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Medical
Parking
Participant Entrance
WELCOME TO THE PRELIMINARY ROUNDS OF THE 2017 NCAA DIVISION III MEN’S BASKETBALL CHAMPIONSHIP

The information in this manual has been compiled for your convenience. It is intended for the teams, college officials, and accompanying media in preparation for the 2017 Division III Men’s Basketball Championship preliminary rounds.

This manual is intended to serve as a supplement to, not a substitution for, the 2017 Division III Men’s Basketball Pre-Championship Manual. That publication remains the primary source for policy information regarding the Championship.

If any question arises in the meantime, please do not hesitate to contact any person listed in the Personnel Section of this manual.

DIVISION III PHILOSOPHY
The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

DIVISION III MEN’S BASKETBALL COMMITTEE MISSION
The committee shall be responsible for developing policies and procedures governing the administration and conduct of the championship, subject to the direction and approval of the NCAA Division III Championships Committee and the requirements, standards and conditions prescribed by Bylaw 31. (Also see Bylaw 31 for committee duties related to the administration of championships). This mission includes but is not limited to the following:

- Evaluation and selection of teams into the championship;
- Determining the pairings and sites for all matches during the championship;
- Arranging for officials for competition;
- Supervising the practices, meetings and games at the final’s site;
- Determining the regional alignment and allocation of bids for the championship; and
- Performing those duties as directed by the championships committee.
## 2016-17 NCAA Division III Men’s Basketball Committee

### Atlantic Region
- **Linda Bruno**
  - Commissioner
  - Skyline Conference
  - 450 Seventh Avenue, Ste. 506
  - New York, New York 10123
  - Office: 646-695-2943
  - Fax: 212-258-2115
  - Email: lbruno@skylineconference.org
  - Term Expires: September 2017

### Central Region
- **George Barber**
  - Men’s Basketball Coach/Professor
  - Greenville College
  - 315 East College Avenue
  - Greenville, Illinois 62246
  - Office: 618-664-6624
  - Fax: 618-664-1060
  - Email: george.barber@greenville.edu
  - Term Expires: September 2018

### East Region
- **Sam Atkinson**
  - Assistant Athletics Director
  - Gallaudet University
  - 800 Florida Ave., NE
  - Washington, D.C. 20002
  - Office: 202/448-7081
  - Fax: 202/651-5274
  - Email: sam.atkinson@gallaudet.edu
  - Term Expires: September 2020

### Great Lakes Region
- **Kevin Vande Streek**
  - Men’s Basketball Coach
  - Calvin College
  - 3195 Knight Way
  - Spoolhof Fieldhouse Complex #240
  - Grand Rapids, Michigan 49546
  - Office: 616-526-6704
  - Fax: 616-526-6060
  - Email: kvstreek@calvin.edu
  - Term Expires: September 2018

### Middle Atlantic Region
- **Ken Tyler**
  - Director of Athletics
  - University of Mary Washington
  - 1301 College Avenue
  - Fredericksburg, Virginia 22401
  - Office: 540-654-1876
  - Fax: 540-654-1892
  - Email: ktyler2@umw.edu
  - Term Expires: September 2019

### Northeast Region
- **Tim Fitzpatrick**
  - Director of Athletics
  - U.S. Coast Guard Academy
  - 33 Mohegan Avenue
  - New London, Connecticut 06320
  - Office: 860-444-8603
  - Fax: 860-444-8607
  - Email: Timothy.M.Fitzpatrick@uscga.edu
  - Term Expires: September 2018

### South Region
- **Jarred Samples**
  - Men’s Basketball Coach
  - University of Dallas
  - 1845 East Northgate Drive
  - Irving, Texas 75062-4736
  - Office: 972-721-5028
  - Fax: 972-721-5208
  - Email: jsamples@udallas.edu
  - Term Expires: September 2019

### West Region
- **Bob Bjorklund**
  - Director of Athletics
  - Bethel University (MN)
  - 3900 Bethel Drive
  - Arden Hills, MN 55112
  - Office: 651/638-6395
  - Fax: 651/635-8645
  - Email: bjorob@bethel.edu
  - Term Expires: September 2020
PERSONNEL DIRECTORY/KEY CONTACTS

