformed personnel on each bench. Generally, that includes the head coach, assistant coaches, athletic-trainers and managers (20 per team maximum). A bench pass should not be issued to an individual who will be wearing a uniform. It should be noted that the coaches who will be working in the press box during the game are not counted against the 20 bench passes.

**CHEERLEADERS/PEP SQUAD/MASCOT (GREY):** This credential is good for admittance and will be issued to cheerleaders and/or pep squad members, not to exceed 12 in number per team, plus a costumed mascot and a cheerleader coach. Bands members who are in uniform and performing at the championship will be admitted free of charge.

**GAME OFFICIALS PASS (BLACK):** This credential will be distributed to championship game officials. This credential grants the individuals unlimited access to all areas of the facility.
OFFICIAL PARTY (LIGHT GREEN): This credential (10 per team maximum) will be distributed to participating institutional representatives (e.g., presidents, regents, conference commissioners, etc.). This credential grants the individuals access to the team locker rooms and the interview room. This credential is for **special access** only. **It does not provide a seat assignment.** The credential is **not** good for access to the sidelines while the game is in progress.

STADIUM PASS (YELLOW): This credential (six per team maximum) will be issued by auxiliary stadium personnel and coaches who are in the press box. **This credential is good for stadium admittance and access to all areas.**

INSTITUTIONAL PASS (WHITE): This credential (five per team maximum) will be distributed to championship officials, credentialed representatives of the participating teams (such as athletics directors, assistant athletics director and sports information directors). This credential grants the individuals unlimited access to all areas of the facility. **This credential is for admission and special access only. It does not provide a seat assignment.**

VIP (MAGENTA): This credential (five per team maximum) will be distributed to institutional representatives and will allow them access to the hospitality tent at halftime of the championship. **This credential is for special access only and does not grant admission to the facility.**

MEDICAL (PINK and RED): This credential (two per team maximum) is good for admission and access to the sidelines, field and locker rooms and will be distributed to team doctors (licensed physicians M.D. or O.D.) and local medical personnel.

DISABLED SERVICES
Each team ticket manager will be allowed to trade in seats from their team ticket allotment for ADA seats near the team seating sections as needed. Each disabled person is allowed to have up to two companions in the ADA seating section. Team ticket managers should contact Karen Mulkearn to make such ADA ticket exchanges.

TICKET DEADLINES
Tickets will be delivered to each semi-final participating team at the conclusion of its game December 10 and must be returned to Karen Mulkearn, Box Office Supervisor, not later than 6 p.m. Eastern time, Wednesday, December 14. The deadline for tickets for the Gagliardi Award Presentation dinner is 5 p.m. Eastern time, Monday, December 12. “Spotlight on Champions” dinner will be at 5 p.m. Eastern time, Tuesday, December 13. Pre-game huddle must be ordered by 5 p.m. Eastern time, Wednesday, December 14.

TEAM ALLOCATIONS
Each competing team will have access to 500 tickets, with no less than half of the tickets located between the 30-yard lines. The Salem Host Committee may retain 250 of the tickets and advise the participating team that the additional tickets will be available, if needed.

A participating institution will return all money and unsold tickets and inform the Salem Host
Committee of the number they will require from the 250 tickets retained not later than 6 p.m.,
Wednesday, December 14. If the tickets are not returned to the host agency by this time, the
institution will be responsible for all unreturned tickets at face value. Once the competing institutions
release the tickets being retained, the Salem Host Committee may use them for public sale.

Each team will be provided 61 tickets for the Gagliardi Award Presentation dinner and Spotlight on
Champions dinner. Ten tickets will be provided for the Pre-Game huddle.

PRICES
Ticket prices will be determined by the Salem Host Committee with the approval of the NCAA
Division III Football Committee. Tickets for the 2016 championship game will be $12.50 in advance
and $15 on game day. All seats are reserved.

The public can purchase Stagg Bowl tickets by using Ticketmaster or by contacting Karen Mulkearn,
Salem Civic Center, P.O. Box 886, Salem, Virginia 24153 (540-375-3004 or 888VASALEM).

The public can purchase tickets for the Gagliardi Award Presentation dinner ($25), Spotlight on
Champions dinner ($30) and Pre-Game huddle ($25) by contacting Karen Mulkearn at Salem Civic
Center Box Office (540-375-3004 or 888-VASALEM).

