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**APPENDIXES**

A  Hospitals and Pharmacies Listing
B  Additional Media Lodging Options
C  Media Information Packet
D  Parking Map
# 2017-18 NCAA Division II Football Committee

<table>
<thead>
<tr>
<th>Mr. Reid Amos</th>
<th>Mr. Dick Christy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Mountain East Conference</td>
<td>University of North Carolina, Pembroke</td>
</tr>
<tr>
<td>600 Marketplace Avenue, Suite 102</td>
<td>1 University Drive</td>
</tr>
<tr>
<td>Bridgeport, West Virginia 26330</td>
<td>Pembroke, North Carolina 28372</td>
</tr>
<tr>
<td>Phone: 304/924-1632</td>
<td>Phone: 910/521-6227</td>
</tr>
<tr>
<td>Email: <a href="mailto:commissioner@mountaineast.org">commissioner@mountaineast.org</a></td>
<td>Email: <a href="mailto:dick.christy@uncp.edu">dick.christy@uncp.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr. Daryl Dickey</th>
<th>Mr. Steven Mullins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Men’s Athletics</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>University of West Georgia</td>
<td>Arkansas Tech University</td>
</tr>
<tr>
<td>1601 Maple Street</td>
<td>1306 North El Paso</td>
</tr>
<tr>
<td>Carrollton, Georgia 30118</td>
<td>Russellville, Arkansas 72801</td>
</tr>
<tr>
<td>Phone: 678/839-6534</td>
<td>Phone: 479/968-0345</td>
</tr>
<tr>
<td>Email: d <a href="mailto:dickey@westga.edu">dickey@westga.edu</a></td>
<td>Email: <a href="mailto:smullins@atu.edu">smullins@atu.edu</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Mr. Gary Pine</th>
<th>Mr. Nick Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Azusa Pacific University</td>
<td>Assumption College</td>
</tr>
<tr>
<td>901 East Alosta Avenue</td>
<td>500 Salisbury Street</td>
</tr>
<tr>
<td>Azusa, California 91702</td>
<td>Worcester, Massachusetts 01609</td>
</tr>
<tr>
<td>Phone: 626/815-5081</td>
<td>Phone: 508/767-7416</td>
</tr>
<tr>
<td>Email: <a href="mailto:gpine@apu.edu">gpine@apu.edu</a></td>
<td>Email: <a href="mailto:na.smith@assumption.edu">na.smith@assumption.edu</a></td>
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<table>
<thead>
<tr>
<th>Mr. Kent Weiser</th>
<th>Mr. John Wristen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Head Football Coach</td>
</tr>
<tr>
<td>Emporia State University</td>
<td>Colorado State University - Pueblo</td>
</tr>
<tr>
<td>1 Kellogg Circle</td>
<td>2200 North Bonforte Boulevard</td>
</tr>
<tr>
<td>Emporia, Kansas 66801</td>
<td>Pueblo, Colorado 81001</td>
</tr>
<tr>
<td>Phone: 620/341-5350</td>
<td>Phone: 719/549-2075</td>
</tr>
<tr>
<td>Email: <a href="mailto:kweiser@emporia.edu">kweiser@emporia.edu</a></td>
<td>Email: <a href="mailto:john.wristen@csupueblo.com">john.wristen@csupueblo.com</a></td>
</tr>
</tbody>
</table>

## NCAA Staff

<table>
<thead>
<tr>
<th>Donnie Wagner</th>
<th>Jay Jay Rackley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director, Championships and Alliances</td>
<td>Assistant Coordinator, Championships and Alliances</td>
</tr>
<tr>
<td>NCAA</td>
<td>NCAA</td>
</tr>
<tr>
<td>P.O. Box 6222</td>
<td>P.O. Box 6222</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46206-6222</td>
<td>Indianapolis, Indiana 46206-6222</td>
</tr>
<tr>
<td>Phone: 317/917-6813</td>
<td>Phone: 317/917-6834</td>
</tr>
<tr>
<td>Cell: 317/966-6447</td>
<td>Email: <a href="mailto:jrackley@ncaa.org">jrackley@ncaa.org</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:dwagner@ncaa.org">dwagner@ncaa.org</a></td>
<td></td>
</tr>
</tbody>
</table>

1
SECTION 2 – Host Personnel

Co-Tournament Director
Amber Feldman, Associate Commissioner
Mid-America Intercollegiate Athletics Association
816/421-6422, ext. 2 (office)
317/910-9234 (cell)
feldman@themiaa.com (email)

Co-Tournament Director
Mike Racy, Commissioner
Mid-America Intercollegiate Athletics Association
816/421-6422, ext. 1 (office)
660/287-2332 (cell)
mracy@themiaa.com (email)

Tournament Coordinator
Marianne Pahkala, Sports Administration Intern
Mid-America Intercollegiate Athletics Association
636/795-4761 (cell)
miaaintern@themiaa.com (email)

Local Organizing Committee
Connie Holmes
816/820-1688 (office)
clkholmes@gmail.com (email)

Co-Media Coordinator
Don Weast, Assistant Athletic Director
Emporia State University
620/344-6190 (cell)
dweast@emporia.edu (email)

Children’s Mercy Park
Dan Lolli, Vice President of Stadium Operations, Sporting Kansas City
Children’s Mercy Park
913/912-7502 (office)
513/267-2831 (cell)

Children’s Mercy Park
Ryan Smith, Event Operations Manager, Sporting Kansas City
Children’s Mercy Park
913/912-7507 (office)
805/558-7726 (cell)
SECTION 3 – Schedule of Events

NCAA 2017 DIVISION II FOOTBALL CHAMPIONSHIP
SCHEDULE OF EVENTS
(ALL TIMES CENTRAL)

Thursday, December 14

Prior to Noon
Participating Teams Arrival

1-3 PM
West Florida Practice  
North Kansas City High School
*Inclement weather site is Missouri Western State University Indoor Facility

1-3 PM
Texas A&M-Commerce Practice  
Winnetonka High School
*Inclement weather site is Missouri Western State University Indoor Facility

5 PM
Kick-Off News Conference  
Children’s Mercy Park
Field Club Press Conference Room

6:30-7:45 PM
Championship Celebration Banquet  
Children’s Mercy Park
Attire: Casual/team colors
Ameritas Shield Club

Friday, December 15

9-10 AM
Texas A&M-Commerce Community Engagement Event  
KC VA Medical Center

9:30-10:30 AM
West Florida Community Engagement Event  
Leavenworth VA Medical Center

11:30 AM-12:30 PM
Texas A&M-Commerce Practice  
Winnetonka High School
*Inclement weather site is Missouri Western State University Indoor Facility

11 AM-Noon
West Florida Facility Walk-Thru  
Children’s Mercy Park
*Locker room may be set up at this time.

2:30-3:30 PM Texas A&M-Commerce Facility Walk-Thru
Children’s Mercy Park
*Locker room may be set up at this time.

