2017 DIVISION III MEN'S BASKETBALL CHAMPIONSHIP
SALEM, VA • Old Dominion Athletic Conference, City of Salem, Hosts

PARTICIPANT
2016-17 MANUAL
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WELCOME TO SALEM AND 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, institutional administrators, and accompanying media in preparation for the 2017 Division III Men’s Basketball Championship.

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.

At each sectional site, the championship team will receive an additional packet of materials which will include any updated information and all session tickets to sell.

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

WELCOME...and may your stay in Salem and the Virginia’s Blue Ridge be memorable!
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.
<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Address</th>
<th>Office</th>
<th>Fax</th>
<th>Cell</th>
<th>Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Region</td>
<td>Linda Bruno</td>
<td>Commissioner</td>
<td>Skyline Conference</td>
<td>450 Seventh Avenue, Ste. 506</td>
<td>New York, NY</td>
<td>646-695-2943</td>
<td>212-258-2115</td>
<td><a href="mailto:lbruno@skylineconference.org">lbruno@skylineconference.org</a></td>
<td>September 2017</td>
</tr>
<tr>
<td>Central Region</td>
<td>George Barber</td>
<td>Men’s Basketball Coach/Professor</td>
<td>Greenville College</td>
<td>315 East College Avenue</td>
<td>Greenville, IL</td>
<td>618-664-6624</td>
<td>618-664-1060</td>
<td><a href="mailto:george.barber@greenville.edu">george.barber@greenville.edu</a></td>
<td>September 2018</td>
</tr>
<tr>
<td>East Region</td>
<td>Sam Atkinson</td>
<td>Assistant Athletics Director</td>
<td>Gallaudet University</td>
<td>800 Florida Ave., NE</td>
<td>Washington, DC</td>
<td>202/448-7081</td>
<td>202/651-5274</td>
<td><a href="mailto:sam.atkinson@gallaudet.edu">sam.atkinson@gallaudet.edu</a></td>
<td>September 2020</td>
</tr>
<tr>
<td>Great Lakes Region</td>
<td>Kevin Vande Streek</td>
<td>Men’s Basketball Coach</td>
<td>Calvin College</td>
<td>3195 Knight Way</td>
<td>Grand Rapids, MI</td>
<td>616-526-6704</td>
<td>616-526-6060</td>
<td><a href="mailto:kvstreek@calvin.edu">kvstreek@calvin.edu</a></td>
<td>September 2017</td>
</tr>
<tr>
<td>Middle Atlantic Region</td>
<td>Ken Tyler</td>
<td>Director of Athletics</td>
<td>University of Mary Washington</td>
<td>1301 College Avenue</td>
<td>Fredericksburg, VA</td>
<td>540-654-1876</td>
<td>540-654-1892</td>
<td><a href="mailto:ktyler2@umw.edu">ktyler2@umw.edu</a></td>
<td>September 2019</td>
</tr>
<tr>
<td>Northeast Region</td>
<td>Tim Fitzpatrick</td>
<td>Director of Athletics</td>
<td>U.S. Coast Guard Academy</td>
<td>33 Mohegan Avenue</td>
<td>New London, CT</td>
<td>860-444-8603</td>
<td>860-444-8607</td>
<td><a href="mailto:Timothy.M.Fitzpatrick@uscga.edu">Timothy.M.Fitzpatrick@uscga.edu</a></td>
<td>September 2018</td>
</tr>
<tr>
<td>South Region</td>
<td>Jarred Samples</td>
<td>Men’s Basketball Coach</td>
<td>University of Dallas</td>
<td>1845 East Northgate Drive</td>
<td>Irving, TX</td>
<td>972-721-5028</td>
<td>972-721-5208</td>
<td><a href="mailto:jsamples@udallas.edu">jsamples@udallas.edu</a></td>
<td>September 2019</td>
</tr>
<tr>
<td>West Region</td>
<td>Bob Bjorklund</td>
<td>Director of Athletics</td>
<td>Bethel University (MN)</td>
<td>3900 Bethel Drive</td>
<td>Arden Hills, MN</td>
<td>651/638-6395</td>
<td>651/635-8645</td>
<td><a href="mailto:bjorob@bethel.edu">bjorob@bethel.edu</a></td>
<td>September 2020</td>
</tr>
</tbody>
</table>
PERSONNEL DIRECTORY