GAME ADMINISTRATION & FACILITY

COURTESY CARS

Championship Participants. The Salem Host Committee will provide two courtesy cars for each
team. These vehicles should be allocated to the directors of athletics and head coaches of each
participating team, members of the governing sports committee, etc. The host institution may attempt
to make arrangements for participant courtesy cars through a corporate champion/partner, or any
other dealer if the corporate partner is not able to provide vehicles. Vehicles arranged through Short’s
Travel and rented from Enterprise Rent-a-Car will include full liability and collision insurance. If
vehicles are not available through Enterprise, the next option is through National. For vehicles not
arranged through Enterprise or National the following must occur:

- The courtesy car provider must provide a minimum of $1 million in primary liability insurance
  and physical damage coverage.
- The host institution must forward proof of coverage to the NCAA 60 days before the start of
  the championship.
- The host institution will be responsible for the pickup and return of any courtesy cars from the
designated team hotels.

LOCAL TEAM TRANSPORTATION
Teams are responsible for coordinating local ground transportation.
PARKING

a. **General Public.** Park in the main lot.

b. **Team VIP.** Directed toward the VIP lot.

c. **Recreational Vehicles.** Fans with Recreational Vehicles (RVs) will have the opportunity to park in the stadium lots the night before the event or earlier than noon on game day.

d. **Team Buses.** Team buses will drop student-athletes and coaches at the field then park as directed beside the field house.

e. **Team Band Buses.** Team Band Buses will park in main lot.

f. **ADA Parking.** Handicapped parking is available. Space is available on a first-come, first-serve basis. A hanging tag or license plate is required to park in these spots.

Tailgating is a longstanding college football tradition and important component of game day activities. To ensure that fans have a safe and enjoyable experience, fans are asked to adhere to the following regulations on game day, unless specifically authorized to do otherwise by the NCAA:

a. Possession and consumption of alcohol in the Stadium parking areas is subject to the laws and regulations of the Commonwealth of Virginia and/or City of Salem. Police will patrol these areas and enforce all applicable laws.

b. No kegs or other common source containers.

c. No tents larger than 10’ x 10’ may be located in front of a parked car or within the four spaces allocated to a recreational vehicle.

d. Tailgating activities that take up vacant parking spaces or interfere with pedestrian or car traffic flow within or around a parking lot are prohibited.

e. Parking permit holders are responsible for functions they host in their parking spaces.

f. Open flames, other than grills, are not permitted.

g. Pop-up tents and canopies must be secured or dismantled if left unattended.

h. Parking lots will stay open after the game until the next morning, but all vehicles must be off property by noon the following day.
i. No corporate signage is permitted at any time unless prior written approval by the NCAA has been obtained.

j. No couches or upholstered furniture.

k. Fans who want to watch television or use other entertainment devices that require electricity are allowed to do so as long as they provide their own power and video sources.

l. No outside food vendors are allowed without the permission of the Salem Host Committee.

TEAM HOSPITALITY AND ENTERTAINMENT

STUDENT-ATHLETE PARTICIPATION AWARD.
An apparel item will be among the participation awards being provided to student-athletes who advance to the championship finals site. This item will be sent to your institution for distribution to your student-athletes after the conclusion of the championship.

This year, a jacket and sports towel will serve as the participation awards provided to student-athletes and their travel party who advance to the championship finals site. The NCAA, in conjunction with MainGate, Inc., will communicate directly with participating institutions’ head coaches regarding the ordering and delivery process of these participation awards.

Within 10 business days of qualification, coaches will receive an email. The email from Main Gate will provide details about the ordering process, along with a unique certificate code which can be redeemed only at NCAA-Awards.com; valid for one participation award per member of your travel party. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your certificate code. Contact your tournament director or championship manager about providing sample jackets for sizing at the final site. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card.

Participation award items will be sent to your institution for distribution to your student-athletes within three to four weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Brown (317-260-2538 or ebrown@maingateinc.com) or your NCAA championship manager.
SCHEDULE OF HOSPITALITY AND ENTERTAINMENT EVENTS