3-4 PM West Florida Practice
North Kansas City High School
*Inclement weather site is Missouri Western State University Indoor Facility

5:30 PM NCAA Pre-Championship Meeting
Sheraton KC Hotel at Crown Center
Van Horn Room

7 PM Championship Pep Rally
Kansas City Power & Light District

Saturday, December 16

1 PM Cheerleader Lunch
Arthur Bryant’s BBQ
Attire: Official Uniform
1702 Village W. Pkwy, Kansas City, KS

5 PM Championship Game Kick-off
Children’s Mercy Park

SECTION 4 – Bands/Cheerleaders/Mascots
The MIAA encourages the participating teams to bring their cheerleaders, band and uniformed mascot to Kansas City. Involvement of all parties adds to the excitement of the championship game. Live animal mascots are not permissible.

The MIAA requests that the following information be sent to Marianne Pahkala (miaaintern@themiaa.com), no later than Monday, December 11, 2017.

- Name(s) of Director and Assistant Director for the band. Please include email addresses and cell phone numbers.
- Arrival date and time and mode of transportation for the band.
- Copy of script and general plans for halftime shows for the band. Each school is tentatively allotted six minutes in the halftime performance (this includes on and off the field movement).
- Names of individuals who need field passes and those needing press box passes for halftime.
- Please note that the NCAA and the Division II Football Committee may determine if field conditions would eliminate the opportunity for a halftime performance.

Due to a time constraint of painting logos on the field, the bands will not be able to practice on the game field.

The intermission will be 20 minutes. Eighteen (18) minutes will be allotted for the halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes allotted for halftime entertainment will commence
when the teams leave the field. Under no circumstance will the intermission be extended for entertainment.

- **Band members**, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts and before and after the competition. Bands may only play when their team has the ball. Bands shall not play while the game is in progress. Halftime activities are the responsibility of the host; however, the participating teams may request an opportunity to participate. Bands will be dropped off on the north side of Children’s Mercy Park.

- **Cheerleaders and/or dance team members**, not to exceed 24 in number, plus the uniformed mascot and one cheerleader coach, shall be admitted, if in uniform; all other institutional representatives will be admitted only upon presentation of a ticket. Live mascots are not permissible. Cheerleaders and/or dance team members will be dropped off on the west side of Children’s Mercy Park and will enter the facility through the Sporting Plaza gates.

Please notify Marianne Pahkala at 636/795-4761 if your cheerleaders will be in attendance.

Cheerleaders and bands are invited to participate in the following:
- Friday, December 15 – Championship Pep Rally – Kansas City Power & Light District, 7 PM
- Cheerleaders are invited to participate in the following:
- Saturday, December 16 – Cheerleaders’ Lunch – Arthur Bryant’s restaurant, 1 PM

### SECTION 5 – Celebration Dinner

The championship celebration banquet will be held at 6:30 p.m., Thursday, December 14, at **Children’s Mercy Park’s Ameritas Shield Club**, located at 1 Sporting Way, Kansas City, KS. 70 complimentary dinner admissions will be provided for players and the official travel party. Each institution may purchase up to an additional 30 seats at a price of $35 per person. Requests from the general public will not be accommodated. Institutions must communicate final seat needs to Amber Feldman (feldman@themiaa.com or 317/910-9234) by no later than Monday, December 11 at 5 PM CT. Institutions will be invoiced following the championship.

Team buses can drop off banquet attendees along Village West Parkway, which is on the north side of Children’s Mercy Park. Bus drivers will then be directed to the appropriate parking lot by facility personnel.

The doors for the event will open at 6:00 p.m. Casual/team colors are the recommended West Floridian attire (please consider the weather, as part of the program may require the teams to be outdoors for a short period of time). A buffet meal will be provided. There will also be a program, during which three players from each team will be interviewed publicly by the host. Please provide these names to the MIAA by no later than Monday, December 11 at 5 PM CT. These players do not need to be captains, but should be any articulate and interesting student-athletes that would represent your team well. They will be asked questions about your school, campus and team overall – no technical, game-
day type questions. We will also interview the head coaches during this time (non-football strategy questions). The Elite 90 Award will also be presented at this event. The program is expected to conclude around 7:45 PM.

SECTION 6 – Facility

Parking
Please see Appendix D for a map of game day parking. There will be free parking on game day. Cheerleader, band and fan buses will be directed by parking personnel to the appropriate parking locations which will be determined based on projected attendance.

Bottled Water
Each participating team will be supplied with water on game day courtesy of Coca-Cola.

Ice
A supply of ice is available for both participating teams at Children’s Mercy Park.

Footballs
The Wilson F1001, F1003, F1004 and F1005 footballs are the official footballs for the NCAA Division II Football Championship.

Kicking Net
The MIAA will provide a kicking net for both teams.

Facility Policies

Accessibility for Disabled Fans
For complete information on ADA Accessibility and Information at Children’s Mercy Park, please visit their ADA Accessibility page at http://www.sportingkc.com/childrens-mercy-park under Guest Services.

Artificial Noisemakers
Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas.

Bag Inspection
All bags and/or items are subject to inspection. Any bags larger than 14”x14”x6” will not be permitted into the stadium. Animals are not allowed unless they are service-dogs. Aerosol cans or pressurized containers, Backpacks (Including Purse Back Packs), Professional cameras with detachable lenses & associated equipment (monopods, tripods), Laptops, Illegal drugs and substances, Laser Pointers, Video Cameras, Drones, Food or Beverage (including water bottles), Pamphlets, handouts, advertisements not approved by Children’s Mercy Park management, Weapons, Fireworks of any kind including, but not limited to, flares, smoke bombs, incendiary devices, Noisemaking Devices (horns, bells, thundersticks, vuvuzelas, whistles), Recreational Vehicles (Bicycles, Skateboards, Hoverboards, etc.), Umbrellas, Selfie-sticks, and any item deemed dangerous by Children’s Mercy Park staff are prohibited and will not be allowed in. All prohibited items subject to change.
**Bottles & Cans**

Fans may not be allowed to bring any type of bottle, can, thermos or beverage container inside Children’s Mercy Park. Parents with small children may bring plastic bottles of formula or milk inside of the stadium.