ELISA HALPIN, NCAA Coordinator of Men’s Basketball Championships
   Office: (317) 917-6909
   Cell: (317) 610-6826
   In Roanoke Valley: (540) 985-5900 (Hotel Roanoke and Conference Center)
   Email: ehalpin@ncaa.org

SALEM CIVIC CENTER, Office and Tickets: (540) 375-3004
   Internet Tickets – http://www.ticketmaster.com
   Other Links – http://www.salemchampionships.com or www.ncaa.com

R. CAREY HARVEYCUTTER, Tournament Director
   Office: (540) 375-3054  Fax: (540) 375-4011  Home: (540) 387-2570
   Cell: (540) 793-0982
   Email: charveycutter@salemva.gov

BRAD BANKSTON, Commissioner, Old Dominion Athletic Conference
   Office: (540) 389-7373  Fax: (540) 389-6196  Home: (434) 525-1109
   Cell: (540) 537-5943
   Email: brad@odaconline.com

JAMES NEKOLOFF, Media Coordinator
   Office: (540) 389-7373  Fax: (540) 389-6196
   Cell: (540) 537-8974
   Email: jnekoloff@odaconline.com

KAREN MULKEARN, Box Office Supervisor, Salem Civic Center
   Office: (540) 375-3004  Fax: (540) 375-4011
   Cell: (540) 397-2873
   Email: kmulkearn@salemva.gov

JIM BURIAK, Medical Coordinator & Sports Medicine, Roanoke College
   Cell: (540) 815-2435  Fax: (540) 375-2382  Home: (540) 890-5393
   E-mail: buriak@roanoke.edu
## COACH/AD CHECKLIST