Wednesday, December 14, 2016

7:15 p.m.  Gagliardi Awards Presentation

*Dinner and Revealing of 2016 Gagliardi Award Winner.*

*Salem Civic Center*

*Dress attire is coat and tie.*

Thursday, December 15, 2016

7:30 a.m.  FCA Breakfast

*Renaldo Wynn – Former Redskins defensive end*

*Salem Civic Center Arena*

9:30 a.m.-10:30 a.m.  Community Engagement

7 p.m.  Spotlight on Champions Dinner

*Emceed Event, Celebration of Teams, Video Presentation.*

*Salem Civic Center Arena*

*Dress attire is coat and tie.*

*The NCAA Elite 90 Academic Award will be announced during the dinner.*

Friday, December 16, 2016

4:30 p.m.  Tailgate Party

*Stadium Parking Lot*

5 p.m.  Pre-Game Huddle

*Reception featuring heavy hors d'oeuvres*

*Salem Civic Center*

*Community Room*

MEDIA ARRANGEMENTS

PLANNING CALL
The host media coordinator and sports information directors of the two participating teams will meet via teleconference on a date to be determined by the NCAA before the championship game to review and confirm media coordination needs and policies.
NCAA BLOGGING POLICY

A Bearer may blog during any Event, provided that such blog may not produce in any form a “real-time” description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event) as determined by the NCAA in its sole discretion. If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

All blogs must be free of charge to readers and must adhere to the conditions and limitations of the NCAA Blogging Policy.

The NCAA and its designated championship game personnel shall be the final authority on whether a Credential Holder or Credential Entity is following the NCAA Blogging Policy.

CREDENTIALS

All press credentials are authorized and issued by J.J. Nekoloff.

NCAA policy, as stated in the NCAA Division III Football Pre-Championship Manual, prohibits the issuance of press credentials to representatives of any organization that regularly publishes, or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Working credentials shall not be mailed. The credentials can be claimed at the Salem Civic Center Box Office Thursday, December 15 from 10 a.m. to 6 p.m. Credentials will be available at the Civic Center Friday morning but will be distributed at Salem Stadium at 4 p.m. on game day.

PRESS CREDENTIALS

All working credentials MUST BE CLAIMED IN PERSON. Credentials will be assigned to the individuals using them or their companies, and identification will be required for pickup. All credential requests will be made to the media coordinator at the NCAA national office.

All media requests for working press credentials for the national championship game shall be made in online at http://www.ncaa.com/media before Noon Eastern time, Wednesday, December 14, except for those agencies in the geographical areas and/or locale of the participating teams.

NCAA policy prohibits the issuance of press credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on collegiate sports events.

PRESS CRITERIA

A "press agency" for purposes of these press criteria will mean an authorized representative of a single daily, weekly or monthly publication, cable system, radio or television station or network. More than one representative per “press agency” may be authorized by the media coordinator.
Subject to limitations of space, credentials at the sites hosting the Division III Football Championship will be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or sports information director, who will represent all campus related publications and departments.

2. A press agency in the geographical area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season.

3. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspaper that do not otherwise meet the aforementioned criteria.

4. Space permitting, representatives of other weekly, specialty or college newspapers of the host or participating teams, magazines, telephone reporting services and AM/FM radio or public/commercial television stations.

5. Any press agency with a minimum daily circulation of 100,000 will be accredited for one working press credential at any site providing the request has been received prior to the deadline established by the media coordinator at that site.

Representatives of professional football teams and telephone reporting services will not be accredited for working press or photography credentials.

PHOTOGRAPHY CREDENTIALS
Sports editors or directors will request all photography credentials. Subject to limitations of space, photography credentials to the championship shall be assigned following priorities:

1. One photographer, certified by the director of athletics and/or the sports information director for each participating and host institution, who will represent all campus-related publications and departments.

2. A press agency or television station from the locale of a participating institution.

3. An individual or crew designated by a national television network or cable system that originates daily sports news programs.

Any photographer approved to work on the field at the championship game must secure an armband from the media coordinator.

Photographers working on the sidelines are restricted to behind the “limit lines” all around the playing field. No photographers are permitted in the “team areas,” which are in back of the limit lines.
between the 25-yard lines. No media personnel or their equipment will be in the team areas, and no media personnel may communicate in any way with persons in the team areas. Photographers may not place tripods on or beside the playing field nor attach strobos to goal posts.

HEAD COACHES MEDIA TELECONFERENCES
The head coach of each of the two teams will participate in a separate teleconference with national media Monday, December 12. Mt. Union/Mary Hardin-Baylor winner will call in at 11:00 a.m. Eastern time and John Carroll/Wis.-Oshkosh winner will call-in at 11:30 a.m. Eastern time. Call-in information will be sent to sports information directors following the semifinal games.

INTERVIEW AREAS
Interviews will be conducted before and after the championship game. All coaches and student-athletes will be available for interviews.