**Cameras**

Fans may bring personal, still-photo cameras to capture the special moments from their visit to Children’s Mercy Park. However, video cameras, monos/tripods and cameras with a detachable lens are not permitted inside the stadium.

**Chewing Tobacco**

Fans are not permitted to bring or use any type of chewing tobacco inside Children’s Mercy Park during events. If chewing tobacco is discovered inside the stadium, ticket holder must dispose of it immediately or face possible stadium ejection.

**Elevators**

Elevators are located near the public and club entrances at Children’s Mercy Park. The location and availability of elevators are:

- East Gate Entrance (Northeast corner) – Fans with disabilities for access to main level concourse seating and patrons with baby strollers
- Four Premium Elevators (Northwest corner) – UMB Field Club, Ameritas Shield Club and Suite ticket holders. Fans with disabilities are also allowed escorted access.

West Media Check-In Elevator (Sporting Plaza) – Working media only

**First Aid Locations**

Children’s Mercy Park has two Providence Medical Center First Aid locations that are available to assist fans throughout each event. They are located on the concourse near sections 101 and 121.

**Food and Beverage Policy**

Fans are not allowed to bring any food or beverage items inside Children’s Mercy Park other than those served by Legends Hospitality, the official concessionaire for the facility. We ask that fans either leave these items inside their vehicles or dispose of them at the security checkpoint before entering the stadium. The only exceptions are food and beverage items for infants two years of age or younger. Fans are allowed to bring in empty water bottles but are subject to being checked at the gates.

**Lost and Found**

During your visit to Children’s Mercy Park, should you misplace an item or find something that belongs to another fan, please visit one of the Guest Services Kiosk. Claim forms are available to report missing items. Fans inquiring about lost items should call Stadium Security at 913/912-7500 or Olivia Diehl, Fan, Experience & Guest Services Manager, at 913/912-7511. Items are held in storage for 30 days and then are donated to a local charity. Sporting Club and Children’s Mercy Park cannot be held responsible for lost or damaged items.

**Security Procedures**

All fans may be subject to security inspection prior to entry inside Children’s Mercy Park, including a physical pat down and inspection of all items brought inside the facility. Fans can assist in this procedure by removing their hats and emptying their pockets of any items before reaching the security...
staff member. Fans that elect not to consent to this security screening may be denied entry inside Children’s Mercy Park. Due to this security procedure, fans are encouraged to enter the stadium at least 45 minutes prior to kick-off.

**Umbrellas**
With a covered roof over all seating sections and per stadium safety policies, umbrellas are not needed or permitted inside Children’s Mercy Park. Please leave them inside your vehicles prior to entering the stadium.

**Entry Gates**
The Sporting Plaza area on the west side of Children’s Mercy Park will be open for alumni events beginning at 1 PM on game day. The teams will walk through this area upon their arrival.

The Boulevard Member’s Club Entrance – Northeast corner of the stadium for access into the Boulevard Members’ Club (for those who have purchased this club access) will open two hours prior to kick-off.

West Premium Entry for West Tower Clubs – West side of the stadium (located by the Sporting Plaza) for access in to the Ameritas Shield Club (for those who have purchased this club access) will open two hours prior to kick-off.

The bowl of the stadium, including the north and south roll-up gates and the east entry will open 90 minutes prior to kick-off.

**Alumni/Pregame/Postgame Events**
A supplemental sheet with information regarding alumni, pregame and postgame events has been previously provided to directors of athletics.

**Tailgating**
Fan tailgating is permitted within the Children’s Mercy Park parking general admission lots starting at 1PM on game day. Please see the parking map located in Appendix D.

**SECTION 7 – Lodging**

**Team Lodging**
The hotel properties for the two participating teams are:

<table>
<thead>
<tr>
<th>West Florida</th>
<th>Texas A&amp;M-Commerce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowne Plaza Kansas City Downtown</td>
<td>The Sheraton Kansas City Hotel at Crown Center</td>
</tr>
<tr>
<td>1301 Wyandotte Street</td>
<td>2345 McGee Street</td>
</tr>
<tr>
<td>Kansas City, MO 64105</td>
<td>Kansas City, MO 64108</td>
</tr>
<tr>
<td>Contact: Alicia Menz</td>
<td>Contact: Sharon Richards</td>
</tr>
<tr>
<td>Office: 816/460-6616</td>
<td>Office: 816/391-4409</td>
</tr>
<tr>
<td>Email:<a href="mailto:amenz@cpkansascity.com">amenz@cpkansascity.com</a></td>
<td>Email: <a href="mailto:Sharon.richards@starwoodhotels.com">Sharon.richards@starwoodhotels.com</a></td>
</tr>
</tbody>
</table>

Each institution will have access to 81 sleeping rooms. A rooming list template will be provided to the Directors of Athletics of all participating semifinal teams. Completed rooming lists MUST be sent to
your respective contacts by no later than Monday, December 11th, 2017. Please see appendix for additional lodging opportunities in the greater Kansas City area.

Meeting room space has already been reserved for both teams within each property. Any catering or audiovisual needs should be requested through your respective contacts.

SECTION 8 – Medical Information

Medical Information
Student-athletes who are injured and who require hospitalization during the football championship will be transported to the following local hospital:

Providence Medical Center
8929 Parallel Parkway
Kansas City, KS 66112
913/596-4000

Participating teams will have full use of the athletic trainer’s facilities at Children’s Mercy Park. Please direct any questions regarding athletic training matters to Sporting Kansas City Athletic Trainer, Satoshi Iida at 650/391-6377.

The championship athletic trainer will be available during the game to assist each team’s medical staff and to supervise the use of the athletic trainer’s facilities at the stadium.

See Appendix A for locations of hospitals and pharmacies.

Ambulance service will be provided as needed throughout the championship game.

Please direct any questions regarding medical matters to the MIAA.