_______________________________, NCAA Site Representative

Office Phone: ______________________
Cell Phone: ______________________
Email: __________________________

Facility Office and Tickets Phone: ______________________
Internet Tickets – http://www.ticketmaster.com
Other Links – www.ncaa.com

_______________________________, Athletics Director/SWA

Office Phone: ______________________
Cell Phone: ______________________
Email: __________________________

_______________________________, Tournament Director

Office Phone: ______________________
Cell Phone: ______________________
Email: __________________________

_______________________________, Sports Information Director

Office Phone: ______________________
Cell Phone: ______________________
Email: __________________________

_______________________________, Trainer

Office Phone: ______________________
Cell Phone: ______________________
Email: __________________________
COACH/AD CHECKLIST

REMINDER

_____ SID contacted the host SID and provided stats and team roster with uniform numbers.

_____ Submitted the Travel Info form (Attachment #3).

_____ Submitted the Locker Room Info form (Attachment #1).

_____ Submitted the Lodging Info form (Attachment #2A).

_____ Submitted the Rooming List (Attachment #2B).

_____ Ticket form (Attachment #7 – two pages) completed.

_____ Travel Party Roster/Credential List (Attachment #4) completed.

_____ Band Pass List (Attachment #5), Cheerleader Pass list (Attachment #6) completed for the tournament meeting.

_____ Sectional-Round Only: Upload 3 minutes of video highlights, fight song, team logo, action shots, and headshots to: www.ncaachampionship.info (username: ncaschools; password: ncaafp)
**Determination of Home/Away Team – Locker Rooms/Benches**

Home Team – West Bench (When facing scorers table – bench is on left)  
Visiting Team – East Bench (When facing scorers table – bench is on right)

**Preliminary-Round Game**

<table>
<thead>
<tr>
<th>Home Team – Team A</th>
<th>West Side Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Game Warm Up – East Basket</td>
<td>LOCKER ROOM - A</td>
</tr>
<tr>
<td>Light Colored Jerseys</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visiting Team – Team B</th>
<th>East Side Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Game Warm Up – West Basket</td>
<td></td>
</tr>
<tr>
<td>Dark Colored Jerseys</td>
<td>LOCKER ROOM - B</td>
</tr>
</tbody>
</table>

**NOTE:** Bench personnel may not exceed the following MAXIMUM: 15 players in uniform, 7 non-uniformed personnel. Eighteen (18) chairs will be available at courtside for players not in the game and other non-uniformed personnel. The host team will automatically be the home team seated on the home bench, wearing light colored jerseys.

**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 or Andrew Cardamone at elite90@ncaa.org or 317-917-6222. All documents, including 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 Division III Men’s Basketball Championship is 1 p.m., Tuesday, March 7.

**Emergency/Evacuation Plan**

In case of an emergency, directions will be given through the buildings PA system. If the system is disabled please follow these action plans or the directions of the nearest event staff member.

**Fire Action Plan.** Should the fire alarms sound, all occupants should leave the building through the nearest exit, following the directions of security and event personnel. When a second fire alarm sounds, everyone may return to the building.

**Severe Weather Action Plan.** In the case of a severe storm (i.e., tornado), all team members should return to their locker rooms immediately. Other occupants of the building should proceed to the locker room hallway to seek shelter away from windows. Event personnel will guide spectator to these locations.
Equipment
A Wilson NCAA Solution basketball shall be used for all 2017 tournament games. Wilson NCAA game balls will be furnished by the host institution for practices.

Lost and Found
Lost items during the events can be found at the facility office.

National Anthem
The National Anthem will be played prior to the first game on Friday and Saturday.

Officials
Head coaches will be notified of officials working that game at the tournament meeting.

Player Introductions
The following procedure will be used for the 2017 NCAA Division III Men’s Basketball Championship:

a. The announcer shall introduce the starting teams in the following order: forward, forward, center, guard, guard.

b. The first player introduced from the designated visiting team shall proceed to the center circle at mid-court and remain there until the first player from the designated home team is introduced. These two athletes shall then shake hands and go to the free-throw line in front of their respective benches.

c. The remaining players shall follow the same procedure when introduced.

d. The two head coaches will be introduced (visiting team first) and they will meet at the scorer's table, shake hands, and return to their respective benches.