Following the championship game, selected student-athletes may be required to register for drug testing. Student-athletes cannot delay drug-testing registration unless requested to grant a short interview (not to exceed four minutes) by ESPN, which has purchased rights to the contest. After the drug-testing registration procedure, each student-athlete will be available for interviews for up to ONE HOUR before he must report to the drug-testing facility. No interviews may take place with the student-athletes during the 10-minute cooling-off period or during registration for drug testing.

The championship game media coordination representative will escort the sports information director, the coach and a minimum of two student-athletes to the interview area after a 10-minute cooling-off period or sooner if the coach so desires.

All dressing rooms will be open to the media after a 10-minute cooling-off period, which begins when the coach enters the dressing room immediately after the game. The coach must proceed directly to the dressing room after the game unless requested to remain for a short interview (not to exceed four minutes) by ESPN, who will produce the game for airing on television. THE DRESSING ROOM WILL BE OPEN TO THE MEDIA FOR UP TO ONE HOUR AFTER THE 10-MINUTE COOLING-OFF PERIOD HAS EXPIRED.

The coach will designate a minimum of two starters to report to the interview area immediately after the dressing room opens. The media coordinator also may request the coach to include additional student-athletes to join the group in the interview room should the student-athletes’ performances merit.

THE POSTGAME PRESS CONFERENCE FORMAT SPECIFIES THAT THE LOSING COACH AND STUDENT-ATHLETES BE SCHEDULED IN THE INTERVIEW ROOM BEFORE THE WINNING COACH AND STUDENT-ATHLETES. The interviews with the losing coach and student-athletes generally will not exceed a maximum of 10 minutes.

Regardless of any personal regular-season radio and/or television contracts, the coach first is obligated to the entire press staffing the championship game and must report to the interview room
immediately after the 10-minute cooling-off period expires. The coach cannot delay a postgame interview with the covering press to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by ESPN. After fulfilling this commitment to the press staffing the championship game, the coach may participate in a special interview.

Coaches will not become available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, immediately report to the interview room and make themselves available to all media representatives staffing the championship game. Should a coach permit one media representative to enter the dressing room before the 10-minute cooling-off period has expired, the dressing room will be open to all other media representatives desiring access to the area.

PRESS CONFERENCE SCHEDULE
Wednesday, December 14 – Media interviews with coaches and selected players at Salem Civic Center, Parlor C.

2:00 to 3 p.m. Eastern time (home team)
3:15 to 4:15 p.m. Eastern time (visiting team)

MEDIA SERVICES
For complete information regarding footage usage and licensing, audio policies, internet policy, live video streaming rights, and television rights please refer to www.ncaa.com/media.

SPORTS INFORMATION DIRECTORS
Not later than the Saturday, December 10, each participant’s sports information director will provide his/her media with this website, http://www.ncaa.com/media, to apply for credentials and hotels.

The sports information director for each team advancing to the national final will meet before the national final to discuss responsibilities and the media obligations of the institution’s staff, coach and student-athletes.

TELEVISION RIGHTS
Exclusive television rights for the NCAA Division III Football Championship Game have been purchased by ESPN. No television station, network or cable system other than an ESPN affiliate may air live game action or a description of the game while it is in progress.
1. **Key Contacts.**

   a. **NCAA Championship Manager.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.P. Williams</td>
<td>PH: 317-917-6761</td>
<td>317-966-6354</td>
</tr>
<tr>
<td>Assistant Director, Championships and Alliances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O. Box 6222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indianapolis, Indiana 46206-6222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:jpwilliams@ncaa.org">jpwilliams@ncaa.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   b. **NCAA Division III Football Committee.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack McKiernan, chair</td>
<td>PH: 908-737-0604</td>
<td>732-406-3927</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kean University</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jmckier@kean.edu">jmckier@kean.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   | Erick Hart                   | PH: 585-395-2579 | 585-773-0492  |
   | Director of Athletics        |              |               |
   | College at Brockport, State University of New York | PH: 585-395-2579 | 585-773-0492  |
   | ehart@brockport.edu          |              |               |

   | Chris Martin                 | PH: 630-637-5693 | 630-886-3549  |
   | Commissioner                 |              |               |
   | College Conference of Illinois & Wisconsin | PH: 630-637-5693 | 630-886-3549  |
   | cmartin@cciw.org             |              |               |

   | Kris Diaz                    | PH: 440-826-2309 | 216-315-0605  |
   | Director of Athletics        |              |               |
   | Baldwin Wallace University   |              |               |
   | KDiaz@bw.edu                 |              |               |

   | John Leipheimer              | PH: 724-589-2212 | 724-456-4070  |
   | Special Assistant to the President | PH: 724-589-2212 | 724-456-4070  |
   | Thiel College                |              |               |
   | jleip@thiel.edu              |              |               |
c. **Co-hosts.** City of Salem, Virginia, and the Old Dominion Athletic Conference.