SECTION 9 – Media Services

Credentials
Phil Pierce, Assistant Director of Championships at the NCAA, will serve as the media coordinator for the championship game. All media credential requests should be submitted through the NCAA at www.ncaa.com/media/Credentials. Additional media inquiries may be directed to Phil at ppierce@ncaa.org or 317/917-6976. Don Weast, Assistant AD at Emporia State, will support Phil with media coordination for the championship game. You may reach Don at dweast@emporia.edu or 620/344-6190.

Credentials can be picked up at the kick-off news conference, Thursday, December 14, at the Children’s Mercy Park Field Club Press Conference Room. Any remaining credentials not distributed on Thursday can be obtained on game day. Media will call will open 2.5 hours prior to the national championship game. Media will call (if you did not get your passes at the kick-off news conference) is located at the media entrance. All credentialed members of the media may enter the stadium at the media entrance just south of the west box office 2.5 hours prior to game time. Media check-in is located on the west side of Children’s Mercy Park in the West Tower.
Kick-off News Conference

The kick-off news conference will begin at 5 PM on Thursday, December 14, at the Children’s Mercy Park Field Club Press Conference Room. Directors of Athletics, head football coaches and designated players of the participating teams are required to attend the news conference. More information will be distributed regarding a web stream of the kick-off news conference.

Postgame News Conference

The postgame news conference will be in the Children’s Mercy Park Field Club Press Conference Room located on the press box side of the stadium. More information will be distributed regarding a web stream of the postgame news conference.

Postgame Interview Policy

Postgame press conferences will be held for the convenience of the media covering the NCAA Division II Football Championship. These will take place in the interview room adjacent to the Field Club located on the press box side of the stadium. Coaches must report to these press conferences first before submitting to other interviews, with the exception of a television interview not to exceed four (4) minutes by the television producer(s) granted television rights by NCAA Productions. No other interviews by members of the participating institutions are permissible on the field after the game.

Dressing rooms shall be open to the media 10 minutes after a competing team enters its dressing room. The head coach and a minimum of two student-athletes shall be available for interviews.

Press Box

Entrance into the Children’s Mercy Park press box is by credential only for the news media and press box staff. Sufficient services will be available to the working press. The press box will open to the media approximately 2.5 hours before kick-off. Championship media guides, game programs and flip cards will be available. A pregame meal will be served to accredited media approximately 2 hours prior to kickoff. Coca-Cola beverages will be available throughout the game. The media work room will remain open until two hours after the trophy ceremony.

Media Headquarters Hotel

There is no designated media hotel for the 2017 NCAA Division II Football Championship. Please see Appendix B for a number of greater Kansas City area hotels.

Multimedia

Please refer to the NCAA Media Coordination Manual for information regarding news media, press conferences, satellite feeds, television rights, footage licensing, radio and Internet audio coverage (www.ncaa.com/media).

Sports Information Director

Sports Information Directors of the teams participating in the NCAA Division II Football Championship Game should forward the following information to Don Weast as soon as possible after the semifinal contests to include in the championship game media guide and for local distribution (EMAIL: dweast@emporia.edu):
• Updated team roster
• Updated probable starters and depth chart
• Updated game notes, statistics
• Statistics from the NCAA semifinal game

Additional information to bring for the Thursday press conference and championship game:
• Approximately 50 media guides/press kits
• Additional game notes, statistics, etc.
• Helmet for display
• If needed, these items can be shipped to:
  Children’s Mercy Park
  Attn: Dan Lolli
  1 Sporting Way
  Kansas City, KS 66111

Sports Information Directors are requested to aid the NCAA Division II Football Championship Game Media Coordinator in planning pre-event radio/television/print interviews with head football coaches and/or selected players. Interview requests prior to or after practice will be granted at the discretion of the Sports Information Director. **PLEASE NOTE:** The policies and procedures in the championship handbook and media coordinator’s manual are still applicable.

### SECTION 10 – Merchandising

**Merchandise**

The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. They may be reached through Mr. Jared Hunt, 913/269-8251. 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 Children’s Mercy Park on game day. Both participating schools are not allowed to sell any merchandise at the team hotel. Please advise your staff, institutional licensing director, alumni association contacts and institutional bookstore manager of NCAA Division II Football Championship plans for merchandising and refer them to Jared Hunt if they have any questions regarding this matter at the following location:

Jared Hunt
Event Coordinator
Event 1, Inc.
9700 Commerce Parkway
Lenexa, Kansas 66219
Cell: 913/269-8251
Work: 913/693-2108
Fax: 913/693-2654
Ethical Behavior by Coaches

Members of the coaching profession have certain 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 who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Misconduct

[Reference: Bylaw 31.02.3 in the NCAA Division II Manual.]

Misconduct in an NCAA championship is 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.

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. 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.
# Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

# Community Engagement

All Division II championships will provide community engagement experiences for participating student-athletes and coaches. As a key part of Division II’s strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II’s unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division’s championship experience. Division II is committed to developing students-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

Please see the schedule of events for the time and location of your community engagement event. Once the championship final teams have advanced, Jill Willson from the NCAA will send a separate email with more specific language for your individual championship. Ms. Willson can also be contacted at jwillson@ncaa.org and 717/360-3556.

## SECTION 12 – Practices

### Practices

Practices will be held at North Kansas City High School and Winnetonka High School. Both fields have artificial turf. Please see the schedule of events for practice site assignments. Teams need to come dressed for practice as locker rooms for showering and changing will not be available. Water will be provided for teams.

The first practice session must be an open session, and the players and coaches must be available for interviews one-half hour before the practice.

The media will be informed when the interview schedules are available.

In case of inclement weather, teams will practice at Missouri Western State University’s indoor facility in St. Joseph, MO. The facility features a full 100-yard turf field. Teams will be assigned a practice time by the NCAA and the Division II Football Committee.
Pregame Meeting

The mandatory pregame meeting will be held at 5:30 p.m. on Friday, December 15, at the Sheraton Kansas City Hotel at Crown Center, Van Horn Room located at 2345 McGee Street, Kansas City, MO 64108. The meeting includes the head coaches, directors of athletics (or a designated representative), sports information directors from both schools. In addition, the MIAA committee, game officials, a chain crew representative, security, public address announcer, television representatives from ESPN, DVSport and NCAA representatives will be in attendance.

SECTION 14 – Squad Size

Squad Size

Participating teams are limited to no more than 58 players in uniform. However, the official travel party may consist of as many as 70 individuals, but should the party exceed this number, the institution, itself, must be responsible for the expenses of those in excess of that number.