Post-Game Interviews
Immediately following any game and after a 10-minute cooling-off period (i.e. 10 minutes after a competing team has entered its locker room), each head coach and any student-athlete requested by the media must be available for interviews. Requested coaches and/or student-athletes will be escorted from the locker room to the interview room.

The winning coach and players will go immediately to the interview room after the full 10-minute cooling-off period. They will go first, and will be followed by the losing coach and players. The coach is obligated to the entire media pool during the championship and must report to the interview room. The coach cannot delay a post-competition interview with the covering media to conduct a session for a single newspaper, radio or TV reporter away from the designated interview room.
All requests by the media for interviews throughout the competition must be directed to the SID of the participating institutions, or their designees. (Note: For the sectional championship game post-competition interviews, the losing team should go first to the press conference after the 10-minute cooling-off period, followed by the winning team.)

**Practice**

Practices will be closed to the public and media unless otherwise designated by the men’s basketball committee. All practice sessions must conclude at least two hours before the scheduled start of competition. Teams are not allowed on the competition court from the conclusion of the final practice until 60 minutes prior to the scheduled start of a single game or 30 minutes prior to the scheduled start of the first game of a doubleheader. An alternate pregame practice area can be used if all teams have equal access. Necessary arrangements will be made to ensure complete and total privacy throughout the practice session. There should be no conflicting events (i.e., classes, practices, high-school tournaments, etc.) held during the practice session on or around the practice floor. NCAA practices should have priority over all events in the facility. After each practice session, the coaches and players will be available to the media in a designated interview area away from courtside, allowing the next team to take the court.

The visiting team(s) should be given priority in practice time, with consideration given to its travel arrangements. Each team, including the host, shall be allowed a maximum of 90 minutes of practice on the competition court the day prior to the game and 60 minutes of practice on the competition court the day of the game. On game days, all practices must be concluded two hours prior to the start of competition and the court should remain clear until pregame warm-ups begin.

**Pre-game Timing (single game schedule)**

6 p.m. Floor available for team warm-up—55-minute countdown begins.
6:40 p.m. Officials meet with team captains.
6:55 p.m. Timer sounds buzzer—teams clear floor.
Presentation of colors and national anthem.
Player introductions/crowd-control statement.
7 p.m. Tip-off.

**Pre-game Timing (double header schedule)**

4:30 p.m. Floor available for team warm-up—55-minute countdown begins.
5:10 p.m. Officials meet with team captains.
5:25 p.m. Timer sounds buzzer—teams clear floor.
Presentation of colors and national anthem.
Player introductions/crowd-control statement.
5:30 p.m. Tip-off.
7 p.m.  Floor available for team warm-up—25-minute countdown begins.
7:10 p.m.  Officials meet with team captains.
7:25 p.m.  Timer sounds buzzer—teams clear floor.
Player introductions/crowd-control statement.
7:30 p.m.  Tip-off.

**Towels**
The host must provide towels for locker rooms and bench areas.

**Videoboard Programming**
**Division III Branded Videos.** Website: [http://www.ncaachampionship.info](http://www.ncaachampionship.info)
A library housing Division III branded videos in numerous formats, with the ability to customize for your specific event or championship, is available. If a participant banquet is held in conjunction with the championship, a Division III branded video should be incorporated into the banquet program (e.g. in loop format during dinner or at a specified time during the program).
Login: ncaadiv3  Password: ncaaftp1

After selecting the appropriate folder or desired content within each folder (i.e., check the box to the left of the content), then select “**Mass Actions**” and “**Download**” to gain access to resources. Please contact Durenka Robie, drobie@ncaa.org, for questions about Division III branded videos.

**Videotaping**
There is live scouting for those teams competing at four-team sites. Prepare DVDs with sound and distribute to all potential first-round opponents. The DVD exchange policy is outlined below:

Institutions are required to send each institution competing in its first-round, via overnight priority guaranteed delivery or electronically, the institution’s most recent game played before the start of NCAA championship competition. Opponents should receive these electronic games/DVDs by noon Tuesday, February 28, a deadline that may require “priority” overnight shipping.

Second-round winners must send each institution competing in its sectional-round competition a new DVD/electronic version of the second-round game to be received by noon Tuesday, March 7.