Salem Civic Center
P.O. Box 886
Salem, Virginia 24153-0886
PH: 540-375-3004

Old Dominion Athletic Conference
P.O. Box 2604
Forest, Virginia 24551
PH: 540-389-7373

<table>
<thead>
<tr>
<th><strong>Work</strong></th>
<th><strong>Cell</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tournament Manager: Carey Harveycutter</td>
<td>540-375-3054</td>
</tr>
<tr>
<td>Promotions Director: John Saunders</td>
<td>540-375-3004</td>
</tr>
<tr>
<td>Host Media Coordinator: J.J. Nekoloff</td>
<td>540-389-7373</td>
</tr>
<tr>
<td>Facility Manager: Scott Sampson</td>
<td>540-375-4009</td>
</tr>
<tr>
<td>Ticket Manager: Karen Mulkearn</td>
<td>540-375-3004</td>
</tr>
<tr>
<td>Merchandise Manager: John Saunders</td>
<td>540-375-3004</td>
</tr>
</tbody>
</table>


d. **Participants.**

(1) _______ Work - Cell

(2) _______ Work - Cell

2. **Film/Video Exchange.** Exchange film from November 19 and 26, December 3 and 10 play-off games.
3. **Transportation.**
   
a. Teams: _____ Depart _______ Arrive _______
       ______ Depart _______ Arrive _______

b. NCAA representatives – J.P. Williams, Jack McKiernan, – Monday; Committee – Tuesday.

c. Sports information directors’ arrival times.

d. Courtesy cars (rentals for committee, two for each team).

4. **Tickets.**
   
a. Delivered to each site by Salem representatives.

   (1) Amount needed: Home ______ Visitors ______

   (2) Reserved seating: $12.50 in advance, $15 game day, $7 high school students and younger.

      (a) Visiting team – East side.

      (b) Home team – West side.

   (3) Return of allotment, if necessary.


c. Pregame Friday: Ticket booth opens at 5 p.m.

5. **Game Time.**
   
a. Kickoff: 7:05 p.m. Eastern time. (time tentative)

b. Television: ESPNU HD/E360, live at 7 p.m. Eastern time. Commercial breaks during the game will be covered at the pre-championship meeting, following the championship banquet on Thursday evening at the Salem Civic Center.

6. **Lodging.**

   a. ________/_______: Hotel Roanoke (540-853-8218; contact Cheryl Jones).

   b. ________/_______: Sheraton Hotel- Roanoke (540-563-9300; contact Tim Gamble).

   c. Headquarters hotel: Hotel Roanoke (same as above).

7. **Wednesday-Friday Practice.** (Note: Dressing facilities are provided at Salem Stadium only)

   **Wednesday** – practice, ESPN pictures (if necessary) and team photos.

   a. ________/_______ – Visiting Team Practice: 1 – 3 p.m. Salem Stadium

   b. Media Parlor C Salem Civic Center 3:15-4:15 p.m.

   c. ________/_______ – Home Team Practice: 3:30 – 5:30 p.m. Salem Stadium

   d. Media Parlor C Salem Civic Center 2:00 - 3:00 p.m.

   **Thursday** – practice.

   a. ________/_______ – Home Team Practice: 1 – 2:30 p.m. Salem Stadium

   b. ________/_______ – Visiting Team Practice: 3 – 4:30 p.m. Salem Stadium

8. **Thursday - Official Pregame Meeting.**

   a. Following the Championship Banquet at the Salem Civic Center.

   b. Mandatory attendance: NCAA representatives, directors of athletics, head coaches, sports information directors, game officials, television personnel and local Stagg Bowl committee representatives.

9. **Friday pregame.**

   a. Arrival times of sports information directors.

   b. Warm-up areas.

   c. Band.
d. Cheerleaders.

10. Facility.
   a. Salem Stadium (7,157 capacity).
   b. Press box.
   c. Field phones: Both teams are responsible for providing their own field phones/communication system.
   d. Locker rooms: Available Wednesday and Thursday afternoon to both teams if practices are held at Salem Stadium.
   e. 25-second field clock will be used.
   f. Game film/video will be provided by a crew hired by the Stagg Bowl Committee. The film crew will shoot from the east side press box and scoreboard end zone. A tight and wide copy will be provided separately to both teams following the game. DVD copies of the game film will be provided to each team.
   g. Coaching area - 25 to 25 as marked on the field.