SECTION 15 – Team Credentials

Team Credentials

The maximum number of team credentials issued to each team is 20 exclusive of players in uniform. The NCAA shall provide each team with a maximum of 20 team credentials that shall be distributed to only the coaches and those individuals in a working capacity that have performed these duties throughout the regular season. It should be noted that the 20 credentials should not include the coaches who will be working in the press box during the game.

Additional credentials also will be provided to authorized team medical personnel [(e.g., athletic trainers and/or team physician(s)]. There will also be a maximum of three credentials provided to each team for West Florida administrators.

The team credentials will be provided to the director of athletics either Wednesday or Thursday of championship week at the team’s assigned hotel. It is anticipated that team credentials will be provided upon your arrival at the hotel.

SECTION 16 – Team Travel/ Transportation

Arrival

Teams participating in the National Championship game shall arrive no later than noon on Thursday, December 14, 2017.

Exceptions to arrival times at competition sites must be approved by the Division II Football Committee.
Team Travel

The MIAA requests that each school designate a team travel coordinator to act as the main contact, on behalf of the institution. This individual is asked to contact Amber Feldman at feldman@themiaa.com with the following information:

- Mode of transportation, name of carrier, contact person with the carrier and time of arrival of the following groups:
  - Team
  - Athletics Department Staff
  - Band and Cheerleaders

GO Ground

Charter Bus Transportation Program. Participating institutions shall be required to make all ground transportation arrangements with the official NCAA provider, GO Ground Options. The NCAA will pay for the services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Institutions can contact GO Ground at 866/386-4951. Their online ground transportation portal can be accessed at www.gochampionships.com. The username and password is the same as that used for the Short’s Travel portal.

Rental Cars

Rental Car Companies

<table>
<thead>
<tr>
<th>Company</th>
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<tbody>
<tr>
<td>ACE</td>
<td>816/464-2100</td>
</tr>
<tr>
<td>Alamo</td>
<td>816/464-5151</td>
</tr>
<tr>
<td>Avis</td>
<td>816/243-5760</td>
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<tr>
<td>Budget</td>
<td>816/243-5757</td>
</tr>
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<td>Dollar</td>
<td>800/800-4000</td>
</tr>
<tr>
<td>Enterprise</td>
<td>816/464-2500</td>
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<tr>
<td>Fox</td>
<td>816/464-2100</td>
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<tr>
<td>Hertz</td>
<td>816/243-5765</td>
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<td>National</td>
<td>816/243-5770</td>
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<tr>
<td>Payless</td>
<td>816/464-2100</td>
</tr>
<tr>
<td>Thrifty</td>
<td>816/464-5600</td>
</tr>
</tbody>
</table>

Short’s Travel Management

Participating institutions are completely responsible for making their own travel reservations in accordance with the following:

The NCAA’s official travel agency for the tournament is Short’s Travel Management, which can be reached at 866/655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.
**Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317/917-6757, or by email at travel@ncaa.org.

**SECTION 17 – Tickets**

**Tickets**

**ALLOTMENT**
Each participating school will have access to 2,000 reserved seat tickets, with all tickets being located in prime locations directly behind their team bench. Each participating institution will be provided with a Ticketmaster code to pass along to their fans once they have won their semifinal contest. There are reserved seating sections, as well as general admission seating sections. Tickets are $25-Adult, $15-Senior Citizens, $10 for Students/Children (ages 2 and under are free, and must be accompanied by a person with a valid ticket). Any individual appearing at the admission gates on game day with a questionable ticket type will be directed to the nearest ticketing supervisor.

Also available for purchase is a club access pass at an additional cost of $20 that allows admission for the West Team to the Shield Club and the East team to the Ameritas Members’ Club. Each of these clubs features concession stand items at a discount when compared to the concession stands in the bowl, some premium food opportunities and access to a cash bar. Each space is climate controlled, has private bathrooms and has plenty of televisions to watch while you enjoy your beverage of choice, which must be consumed within the club.

**TICKET BLOCK ACCESS**
The online code for any blocks and sub-blocks will expire on **Wednesday, December 13 at Noon Central time** and the remaining available tickets will be released to the general public.

**MISCELLANEOUS**

**ONLY PAID RESERVATIONS** will be handled from the WILL CALL window at the west box office, on the west side of the stadium between the Sporting and West Gates. The Will Call window will open 3 hours prior to kick-off and closes at halftime. Will Call tickets can be claimed only by the person whose name appears on the will call ticket envelope. State or government identification is required along with credit card verification.

Children’s Mercy Park box offices are located on both the east and west sides of the stadium. The east side box office will open at 10 AM and the west side box office will open at Noon on game day.

**GATES** **OPEN** **AT** **3:30** **PM.**

**SEATING POLICIES**
- Seats are both reserved and general admission. Each individual with a reserved seat ticket (including children of all ages) must sit in the seat for which he or she holds a ticket.
- No one is allowed on the playing field without proper credentials.
- Should patrons experience any discomfort because of the action of others, please report any incident to the nearest usher. The usher will then seek assistance to alleviate the problem. Children’s Mercy Park provides all ushers and usher supervisors.
If you have any questions, or require any additional information, please call Amber Feldman at 317/910-9234.

**DISABLED TICKETS**
Tickets for disabled individuals may be purchased through Sporting Kansas City. Boosters and fans may request locations near respective institutional allotments. Please call 888-4KC-GOAL for more information.

**Scouting**
Live scouting is prohibited during all rounds of NCAA championship play. No professional scouts shall be allowed in the press box, and no complimentary tickets are to be issued to professional football scouts.

**SECTION 18 – Trophies/Awards**

**Awards/Trophy**
The championship trophy will be awarded to the winning team immediately after the championship game. The presentation will take place at the 50-yard line of Children’s Mercy Park.

The NCAA will provide West Florida and individual awards. No additional awards are to be presented in connection with the championship, except recognition or appreciation awards may be presented to organizations or individuals that have contributed to the development and/or management of the championship. Any such presentation must be separate from, and cannot occur in sequence with, the presentation of the official NCAA championship awards.

The NCAA will distribute the following:

1 – Team trophy for the champion and runner-up
70 – Watches and mini trophies for the 1st place team
70 – Mini trophies for the 2nd place team

**Student-Athlete Participation Award**
For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.
After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). 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.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six 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 Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

---

### Elite 90 Award
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 Mark Bedics, Andrew Louthain or Quintin Wright at
Additional awards
Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. The additional award(s) order can be submitted at the following link: http://www.mtmrecognition.com/ncaaf.