Sectional winners must send each team participating in the national semifinals a new DVD/electronic version of the sectional-round game to be received by noon Tuesday, March 14.

In every case, DVDs sent to competing teams must be as follows:

a. On a new, unused DVD;
b. Of sufficient visual quality; and
c. Of sufficient natural sound quality (no play-by-play).
d. If last game is of poor quality, the most recent quality game must be sent.
During the championship, the host will be responsible for recording on DVD each game in its facility, with the intent to make available to each team a copy of the contest in which it participated. The losing team will get a copy of their game only. The winning team will get a copy of both games. Arrangements for visiting teams to record their contests may be made through the host institution by the participating team if an institution needs assistance. Other than the host, teams may record only the contests in which they participate. The sectional host team, if it advances, is not to use the DVD of its next opponent for scouting purposes. Both advancing teams will receive a copy of their games.

Failure to adhere to DVD-exchange policies will result in a fine of not less than $300 and not more than withholding per diem and travel for the entire team for that round of competition.

**DRUG TESTING**

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

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. If a student-athlete is notified of her selection for drug testing, the student-athlete must inform an official representative of her institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.

**EXPENSES/REIMBURSEMENT**

To help control travel costs, the NCAA has entered into an agreement with Short’s Travel Management of Waterloo, Iowa, to provide air transportation for teams traveling to NCAA competition. Since transportation costs are billed directly to the Association, all air travel must be arranged through Short’s. Please note, travel not booked through Short’s **will not** be reimbursed by the Association.

They can be reached by phone at 866-655-9215 or by e-mail at ncaaalo@shortstravel.com. In addition, the NCAA has entered into an agreement with GO Ground to provide ground transportation for team championships. Again, all reimbursable charter bus transportation will be billed directly to the Association, so institutions participating in team championships are required to use GO Ground for all charter bus needs. They can be reached at 866-386-4951. Their online ground transportation portal can be accessed at www.gochampionships.com.

Portals for air and ground travel exist to cut down on extensive wait times due to calling and faxing delays. The portal of Short’s (for air travel) is www.shortstravel.com/ncaachamps. The portal for Go Ground (for charter bus travel) is www.gochampionships.com. These portals ask for
information required by US Homeland Security such as:
- name (including middle name or initial) as it appears on your government-issued identification (ie, driver’s license or passport),
- date of birth,
- gender, and
- redress number, if applicable (this is for someone who has previously been denied boarding; they can apply for a number to prevent it from occurring again).

*Short’s can also book flights for persons not in the official traveling party and upon presentation of payment, institutions will be billed directly.

The standard team per diem for NCAA Division III men’s basketball is $90/day for an official traveling party of 18 people. For team sports, per diem will be paid as described here, for all members of the official travel party.
   a. One day for the day prior to the competition, if travel occurred on or before that day.
   b. One day for each day a team competes.
   c. One day for each day between competition. (Please note this only applies when multiple rounds are held at the same site, i.e. first and second rounds played on Friday and Sunday, Saturday is the day between and would be paid.)
   d. One-half day for the day after competition, if travel occurred on that day.

Expense reimbursement for participation in the 2016-17 championships must be filed through the NCAA online system. The Travel Expense System (TES) can be found on-line at www.ncaa.org. Per the Division III Championships Committee, institutions have 45 days from the end of the championship to submit reimbursement requests. After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and no further reimbursement will be provided. It is very important to submit your reimbursement request in a timely manner.

**GENERAL PUBLIC (GP)**

**Banners and Artificial Noisemakers (GP)**
The display of banners is subject to the approval of the games committee. No temporary banners or signs may be posted at any session of the championship, other than those from the NCAA and approved television and radio banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted.

**Championship Merchandise and Concessions (GP)**
Championship merchandise is available for the general public to purchase on game days on the concourse of the facility when the doors open.
Security (GP)
The facility staff conduct searches of all individuals entering the facility in a public ticket environment. The search is conducted at the main entrances to the facility and is performed by a state certified security guard under the supervision of the local police department. The following items are not allowed in the facility: backpacks, coolers, packages, or containers of any kind, illegal weapons, illegal drugs, glass objects, alcohol, and fireworks. Pocketbooks and personal carrying cases are subject to search before entering the facility.