11. Official Game Ball. Wilson 1001, 1003, 1004 or 1005.
   a. Game balls to be divided up between the two teams at the end of the game.
   b. 12 Game balls were shipped to each team at the start of the playoffs, and 6 additional sent prior to semi-final games. **Stagg Bowl marked game balls must be delivered to game officials at Thursday night meeting.**

12. Game Uniforms.
   a. __________ shirts _________ pants _________ helmets _________
   b. __________ shirts _________ pants _________ helmets _________
13. **Game Officials.** Officials will be assigned by the NCAA Division III Football Committee.

14. **Eligibility Lists.**
   a. Preliminary list to Jack McKiernan at Friday pregame meeting (see attached roster form).
   b. May be updated up to 10 minutes prior to game time.

15. **Halftime (20 minutes) begins after departure of teams.** Bands from participating institutions/Salem High School.

16. **Medical Services.**
   a. Ambulance at practice and game sites.
   b. Hospital – one mile from game site.
   c. Team physicians (two) - on sidelines.

17. **Official Events.**
   a. Wednesday evening – Gagliardi Awards Presentation – 7:15 p.m. - Salem Civic Center. Tickets ($25 available to the general public. Official party complimentary admissions limited to 61 per team).

   b. Thursday evening – “Spotlight on Champions” Dinner – 7 p.m. - Official party complimentary admissions limited to 61 per team. Additional individuals at $30 per person – Salem Civic Center Arena (noon).

   c. Friday – "Game Day Reception," 5 p.m. - Salem Civic Center Community Room. Ten complimentary admissions provided to each institution. Additional individuals at $25 per person.

18. **Instant Replay.** Instant replay will be used during the 2016 Stagg Bowl.

19. **Transportation.** Clarification regarding provided buses and buses from Go Ground.
20. **Community Outreach.** Teams will visit local elementary schools in Salem.

21. **Elite 90 Award.** Will be presented on Thursday evening at the Championship Banquet. The deadline to submit a nominee is Tuesday, December 13.

22. **Patches.** 68 Stagg Bowl Patches are provided to each team.

23. **School Videos.** Each institution is encouraged to provide a 30 second video highlighting their institution that will be featured at the championship banquet and on the video board at the stadium. The video should be on a DVD format.
2016 NCAA DIVISION III FOOTBALL CHAMPIONSHIP

Administrative Meeting Notes for Host

______ Introductions.

______ Welcome participants.

______ Thank host institution.

______ Review games committee responsibilities.

______ Eligibility lists.
   b. Travel party (61).
   c. Expense form.
   d. Bench passes (maximum of 20 bench passes per institution; coaches in the press box are not counted towards the 20 passes).

______ Review pregame schedule.
   a. Warm-up areas.
   b. National anthem.
   c. Officials' notification to teams in locker rooms.
   d. Captains on field.
   e. Coin toss--actual.
   f. Introduction of student-athletes.
   g. Pregame schedule

______ Halftime schedule.
   a. Review halftime intermission policy.
   b. Bands and other activities.
   c. Officials' notification to teams in locker rooms.

______ Field phones (see championship handbook).

______ Review of game football(s).

______ Confirm uniforms.

______ Filming arrangements.

______ Awards ceremony.
Merchandise/Programs.

Officials:
  a. Review tie-breaker procedure.
  b. Points of emphasis.

Pregame Meeting Checklist
Page No. 2

DV Sports: Instant replay.
ESPN: Schedule and timeouts.

Media arrangements.
  a. Post-game interviews (review location and procedure).
  b. Ten-minute cooling-off period.
  c. Press box seating. The press box is for authorized, credentialed, working personnel.

Drug testing (read drug testing statement).

Review of disqualification (misconduct) policy (NCAA Bylaw 31.1.8).
  a. Read disqualification statement. Explain reason for disqualification procedure.

Review logo rule.
APPENDIX C

AGENDA

National Collegiate Athletic Association

2016 Stagg Bowl Pre-Championship Meeting

Salem Civic Center

December 15, 2016

1. Introductions.
   a. Host Personnel
   b. NCAA Football Committee
   c. Participating Teams
   d. ESPN
   e. DV Sports
   f. Officials

2. DV Sports. (Williams/Lowe)
   a. Instant replay protocol
   b. Questions

3. ESPN (Williams/Reintjes)
   a. Television breaks
   b. Schedule
   c. Post-game interview
   d. Questions

4. Games committee responsibilities. (McKiernan)

5. Squad size. (McKiernan)
   a. Submit roster form

6. Confirm uniforms (home = dark; visitor = white). (McKiernan)

7. Credentials. (Harvey cutter)

8. Pre-game schedule. (McKiernan/Harvey cutter)
   a. Warm-up areas
   b. Timeline distribution
   c. National anthem
   d. Officials' notification to teams in locker rooms
   e. Captains on field—Special Olympics Honorary Captains
f. Coin toss
g. Introduction of student-athletes.