SECTION 19 – Uniforms

Logo Policy
[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]
A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

b. The student-athlete’s institution’s official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) 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 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete’s institution’s official uniform and all other items of apparel shall not bear a design element similar to the manufacturer’s trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Patches
At the semifinal site, each team will receive 108 NCAA blue disk patches for their student-athletes. The preferred location for the patch is on the upper left corner of the jersey; however, the left sleeve is an acceptable alternative.

SECTION 20 – Videotape Exchange

Videotape Exchange
Participating institutions desiring to film or videotape any NCAA championship games in which they participate must receive prior approval from the NCAA.
## Hospitals and Pharmacies near downtown KCMO

<table>
<thead>
<tr>
<th>Hospital/Pharmacy</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>University of Kansas Medical Center</td>
<td>3901 Rainbow Blvd.</td>
<td>913/588-5000</td>
</tr>
<tr>
<td></td>
<td>Kansas City, KS 66160</td>
<td></td>
</tr>
<tr>
<td>North Kansas City Hospital</td>
<td>2800 Clay Edwards Dr.</td>
<td>816/404-1000</td>
</tr>
<tr>
<td></td>
<td>North Kansas City, MO 64116</td>
<td></td>
</tr>
<tr>
<td>Truman Medical Center Hospital Hill</td>
<td>2301 Holmes St.</td>
<td>816/404-1000</td>
</tr>
<tr>
<td></td>
<td>Kansas City, MO 64108</td>
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<tr>
<td>CVS Pharmacy</td>
<td>921 Main St.</td>
<td>816/842-2514</td>
</tr>
<tr>
<td></td>
<td>Kansas City, MO 64105</td>
<td></td>
</tr>
<tr>
<td>Walgreens Pharmacy</td>
<td>2301 Holmes St.</td>
<td>816/471-2072</td>
</tr>
<tr>
<td></td>
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## Additional Media Lodging Options

<table>
<thead>
<tr>
<th>Kansas City Marriott Downtown</th>
<th>Sheraton Kansas City Hotel at Crown Center</th>
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<tbody>
<tr>
<td>200 W. 12th St. Kansas City, MO 64105</td>
<td>2345 McGee St. Kansas City, MO 64108</td>
</tr>
<tr>
<td>816/421-6800</td>
<td>816/841-1000</td>
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<table>
<thead>
<tr>
<th>The Westin Kansas City at Crown Center</th>
<th>Crowne Plaza Kansas City Downtown</th>
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<tr>
<td>1 E Pershing Rd. Kansas City, MO 64108</td>
<td>1301 Wyandotte St. Kansas City, MO 64105</td>
</tr>
<tr>
<td>816/474-4400</td>
<td>816/474-6664</td>
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<table>
<thead>
<tr>
<th>Holiday Inn Kansas City Downtown-Aladdin</th>
<th>Kansas City Marriott Country Club Plaza</th>
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<tbody>
<tr>
<td>1215 Wyandotte St. Kansas City, MO 64105</td>
<td>4445 Main Street Kansas City, MO 64111</td>
</tr>
<tr>
<td>816/421-8888</td>
<td>800/810-3708</td>
</tr>
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<table>
<thead>
<tr>
<th>Courtyard by Marriott Country Club Plaza</th>
<th>Courtyard by Marriott KC at Briarcliff</th>
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<tbody>
<tr>
<td>4600 J.C. Nichols Pkwy. Kansas City, MO 64112</td>
<td>4000 N. Mulberry Dr. Kansas City, MO 64116</td>
</tr>
<tr>
<td>816/285-9755</td>
<td>816/841-3300</td>
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<tr>
<th>Embassy Suites Country Club Plaza</th>
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<tr>
<td>220 W. 43rd St. Kansas City, MO 64111</td>
<td>106 W. 12th St. Kansas City, MO 64105</td>
</tr>
<tr>
<td>816/756-1720</td>
<td>816/221-7000</td>
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<tr>
<th>Hilton President Kansas City</th>
<th>Fairfield Inn Kansas City Downtown/Union Hill</th>
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<tbody>
<tr>
<td>1329 Baltimore Ave. Kansas City, MO 64105</td>
<td>3001 Main St. Kansas City, MO 64108</td>
</tr>
<tr>
<td>816/221-9490</td>
<td>816/931-5700</td>
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<tr>
<th>Great Wolf Lodge</th>
<th>Hampton Inn &amp; Suites KC Country Club Plaza</th>
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<tbody>
<tr>
<td>10401 Cabela Dr. Kansas City, KS 66111</td>
<td>4600 Summit St. Kansas City, MO 64112</td>
</tr>
<tr>
<td>913/299-7001</td>
<td>816-448-4600</td>
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<table>
<thead>
<tr>
<th>Best Western Premier KC Speedway</th>
<th>Hampton Inn Kansas City Village West</th>
</tr>
</thead>
<tbody>
<tr>
<td>10401 France Family Drive Kansas City, KS 66111</td>
<td>1400 Village West Parkway Kansas City, KS 66111</td>
</tr>
<tr>
<td>913/334-4440</td>
<td>913/328-1400</td>
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<table>
<thead>
<tr>
<th>Country Inn and Suites</th>
<th>Holiday Inn Express Village West</th>
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</thead>
<tbody>
<tr>
<td>1805 N. 100th St. Kansas City, KS 66111</td>
<td>1931 Prairie Crossing/Parallel Kansas City, KS 66111</td>
</tr>
<tr>
<td>913/299-4700</td>
<td>913/328-1024</td>
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</table>

For additional information on things to do, places to eat and where to stay, contact Visit KC at 800/767-7700 or go to [www.VisitKC.com](http://www.VisitKC.com)
Media Information/Manual
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**Additional Information/Contacts**

For additional information about covering this championship, please visit [www.ncaa.com/media](http://www.ncaa.com/media) or contact the following:

**Phil Pierce**  
Assistant Director, Championships and Alliances  
NCAA  
Email: ppierce@ncaa.org  
Cell: 317-263-4475  
Office: 317-917-6976

**Don Weast**  
Assistant Athletic Director/Media Relations  
Emporia State Univ.  
Email: dweast@emporia.edu  
Cell: 620-344-6190
Welcome media and sports information directors to the 2017 NCAA Division II Football Championship game at Children’s Mercy Park. The NCAA, the Mid-America Intercollegiate Athletics Association and Kansas City Sports Commission are happy to serve as your hosts. Included in this book you will find valuable information pertaining to your coverage of the championships from general information to more detailed maps and issues that pertain to photographers, etc. It is encouraged that members of the media review the entire book before arriving in Kansas City as several sections pertain to functions that cross over your typical mainstream media. I look forward to working with each of you this year.