Spectator Guidelines (GP)
The following policies apply to spectators in the facility:

1. No alcoholic beverages or tobacco products of any kind are permitted in the center.
2. Admission to the center will be denied to anyone impaired by alcohol or drugs.
3. No food from outside vendors is allowed in the center. Full-service concession stands are housed in the arena.
4. No firearms, weapons, knives, or explosives are allowed in the center. Bags may be searched at the door.
5. Seats may not be reserved in general admission seating areas.
6. Noisemakers and flash photography are prohibited.
7. No large banners or signage.

MEDIA SERVICES
1. **Team Credentials.** The host institution is responsible for providing credentials/passes for the 18 members of the travel party. The bench area will provide for 18 chairs, and **20 credentialed individuals per team** within the area (two additional medical credentials, not included in the 18-member travel party, can be provided to each team.) Team credentials will be provided to each participating team’s administrator or coach at the coaches meeting. Please refer to the pre-championship manual for conditions placed on the use of non-team credentials. (Please contact the host institution if additional credentials are needed.)

2. **Media Credentials.** The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (b) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (c) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.
Other conditions for obtaining media credentials may be implemented based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

3. Other Credentials. The host institution is also responsible for providing credentials/passes for NCAA representatives, officials and other personnel as necessary.

4. Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

5. Photography. Photographers must be mobile (no permanent tripods) and not be in a position where they may interfere with the contest. If a photographer would like to shoot from another angle, make sure the position will not interfere with play.

SECURITY
Identifiable security personnel will be available to protect players from spectators and to accompany the teams to and from the locker room.

CROWD CONTROL: The responsibility for crowd control rests explicitly with the tournament director. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and fans to encourage enthusiastic support within the confines of good sportsmanship. Parents, fans and spectators are NOT allowed on the court at any time.

TEAM TRAVEL/TRANSPORTATION
Teams located within 500 ground miles of the competition site are required to travel via ground transportation. Teams approved for air travel must make flight arrangements through Short’s Travel Management at 866-655-9215. All transportation needs will be the responsibility of the participating team.

VAN/CAR RENTAL
Enterprise 1-800-736-8222
Hertz 1-800-654-3131
National 1-888-868-6207
Budget 1-800-527-7000
Avis 1-800-831-2847
Dollar 1-800-800-4000
Alamo 1-877-603-0615

Note: Enterprise is the official car rental agency of the NCAA and reservations must be made through Short’s Travel to receive the NCAA guarantee for travel.

TICKETS
1. There are NO COMPLIMENTARY TICKETS in accordance with NCAA policy. Everyone, two (2) years and older, must have a ticket.
2. Media/Photo Passes will be issued to those press, radio or television personnel who request same and are approved by the tournament SID.

3. Four-Team Sites.
   During first round, the host will receive 50% of the facility seating capacity and the remaining 50% shall be divided equally amongst the other three teams. During second round, the home team will receive two-thirds (2/3) of the facility seating capacity. The visiting institution is guaranteed a minimum of one-third (1/3) of the facility seating capacity.

   The visiting institution must notify the host institution in writing (via e-mail) of any of its ticket allotment it has not sold by the following dates/times:
   - First/Second-round Friday contests: Thursday, noon local time of the host;
   - First/Second-round Saturday contests: Friday, noon local time of the host;
   - Sectional-round Friday contests: Thursday, noon local time of the host;
   - Sectional-round Saturday contests: Friday, noon local time of the host.

   **NOTE:** If the host is not notified by the visiting team by the prescribed times, the visiting team shall be financially accountable for its total ticket allotment.

Preliminary-Round Site. Minimum ticket prices shall be as follows:

<table>
<thead>
<tr>
<th>First/Second Rounds</th>
<th>Sectional Rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10 -- Reserved</td>
<td>$10 -- Reserved single session</td>
</tr>
<tr>
<td>$10 -- General admission</td>
<td>$10 -- General admission single session</td>
</tr>
<tr>
<td>$5 -- Senior citizens, all students and children</td>
<td>$5 -- Senior citizens, all students and children</td>
</tr>
<tr>
<td>Free – Under two</td>
<td>Free – Under two</td>
</tr>
</tbody>
</table>

**TRAVEL PARTY - Bench Size/Squad Size/Travel Party Size**

The bench limit is 20 individuals and 18 chairs will be provided at courtside for players not in the game and other non-uniformed personnel. Two medical personnel may sit behind the bench only. Squad size may not exceed 15 uniformed players. The travel party size, receiving reimbursement from the NCAA, is 18.