NCAA Division III Football Championship
Page No. 2

I. Team entry
II. Pre-game handshake

9. Halftime schedule. (Harveycutter)
   a. Review halftime intermission policy.
   b. Bands and other activities.
   c. Officials' notification to teams in locker rooms.

10. Filming/videotaping arrangements. (Harveycutter)
    a. DVD will be provided to each team.
    b. Games will be loaded to Hudl by noon (Eastern) on Saturday.

11. Awards ceremony. (McKiernan)
    a. Location.
    b. Awarding of national championship trophy for TV.
    c. Runner-up mini trophies provided to team administrator following the game.

12. Officials. (McKiernan/Baltz)
    a. Arrival time at stadium.
    b. Meeting times with chain gang, timer and ball boys.
    c. Review tiebreaker procedures.
    d. Review proper uniform and equipment rules.
    e. Footballs.

13. Media Coordinator (Nekoloff)
    a. Location of ten-minute cooling off period – Team Locker Rooms.
    b. Post-game interviews.
    c. Press box seating.

14. Crowd control policies. (Harveycutter)

15. Drug testing statement. (Williams)

16. Misconduct statement. (Williams)

17. Merchandise/Programs. (Williams)
18. Questions.

APPENDIX D

2016 STAGG BOWL SCHEDULE OF EVENTS

(Tentative: times and events subject to change) All

times listed are Eastern time

Sunday, December 11

5 p.m. Participants’ conference call with representatives from participating teams.

Monday, December 12

11 a.m. Conference call – visiting team coach with media.

11:30 a.m. Conference call – home team coach with media.

Tuesday, December 13

Teams arrive Tuesday evening or Wednesday morning

Wednesday, December 14

Visiting Team

1 - 3 p.m. Practice – Salem Stadium.
3:15 – 4:15 p.m. Local media conference with coaches and selected players at Salem Civic Center, Parlor C.

Home Team

2 – 3 p.m. Local media conference with coaches and selected players at Salem Civic Center. 3:30 - 5:30 p.m. Practice – Salem Stadium.

7:15 p.m. Gagliardi Awards Presentation – Salem Civic Center. Tickets ($25) available to general public.

Thursday, December 15

7:30 a.m. Fellowship of Christian Athletes Breakfast - Renaldo Wynn Former Redskins defensive end – Salem Civic Center Community Room.

9:30 a.m. Selected team members (and cheerleaders) visit Hope Tree Family Services-a Special Olympic group home

12:50 p.m. Team Photo (Game Jersey)
1 - 2:30 p.m. Home Team - Practice – Salem Stadium (Closed Practice).
2:50 p.m. Team Photo (Game Jersey)
3 - 4:30 p.m. **Visiting Team** - Practice – Salem Stadium (Closed Practice).

7 p.m. "Spotlight on Champions" Dinner at Salem Civic Center Arena for the two participating teams, NCAA Division III Football Committee and host committee members. Tickets ($30) available to the general public.

Immediately Following Dinner Pregame meeting for Division III Football Committee, game officials, coaches, athletics directors, SID’s, chain gang representative, ESPN representatives and Stagg Bowl Committee representatives (Salem Civic Center).

**Friday, December 16**

10 – 11:00 a.m. Visiting Team Walk Through (Optional)

11:15 – 12:15 p.m. Home Team – Walk Through (Optional)

4:30 p.m. Tailgate Party – Salem Stadium parking lot.

4:30 p.m. Salem Stadium available for teams.

a. Home team in press box side locker room; will use the bench area on the press box side of the field and warm up at the open end of the field. Coaches will use west press box.

b. Visiting team in locker room opposite the press box; will use the bench area on the sideline opposite side of the press box and warm up at locker room end of the field. Coaches will use east press box.

5 p.m. Pregame Huddle for committees, honored guests, local patrons – Salem Civic Center Community Room. Tickets ($25) available to general public.
2016 NCAA Division III Football Championship Timing Sheet  
(Amos Alonzo Stagg Bowl)

The following pregame schedule shall be used for the championship game.  
(Enter: This schedule is subject to change according to television programming demands.)