Phil Pierce
Asst. Director Championships and Alliances
NCAA

Quick Facts

<table>
<thead>
<tr>
<th>NCAA Championship</th>
<th>Children’s Mercy Park</th>
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<tr>
<td>First Championship</td>
<td>1973</td>
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<tr>
<td>No. of Championships</td>
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<td>2016 Champion</td>
<td>Northwest Mo. St.</td>
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<td>2016 Runner-Up</td>
<td>North Al.</td>
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<td>Capacity</td>
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<td>Surface</td>
<td>Grass</td>
</tr>
<tr>
<td>Location</td>
<td>1 Sporting Way, Kansas City, KS 66111</td>
</tr>
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</table>

General Information

Credentials and Media Will Call

Media Will Call opens 2.5 hours prior to the national championship game. Media Will Call (if you did not get your passes at the Kick-Off press conference) is located at the media entrance. All credentialed members of the media may enter the stadium at the Media entrance just south of the west box office. Media check-in is located on the west side of Children’s Mercy Park. Those utilizing the photo work room or press area should use the press elevator located near the media check-in entry.

Credentials must be worn in plain sight at all times. Standard rules concerning credentials apply. Credentials are issued for the sole purpose of providing facility access to the bearer with a legitimate working function in connection with this event. IT IS NONTRANSFERABLE. Any unauthorized use of this credential subjects the bearer to having the credential revoked. We cannot replace lost or stolen credentials.

Kick-Off Press Conference

The Kick-Off Press Conference will begin at 5 p.m. on Thursday, December 14, at the Children’s Mercy Park Interview Room, located on the ground floor of Children’s Mercy Park. Directors of athletics, head football coaches and designated players of the participating teams will be in attendance. After a formal question and answer session, participants will be available for one-on-one sessions.

Parking

Media parking for the championship game will be available in lot D. For the Kick-Off Press Conference, media are encouraged to park on the Sprint Plaza (not available on game day). For directions to lot D or the Sprint Plaza, please see appendix 2. DO NOT PARK IN THE NEBRASKA FURNITURE LOT. Media that have an abundance of equipment are free to utilize a drop off location next to the stadium prior to proceeding to the media parking lot. The drop off location is on Village Parkway at the stadium entrance and will be open beginning at 12:30 p.m. until kickoff. Game personnel will be located at the drop off point for security.
Security
All media entering Children’s Mercy Park are advised that bags, backpacks, briefcases and equipment will be searched. Please plan your arrival at the stadium accordingly.

Post Game Press Conference
The post-game press conference will be held in the Children’s Mercy Park interview room located on field level next to the field club. The interview room is accessible via both the press service elevator and the stairs.

Hotels
There is no assigned media hotel for the championships. A list of local properties is located in Appendix 4.

Hospitality
A media meal will be served at 3 p.m. in the press box area. Your credential is required for the meal.

Internet Access
Password protected wireless internet is available in the press box and photo work room the day of the game. Password will be provided to the media the day of the game.

Broadcast/Webcast Schedule
ESPN has exclusive broadcast rights for the NCAA Division II Football Championship. The game will be broadcast live on ESPN2 at 6 p.m. Eastern.

Social Media
Join the championship conversation by using #NCAAD2 or #D2FB. Other ways to connect to activity in Division II Athletics are: Facebook: http://facebook.com/ncaadivisionii, Twitter: http://twitter.com/ncaadii, Instagram: http://instagram.com/ncaadii and YouTube: https://www.youtube.com/user/NCAADivisionII.

Media Workroom
The media workroom is limited to the area in the press box at Children’s Mercy Park as well as the area just outside the doors of the press box. The media work room will remain open until two hours after the trophy ceremony. Assigned seating will be used in the press area facing the field while the area near the hospitality table (no field view) is open to anyone during and after the game on a first-come, first-serve basis.

Press Row Seating
Press row seating is limited. Requesting a seat does not guarantee a seat. Priority will be given to national media with a large circulation, local media with a daily circulation, media who have covered a participating team on a regular basis throughout the season and participating SID’s. Overflow seating is available directly in front of the press box, but be advised, this seating is outside the press box. Please dress accordingly as temperatures could be below freezing.

Press Room Services
Pregame notes, current statistics, media guides and programs are available in the press box prior to the contest. Halftime stats, play-by-play, final box scores, notes and quotes are distributed in the press box and via email.

Press Row/Box Decorum
Please sit in your assigned seat on press row. This will allow us to contact you easily, should the need arise. Cheering by credentialed media is not permitted on press row or in the press box. If someone around you is causing a disturbance, please report it to Phil Pierce or Don Weast. Violators risk forfeiture of credentials for this and future events.
Practice Media Policy
The teams initial practice in Kansas City is open and players and coaches are available to the media one-half hour before
the scheduled practice time on Thursday. For practice times and locations, please see the schedule in appendix 3. In the
case of inclement weather, the practice will be moved to the Missouri Western Indoor Facility. Emails will be sent to cre-
dentialed media with specific times.

Truck Feeds
Television stations/institutions that are present at the championships may take a live feed of the ESPN broadcast. If de-
sired, outlets must provide all of their own HDSDI recording equipment including cables. Native format is 720p with 4
channels of embedded audio.

Video Footage - What You Can and Can’t Shoot
ESPN owns the exclusive broadcast rights to the NCAA Division II Football Championship. Media outlets may shoot their
own footage up to 4:30 p.m. local time on Saturday, Dec. 16. Once the ESPN blackout window opens, outlets may not
shoot again until ESPN has concluded their live broadcast. A member of the media coordination staff will let outlets know
when they may begin to shoot their own footage.

Team Videographers
Team Videographers are permitted to capture competition footage from designated areas that serve all photographers. Each
institution is permitted to have ONE videographer for this purpose. Video highlights may NOT be used on the institu-
tion’s website unless licensed through Wazee Digital. Institutions may contact Wazee about licensing footage at sports@
wazedigital.com or (866) 825-6599.