<table>
<thead>
<tr>
<th>REMINDER</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Upload 3 minutes of video highlights, fight song, team logo, action shots, and headshots to <a href="http://www.ncaachampionship.info">www.ncaachampionship.info</a> (username: ncaaschools; password: ncaatftp)</td>
<td>March 12</td>
</tr>
<tr>
<td>_____ SID contacted the ODAC SID and provided stats and team roster with uniform numbers.</td>
<td>March 12</td>
</tr>
<tr>
<td>_____ Submitted the Travel Info form (<a href="#">Attachment #3</a>)</td>
<td>March 12</td>
</tr>
<tr>
<td>_____ Submitted the Locker Room Info form (<a href="#">Attachment #1</a>)</td>
<td>March 13</td>
</tr>
<tr>
<td>_____ Submitted the Lodging Info form (<a href="#">Attachment #2A</a>)</td>
<td>March 13</td>
</tr>
<tr>
<td>_____ Submitted the Rooming List (<a href="#">Attachment #2B</a>)</td>
<td>March 13</td>
</tr>
<tr>
<td>_____ Travel Party Roster/Credential List (<a href="#">Attachment #6</a>) completed.</td>
<td>March 13</td>
</tr>
<tr>
<td>_____ Submitted the Banquet forms (<a href="#">Attachment #4 and #5</a>)</td>
<td>March 13</td>
</tr>
<tr>
<td>_____ Ticket form (<a href="#">Attachment #9 – two pages</a>) completed.</td>
<td>March 15</td>
</tr>
<tr>
<td>_____ Band Pass List (<a href="#">Attachment #7</a>) and Cheerleader Pass List (<a href="#">Attachment #8</a>) completed for the tournament meeting.</td>
<td>March 15</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>10am-6pm</td>
<td>Box Office Open</td>
</tr>
<tr>
<td>7-9am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9am</td>
<td>Media workroom opens</td>
</tr>
<tr>
<td>9-10am</td>
<td>Community Service (60 minute visits)</td>
</tr>
<tr>
<td>9:15-10:15am</td>
<td>Team A</td>
</tr>
<tr>
<td>9:15-10:15am</td>
<td>Team B</td>
</tr>
<tr>
<td>1:15-2:15pm</td>
<td>Team D</td>
</tr>
<tr>
<td>10am-6pm</td>
<td>Box Office Open</td>
</tr>
<tr>
<td>10am to 3:55pm</td>
<td>Open Practices [85 minutes per team]</td>
</tr>
<tr>
<td>10:30am</td>
<td>Team D [media time and photo at 11:30am]</td>
</tr>
<tr>
<td>11:30-12:55pm</td>
<td>Team A [media time and photo at 11am]</td>
</tr>
<tr>
<td>1-2:25pm</td>
<td>Team B [media time and photo at 2:30pm]</td>
</tr>
<tr>
<td>Noon</td>
<td>Salem Rotary Club/Josten’s Award Luncheon</td>
</tr>
<tr>
<td>2:30-3:35pm</td>
<td>Team C [media time and photo at 2pm]</td>
</tr>
<tr>
<td>5:30-6pm</td>
<td>Mandatory Tournament Meeting</td>
</tr>
<tr>
<td>6:30-8pm</td>
<td>Student-Athlete Celebration</td>
</tr>
<tr>
<td>7-9am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10am-9pm</td>
<td>Box Office Open</td>
</tr>
<tr>
<td>10:30am</td>
<td>Media workroom opens</td>
</tr>
<tr>
<td>11:30am-12:25pm</td>
<td>Closed Team Practice, TBD</td>
</tr>
<tr>
<td>12:30-1:25pm</td>
<td>Closed Team Practice, TBD</td>
</tr>
<tr>
<td>1:30-2:25pm</td>
<td>Closed Team Practice, TBD</td>
</tr>
<tr>
<td>2:30-3:25pm</td>
<td>Closed Team Practice, TBD</td>
</tr>
<tr>
<td>5pm</td>
<td>Semifinal Game 1</td>
</tr>
<tr>
<td>7:30pm</td>
<td>Semifinal Game 2</td>
</tr>
<tr>
<td>8-10am</td>
<td>Departing Teams’ Breakfast</td>
</tr>
<tr>
<td>9-11am</td>
<td>Youth Clinic</td>
</tr>
<tr>
<td>10am</td>
<td>Media workroom opens</td>
</tr>
<tr>
<td>10am-5pm</td>
<td>Box Office Open</td>
</tr>
<tr>
<td>10-11am</td>
<td>Closed Practice, Semifinalist Game 1 Winner</td>
</tr>
<tr>
<td>11-11:15am</td>
<td>Mandatory TV Production Meeting</td>
</tr>
<tr>
<td>11:15am-12:15pm</td>
<td>Closed Practice, Semifinalist Game 2 Winner</td>
</tr>
<tr>
<td>11:30am-1:30pm</td>
<td>Advancing Teams’ Lunch</td>
</tr>
<tr>
<td>2:30-3:30pm</td>
<td>NABC All-Star Game Practice</td>
</tr>
<tr>
<td>3:30pm</td>
<td>NABC All-Star Game</td>
</tr>
<tr>
<td>6pm</td>
<td>Championship Game</td>
</tr>
<tr>
<td>Post Game</td>
<td>Trophy Presentation</td>
</tr>
</tbody>
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CHAMPIONSHIP FORMAT/OPERATIONS

[Diagram of NCAA Basketball Championship format]

First and Second Rounds
March 15-16

Second Round
March 17

Regional Semifinals
March 17-18

Regional Championships
March 17-18

Regional Champions, Salem, Virginia

National Quarterfinals
March 20-21

National Champions, Salem, Virginia

National Champions
March 20-21

Championship Game
March 30

National Champions
March 30
### 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)

#### Semifinal Game 1

- **Home Team** – TBD  
  - Pre-Game Warm Up – East Basket  
  - Light Colored Jerseys  
  - LOCKER ROOM - C  

- **Visiting Team** – TBD  
  - Pre-Game Warm Up – West Basket  
  - Dark Colored Jerseys  
  - LOCKER ROOM - B

#### Semifinal Game 2

- **Home Team** – TBD  
  - Pre-Game Warm Up – East Basket  
  - Light Colored Jerseys  
  - LOCKER ROOM - F  