**Team Doctor:** If an institution wishes to have its own team doctor in the bench area, that individual must occupy one of the spaces reserved for medical staff. This assigned space is located just behind the team’s bench and will count in the bench area limit of 20. Under no circumstances may an institution be provided more than 18 chairs.

**Credentials** will be distributed on the practice day. Each participating institution will receive 18 credentials for admittance to the championship. Fifteen credentials will be provided for student-athletes in uniform and three credentials will be provided for the coaches, institutional staff, non-uniformed student-athletes and two for additional medical personnel.
Band/Spirit Squads/Mascots

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution’s director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the court during the progress of the game. The cheerleaders (including the mascot) shall be seated on the apron of the playing area designated by the tournament manager.

Band members, not to exceed 25 in number, 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, between games, and before and after the competition. Bands will be assigned a seating area by the NCAA Championship Manager.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team’s timeout or between games. It cannot be used to taunt competitors or block spectators’ view.

The display of banners is subject to the approval of the games committee. No temporary banners or signs may be posted at any session of the championship, other than those from the NCAA and approved television and radio banners. No air horns or artificial noisemakers are allowed.

TROPHIES AND AWARDS

There are no awards ceremonies at first/second-round sites. There will be a sectional champion trophy and net cutting ceremony at sectional round sites. The host is responsible for distributing the participant awards to each non-advancing team prior to their departure from the site.

UNIFORMS

Determination of home-visitor uniform colors, along with bench assignments, are as follows:

Preliminary-Round Game

<table>
<thead>
<tr>
<th>Home Team – Team A</th>
<th>Visiting Team – Team B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Colored Jerseys</td>
<td>Dark Colored Jerseys</td>
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</tbody>
</table>
LOCKER ROOM INFORMATION

TO: HOST INSTITUTION

From: ______________________________________________________________

Institution: _________________________________________________________

Please provide a list of the first and last names of all those in your official team roster PLUS three additional people (total 18) who would be using your team locker room. You may also attach an official roster to this form.

<table>
<thead>
<tr>
<th>Name</th>
<th>Jersey Number</th>
<th>Major</th>
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<tbody>
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<thead>
<tr>
<th>Name</th>
<th>Position (example: Head Coach, Trainer, etc.)</th>
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LODGING INFORMATION

TO: HOST INSTITUTION

Team: ___________________________ Coach: ___________________________

Office Phone: _____________________ Cell: ___________________________

Email Address: _____________________ Fax: ___________________________

Team Lodging Request Information

# _________ of Double Rooms

(Each team will be limited to 20 double rooms until all teams have made their reservation – then extra rooms may be made available in team block if available.)

Please indicate if you want restrictions on the movies? ______ Yes ______ No

Please indicate if you want restrictions on the phones? ______ Yes ______ No

Your team room reservations will be booked from the information on this sheet. Please fax your master rooming list and this form to the host institution by 3 p.m., on the Tuesday prior to competition, with a credit card number. (If using a purchase order, please attach a copy of the purchase order).
ROOMING LIST

School Name ____________________________

Fax to Host Institution by 3 pm on the Tuesday prior to competition

<table>
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<tr>
<th>CK IN DATE</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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TRAVEL INFORMATION

TO: HOST INSTITUTION

From: _________________________________

Institution:______________________________

If Flying: Date: _______________ Time: __________________________

Airline: ___________________ Flight #: _______________________

If Driving: Estimated Arrival at Hotel  Date: ________ Time: ____AM/PM

Departure from Hotel: Date: _________  Time: ______AM/PM

Cell Phone of Contact in Travel Party:

Name: _____________________________  Cell: (____)_______

Names and Positions of Administrators attending:

____________________________________  __________________________________

Cheerleaders attending?  Yes   No

Mascot attending?  Yes   No

Band attending?  Yes   No
## TRAVEL PARTY ROSTER/CREDENTIAL LIST

Institution: ____________________________ Date: ____________________________

Please list each individual from your institution’s travel party (limit of 18). Please indicate student-athletes with an asterisk.