Photographers Meeting
There is a meeting for all photographers/team videographers in the photo workroom beginning at 3:30 p.m. on Saturday,
Dec. 16. While not mandatory, all photographers/team videographers are encouraged to attend this 15-minute session to
get last minute instructions on shooting locations, policies and post-game procedures.

Photographers/Photo Workroom
Photographers are asked to use the workroom accessible via the southwest field level entrance. Photographers will re-
cieve their vests at the media entrances and then be directed to field level. There is no space allotted in the main press
area for photographers to work. Photographers are allowed in the media hospitality area located behind press row in the
press box and tables with no field view are also available in that area.

When at the field level, photographers must wear vests provided at media check in at all times. Photographers not wear-
ing vests will be asked to put them on, or will be escorted to the photo work room in order to retrieve them. Photograph-
ers are asked to adhere to all on-field markings as to where they may stand and where photographs may be taken from. Photographers not taking photographs are asked to move to the back to allow room for more photographers close to field
level.

Videography/Local Television Stations & Highlight Feeds
MEDIA: Please refer to the link regarding the NCAA’s video policy for usage on air AND on websites. Policy Link.
Also please refer to the handout regarding videography.

PARTICIPATING TEAMS: Please refer to the link regarding the NCAA’s video policy for usage on air AND on websites.
Policy Link. Also please refer to the handout regarding videography.
Appendix 1: Children’s Mercy Park Field Level
Appendix 2: Directions and Parking

From I-435 N & S: Exit at Parallel Pkwy East. Proceed East to 98th St. Take a right on 98th St. and another right at France Family Dr. At Cabela’s, take a left and then an immediate right into the lot as instructed by parking personnel.

From I-70: Take I-435 North. Exit at Parallel Pkwy East. After exiting proceed East to 98th St. Take a right on 98th St. and another right at France Family Dr. At Cabela’s, take a left and then an immediate right into the lot as instructed by parking personnel.
### Appendix 3: Schedule of Events

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday, December 15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>3:00 p.m.</td>
<td>Team TBD Practice/Walk-thru..................</td>
<td>North Kansas City High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Inclement weather site is Missouri Western St. University Indoor Facility, time TBD (Coaches and Players will be available to media one-half hour prior to practice time)</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>3:00 p.m.</td>
<td>Team TBD Practice/Walk-thru..................</td>
<td>Winnetonka High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Inclement weather site is Missouri Western St. University Indoor Facility, time TBD (Coaches and Players will be available to media one-half hour prior to practice time)</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>6:00 p.m.</td>
<td>Kick-Off Press Conference....................</td>
<td>Children’s Mercy Park Interview Room</td>
</tr>
<tr>
<td><strong>Friday, December 16</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>10:00 a.m.</td>
<td>Team TBD Community Engagement</td>
<td>KC Veterans Affairs Medical Center</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>10:30 a.m.</td>
<td>Team TBD Community Engagement</td>
<td>Leavenworth Veterans Affairs Medical Center</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Noon</td>
<td>Team TBD Facility Visit</td>
<td>Children’s Mercy Park</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>12:30 p.m.</td>
<td>Team TBD Practice/Walk-thru..................</td>
<td>Winnetonka High School (Closed to the Media)</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>3:30 p.m.</td>
<td>Team TBD Facility Visit</td>
<td>Children’s Mercy Park</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>4:00 p.m.</td>
<td>Team TBD Practice/Walk-thru..................</td>
<td>North Kansas City High School (Closed to the Media)</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>8:00 p.m.</td>
<td>Championship Pep Rally</td>
<td>Kansas City Power &amp; Light District</td>
</tr>
<tr>
<td><strong>Saturday, December 17</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>3:45 p.m.</td>
<td>Photographers Meeting</td>
<td>Children’s Mercy Park - Photographer’s Work Room</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td></td>
<td>National Championship Game</td>
<td>Children’s Mercy Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Game</td>
<td>Children’s Mercy Park Interview Room</td>
</tr>
</tbody>
</table>
Appendix 4: Kansas City Lodging Options

Kansas City Marriott Downtown
200 W. 12th St.
Kansas City, MO 64105
816-421-6800

The Westin Kansas City at Crown Center
1 E Pershing Rd.
Kansas City, MO 64108
816-474-4400

Holiday Inn Kansas City Downtown-Aladdin
1215 Wyandotte St.
Kansas City, MO 64105
816-421-8888

Courtyard by Marriott Country Club Plaza
4600 J.C. Nichols Pkwy.
Kansas City, MO 64112
816-285-9755

Embassy Suites Country Club Plaza
220 W. 43rd St.
Kansas City, MO 64111
816-756-1720

Hilton President Kansas City
1325 Baltimore Ave.
Kansas City, MO 64105
816-221-9490

Great Wolf Lodge
10401 Cabela Dr.
Kansas City, KS 66111
800-608-9653

Best Western Premier KC Speedway
10401 France Family Drive
Kansas City, KS 66111
913-334-4440

Country Inn & Suites
1805 N. 110th St.
Kansas City, KS 66111
913-299-4700

Sheraton Kansas City Hotel at Crown Center
2345 McGee St.
Kansas City, MO 64108
816-841-1000

Crowne Plaza Kansas City Downtown
1301 Wyandotte St.
Kansas City, MO 64105
816-474-6664

Kansas City Marriott Country Club Plaza
4445 Main St.
Kansas City, MO 64111
800-810-3708

Courtyard by Marriott KC at Briarcliff
4000 N. Mulberry Dr.
Kansas City, MO 64116
816-841-3300

Hotel Phillips Kansas City
106 W. 12th St.
Kansas City, MO 64105
816-221-7000

Fairfield Inn Kansas City Downtown/Union Hill
3001 Main St.
Kansas City, MO 64108
816-931-5700

Hampton Inn & Suites KC Country Club Plaza
4600 Summit St.
Kansas City, MO 64112
816-448-4600

Hampton Inn Kansas City Village West
1400 Village West Parkway
Kansas City, KS 66111
913-326-1400

Holiday Inn Express Village West
1931 Prairie Crossing/Parallel
Kansas City, KS 66111
913-328-1024

For additional information on things to do, places to eat and where to stay, contact VisitKC at 800-767-7700 or go to www.VisitKC.com
*Parking is NOT permitted in the Nebraska Furniture Mart (NFM) parking lot.