- **Visiting Team** – TBD  
  - Pre-Game Warm Up – West Basket  
  - Dark Colored Jerseys  
  - LOCKER ROOM - G

#### Championship Game (winner of first semifinal game is home team)

- **Home Team**  
  - Pre-Game Warm Up – East Basket  
  - Light Colored Jerseys  
  - LOCKER ROOM - TBD  

- **Visiting Team**  
  - Pre-Game Warm Up – West Basket  
  - Dark Colored Jerseys  
  - LOCKER ROOM - TBD

**NOTE:** Bench personnel may not exceed the following MAXIMUM: 15 players in uniform, 5 non-uniformed personnel. Eighteen (18) chairs will be available at courtside for players not in the game and other non-uniformed personnel.

Teams are required to bring both sets of uniforms to the semifinal/final site.
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 8.

Emergency/Evacuation Plan

In case of an emergency, directions will be given through the building’s PA system. If the system is disabled please follow these action plans or follow 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 spectators to these locations.

Hospitality

A VIP hospitality room will be provided for coaches, college presidents, athletics directors, sports information directors, NABC representatives, NCAA committee members and additional VIP’s in the Community Room of the Salem Civic Center. The room will be open on Friday, March 17 and Saturday, March 18 one hour before the first game time and during half-times.

The same VIP hospitality area is provided for the media attending the event. The media hospitality area will be open on Friday, March 17 and Saturday, March 18 two hours before the first game time until the end of the last game. A boxed meal will also be provided adjacent to the working press facilities in the Annex on game days.

Laundry

Laundry facilities are available at Roanoke College. Please make all arrangements with your host family or directly with Brian P. Spellane from Roanoke College (508) 577-3228 when you arrive in Salem.
Lost and Found
Lost items during the events can be found at the Salem Civic Center ticket office.

National Anthem
The colors will be presented by the United States Military prior to the championship game Saturday. The National Anthem will be played prior to the first semifinal game on Friday and prior to both the NABC All-Star Game and championship game on 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 then 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.

After the semifinal games, the winning coach and players will be going to this interview room after the full 10-minute cooling-off period. They will go first, and will be followed by the losing coach and players. After the championships game, the losing coach and players will be going to this interview room first after the full 10-minute cooling-off period, and will be followed by the winning 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 J.J. Nekoloff, the SID of the participating institutions, or their designees.

**Pre-game Timing**

**SEMIFINAL/FINAL SITE: Semifinal Schedule**

**Game 1 – 5 p.m. Tip-off**
- 4 p.m. Floor available for team warm-up – 60 minute countdown begins.
- 4:40 p.m. Officials meet with team captains.
- 4:55 p.m. Timer sounds buzzer–teams clear floor.
  - National anthem.
  - Player introductions/crowd-control statement.
- 5 p.m. Tip-off.

**Game 2 – 7:30 p.m. Tip-off**
- 7 p.m. Floor available for team warm-up – 30 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.

**SEMIFINAL/FINAL SITE: NABC All-Star/Championship Schedule**

**NABC All-Star Game – 3:30 p.m. p.m. Tip-off**
- 3 p.m. Floor available for team practice – 30 minute countdown begins.
- 3:10 p.m. Officials meet with team captains.
- 3:25 p.m. Timer sounds buzzer–teams clear floor.
  - National anthem.
  - Player introductions/crowd-control statement.
- 3:30 p.m. Tip-off.

**Championship – 6 p.m. p.m. Tip-off**
- 5 p.m. Floor available for team warm-up – 60 minute countdown begins.
- 5:40 p.m. Officials meet with team captains.
- 5:55 p.m. Timer sounds buzzer–teams clear floor.
  - Presentation of colors and national anthem.
  - Player introductions/crowd-control statement.
- 6 p.m. Tip-off.

* The second game of a doubleheader program shall be promoted as “not before 7:30 p.m.” and shall begin at 7:30 p.m. or not later than 30 minutes after completion of the first game. The game administration will determine and start the 30 minute warm-up period between games.
**Scouting**

Two seats will be reserved at the floor level press tables (baseline seating) for each of the two participating teams during each of Friday's semifinal games. Only official members of the basketball coaching staffs of the participating teams may occupy these seats. These seats will NOT be available at the table for the game on Saturday.