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Each institution will be permitted 2 additional medical bench passes to use outside of their travel party. Please list those individuals in the spaces provided below.

**Medical**

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Please turn in **two (2) copies** of this completed list to the NCAA representative at the tournament meeting.
BAND PASS GATE LIST

Team: ___________________  Date: ___________________

1. ______________________  2. ______________________
3. ______________________  4. ______________________
5. ______________________  6. ______________________
7. ______________________  8. ______________________
9. ______________________  10. _____________________
11. ______________________ 12. _____________________
13. ______________________ 14. _____________________
15. ______________________ 16. _____________________
17. ______________________ 18. _____________________
19. ______________________ 20. _____________________
21. ______________________ 22. _____________________
23. ______________________ 24. _____________________
25. ______________________

Director: _____________________________

NOTE: The band director will be provided a limited access credential. All band members will be required to present a government-issued photo ID for pass gate admittance.

Please submit this list to tournament manager at Tournament Meeting.
SPIRIT SQUAD PASS GATE LIST

Team: _____________________  Date: _____________________

1. _____________________
2. _____________________
3. _____________________
4. _____________________
5. _____________________
6. _____________________
7. _____________________
8. _____________________
9. _____________________
10. _____________________
11. _____________________
12. _____________________
13. (Mascot) _____________________
14. (Cheerleader Coach) _____________________

NOTE: The cheerleader coach will be provided a limited access credential.

Please submit this list to tournament manager at Tournament Meeting.
TICKET RECONCILIATION FORM

Name of Institution: _____________________________________________________________

Total Number of Tickets Received: _______
Total Number of Tickets Returned: _______

Please make checks payable to ________________________________ for the amount of the sales. Please bring the check and all unsold tickets with your team to the tournament. Include this form with your check and unsold tickets as well as the reconciliation forms.

NOTE: All unsold tickets must be reported to the Ticket Office by 2 p.m. local time on the Saturday of competition. Please indicate the number of General Admission and the specific reserved tickets you are returning.

Reconciliation Form(s) Totals:
FRIDAY ONLY:
#_______ Reserved = $______
#_______ General Admission = $______
#_______ Student/Youth = $______

SATURDAY ONLY:
#_______ Reserved = $______
#_______ General Admission = $______
#_______ Student/Youth = $______

TOTAL DUE: $_______

Preliminary-Round Site. Minimum ticket prices shall be as follows:

First/Second Rounds
$10 – Reserved single session
$10 -- General admission single session
$5 -- Senior citizens, all students and children
Free – Under two

Sectional Rounds
$10 -- Reserved single session
$10 -- General admission single session
$5 -- Senior citizens, all students and children
Free – Under two

All unsold tickets were returned to Ticket Office with Payment for all tickets sold:

__________________________ Date: ______________
Ticket Manager
NCAA Championship Ticket Invoice
and Contact Information for Ticket Sales:
Please Print

Contact Name:________________________________________________________

Institution:___________________________________________________________

Address for Invoice:__________________________________________________

City:________________________ State:_________ Zip:_____________________

Contact E-mail:_______________________________________________________

Contact Phone:_______________________________________________________

Please return this information with the ticket reconciliation forms.
COMPETITION SITE
Directions:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Food/Restaurants/Churches:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Lodging (Team):
Participating teams will be housed at:

Name: ________________________________________________________________
Address: ______________________________________________________________
Phone: ________________________________________________________________

The athletics director and coach of the winning team must be prepared to discuss the following on a conference call with the host the Monday or Tuesday following the round of competition:

a. Time of arrival.
b. Practice time.
c. Method of transportation.
d. Band and/or cheerleader involvement and how many.
e. Itinerary.

LODGING (FANS):
Participating teams’ fans will be housed at:

Name: ________________________________________________________________
Address: ______________________________________________________________
Phone: ________________________________________________________________

MEDICAL:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
Parking:

Participant Entrance:
All participants (players, coaches, team personnel) shall enter the facility through the player/pass gate located at the ___________ entrance of the facility. Notice: Players entering the facility are subject to search. Participants entering the facility independently of the team will be subject to the same procedures in place for the general public.