<table>
<thead>
<tr>
<th>Game clock</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:30 p.m.</td>
<td>Field available for teams</td>
</tr>
<tr>
<td>90:00</td>
<td>5:35 p.m.</td>
<td>Gates open</td>
</tr>
<tr>
<td>25:00</td>
<td>6:40 p.m.</td>
<td>Teams leave field/band on field</td>
</tr>
<tr>
<td>13:00</td>
<td>6:52 p.m.</td>
<td>Visiting team returns to field</td>
</tr>
<tr>
<td>11:00</td>
<td>6:53 p.m.</td>
<td>Home team returns to field</td>
</tr>
<tr>
<td>10:00</td>
<td>6:55 p.m.</td>
<td>Military Color Guard Post colors</td>
</tr>
<tr>
<td>9:00</td>
<td>6:56 p.m.</td>
<td>National anthem</td>
</tr>
<tr>
<td>6:00</td>
<td>6:59 p.m.</td>
<td>NCAA handshake (RESPECT/Sportmanship Initiative)</td>
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<tr>
<td>5:00</td>
<td>7:00 p.m.</td>
<td>ESPN on air</td>
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<tr>
<td>4:00</td>
<td>7:01 p.m.</td>
<td>Coin toss</td>
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<tr>
<td>0:00</td>
<td>7:05 p.m.</td>
<td>Kickoff</td>
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APPENDIX E

CREDENTIALS

Each individual ("Bearer") using this credential for access to any NCAA championship game or related events including, without limitation a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization ("Employer"), agrees to the following:

General

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses
(including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

Media
The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Video and Audio Highlights Use License.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA’s Web site and/or any other Web site designated by the NCAA and its rightsholders. “Real-time” is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a “real-time” description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event) as determined by the NCAA in its sole discretion. If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity’s publications, provided that
such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the “NCAA radio policies.”
2016 NCAA DIVISION III FOOTBALL
DECEMBER 16, 2016
SALEM, VIRGINIA

CREDENTIALS APPLICATION

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<td>Address:</td>
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<td>City:</td>
<td>State/Zip:</td>
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Sports Editor/Director Making Request:

Please forward this application **not later than Monday, December 12, 2016**. Apply for working press credentials to the **2016 NCAA Division III Football Championship** only if you will attend regardless of which teams advance to Salem.

Requests for special or additional credentials desired by a press agency if a specific team reaches the national semifinals should be made to the participating institution's sports information director prior to its quarterfinal game. Each sports information director will apply for these credentials on behalf of the press agencies in that participating institution's geographic area. **Press Seat Credentials**

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Please check the appropriate blank:

_____ Install own phone. Press box ____ Press room____ (Contact Brad Bankston for cost).

**Photography Credentials**

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The media headquarters hotel is The Hotel Roanoke, 110 Shenandoah Ave; Roanoke, Virginia 24016; 540-853-8217 or visit [www.hotelroanoke.com](http://www.hotelroanoke.com). Room rate is $103.00

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Please list type of charge card:
ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: __________________________________________________________ (the “Event”)

Participant’s Name (Please print): _______________________________ (the “Participant”)

Participant’s Age: _____________

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant’s participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney’s fees, arising from, or in any way related to, Participant’s participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant’s likeness and/or name to appear, and to otherwise be used, in
material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _______________ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

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<tr>
<th>Signature of Participant</th>
<th>Date</th>
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<td>Signature of Parent/Guardian of Minor</td>
<td>Date</td>
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<td>(if Participant is under the age of 18)</td>
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<tr>
<td>Signature of Parent/Guardian of Minor</td>
<td>Date</td>
</tr>
<tr>
<td>(if Participant is under the age of 18)</td>
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STANDARD TICKET BACK DISCLAIMER LANGUAGE
Updated 8/4/11

The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan and copy Jay Rossello on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Jay on any correspondence.

NOTE: For Point of Sale (POS) ticket stock, please remove the yellow highlighted language below. For preprinted ticket stock, please choose either the red or green statement from the yellow highlighted language below and delete the other verbiage.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted “No re-admittance” language as needed.
The ticket purchaser/holder ("Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility’s discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances solely by companies authorized by the NCAA to do so. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No readmittance. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder’s image or likeness in connection with any live or recorded transmission or reproduction of such event. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA’s rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

TIMES ARE SUBJECT TO CHANGE