**Seating**

**Non-participating Team Seating:** Participant teams that are not competing will be seated in sections to be determined by Salem. The rows and seats will be reserved.

**Team Hosts**

Each team will be assigned a host. Your host will greet you upon arrival at the Sheraton on Wednesday, March 16 and will be available to help you during your stay in Salem, Virginia. They will also be available to you upon arrival for each practice and game at Salem Civic Center. Hosts will accompany each team to the banquet and other social gatherings.

**Towels**

The NCAA will provide towels for the locker rooms and benches.

**Videotaping**

Game filming will be provided by the Host Committee. No separate team filming of contests will be allowed. Teams will receive their copy of their game film during the post-game interview process. Format will be USB flash drive. No exceptions to this rule will be made.

**COMPETITION SITE**

Salem Civic Center Seating Diagram
Team Parking
Reserved parking will be limited to the end of Lot A nearest the civic center for coaches, athletics directors, officials, and designated VIP’s. Passes to this lot will be included in your packet. No one will be admitted to this reserved lot without the proper pass. Free parking for fans is available in the remaining lots.

Participant Entrance
All participants (players, coaches, team personnel) shall enter the Arena through the player/pass gate located in the lobby of the main entrance of the Salem Civic Center. 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.

DIRECTIONS
FROM NORTH AND SOUTH TO THE SALEM CIVIC CENTER:
Interstate 81 North and South, Take Exit 141
Turn South on Route 419 (Electric Road)
Follow Route 419 through three (3) stoplights
Just past 3rd light bear right on Texas Street
Go to stoplight and turn left on Boulevard
Civic Center on left at top of hill
(There are directional signs beginning on VA-419)

ENTERING THE ROANOKE VALLEY FROM SOUTH ON U.S. 220
Exit U.S. 220 at SALEM exit
Go north on Route 419
Follow Route approximately 8 miles
Turn left at stoplight intersection on Boulevard
(General Electric Plant is on your right through the intersection)
Civic Center is located on right at top of hill.
(There are directional signs on Route 419 beginning at City of Salem limits)

ENTERING THE ROANOKE VALLEY FROM NORTH ON U.S. 220
Exit U.S. 220 and go south on Interstate 81
Take Exit 141 onto Route 419
Refer to directional listing above - FROM NORTH AND SOUTH

FROM THE HOTEL ROANOKE & CONFERENCE CENTER TO THE SALEM CIVIC CENTER
Exit Hotel Roanoke and Conference Center by turning right on Shenandoah Avenue.
Follow Shenandoah Avenue through Roanoke and into Salem.
Shenandoah Avenue is renamed at City limits to Roanoke Boulevard.
Stay on Boulevard through eastern Salem.
Boulevard runs directly in front of Salem Civic Center.
FROM THE HOTEL ROANOKE & CONFERENCE CENTER TO THE HOMER C. BAST CENTER AT ROANOKE COLLEGE
Exit Hotel Roanoke and Conference Center by turning right on Shenandoah Ave.
Follow Shenandoah Avenue through Roanoke and into Salem.
Shenandoah Avenue is renamed at City limits to Roanoke Boulevard.
Stay on Boulevard through eastern Salem.
Boulevard runs directly in front of Salem Civic Center.
Go straight through the intersection (names changes to Idaho Street) with Texas Street proceeding until Idaho Street intersects with Lynchburg Turnpike.
Turn left on the Lynchburg Turnpike.
At the next intersection, turn left on East Main Street.
Follow East Main Street to 3rd stoplight and turn right on Market Street.
Bast Center is approximately 150 yards on right.
Parking is located directly in front of Bast Center.

FROM THE SALEM CIVIC CENTER TO THE HOMER C. BAST CENTER AT ROANOKE COLLEGE
Turn right on the Boulevard from the Civic Center front parking areas.
Follow the Boulevard through the intersection with Texas Street proceeding until the Boulevard intersects with Lynchburg Turnpike.
Turn left on the Lynchburg Turnpike.
At the next intersection, turn left on East Main Street.
Follow East Main Street to 3rd stoplight and turn right on Market Street.
Bast Center is approximately 150 yards on right.
Parking is located directly in front of Bast Center.

FROM THE SHERATON TO THE SALEM CIVIC CENTER
From the Sheraton parking area turn right and proceed to stoplight.
At stoplight, turn left, and then immediately at next light, turn right on Hershberger Road.
Follow Hershberger Road to intersection with Peters Creek Road.
Turn left on Peters Creek Road (U. S. Route 117).
Proceed on Peters Creek Road until it intersects with Shenandoah Avenue
Turn right on Shenandoah Avenue. Shenandoah Ave. becomes Roanoke Boulevard upon entering the Salem city limits. Signs are posted to Civic Center from this area.
The Salem Civic Center is located on Roanoke Boulevard approximately 2 miles from this intersection.

FROM THE AIRPORT TO SHERATON
Exit Roanoke Regional Airport.
Turn right on Valley View Boulevard.
Exit Valley View Boulevard on Hershberger Road toward Interstate 581.
Proceed on Hershberger to first stoplight.
Turn right on Ordway Drive.
Immediately turn right again on to Frontage Road.
The Sheraton is on the left.
FROM THE SHERATON TO ROANOKE COLLEGE BAST CENTER GYMNASIUM
From the Sheraton parking area, turn right and proceed to stoplight. At stoplight, turn left, and then immediately at next light, turn right on Hershberger Road. Follow Hershberger Road to intersection with Peters Creek Road. Turn left on Peters Creek Road (U. S. Route 117). Proceed on Peters Creek Road until it intersects with Melrose Avenue (Rt. 460W). Turn right on Melrose Avenue. Melrose Ave. becomes East Main Street upon entering the Salem city limits. Follow East Main Street and at the 5th stoplight, turn right on Market Street. Roanoke College Bast Center Gymnasium is located on the right in approximately one half mile.

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 his selection for drug testing, the student-athlete must inform an official representative of his institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.

EQUIPMENT
A Wilson NCAA Solution basketball shall be used for all 2017 tournament games. Wilson NCAA Game Balls will be furnished by the NCAA for practices.

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.go.championships.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 (i.e., 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 therefore, 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 in the main lobby of the Salem Civic Center when the doors open.
Lodging (GP)
Fans may make reservations at the official tournament hotels as availability dictates. Pricing may vary.

Hotel Roanoke
110 Shenandoah Avenue
Roanoke, Virginia 24016-2025
Tel: (540) 985-5900

Sheraton Roanoke Hotel (Teams’ Hotel)
2801 Hershberger Road
Roanoke, Virginia 24017
Tel: (540) 563-9300

Other Area Hotels Available:

<table>
<thead>
<tr>
<th>Hotel/Facility</th>
<th>Distance to Salem Civic Center</th>
<th>Rate Range</th>
<th>Contact and Phone Number</th>
<th>Director of Sales Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baymont Inn &amp; Suites Salem</td>
<td>3.1-4.0 mi; 7-10 minutes</td>
<td>$54</td>
<td>Heather Speas (540) 562-1912</td>
<td><a href="mailto:speasgenesis@aol.com">speasgenesis@aol.com</a></td>
</tr>
<tr>
<td>Cambria Suites</td>
<td>6.8-7.3 mi; 18-19 minutes</td>
<td>$119-139</td>
<td>Joy Barlow (540) 204-4971</td>
<td><a href="mailto:joy.barlow@cambriasuitesroanoke.com">joy.barlow@cambriasuitesroanoke.com</a></td>
</tr>
<tr>
<td>Colony House Motor Lodge</td>
<td>7.9-8.9 mi; 18-23 minutes</td>
<td>$70</td>
<td>Charles Elliott (540) 321-2426</td>
<td><a href="mailto:trentandtrent@gmail.com">trentandtrent@gmail.com</a></td>
</tr>
<tr>
<td>Comfort Suites at Ridgewood Farms</td>
<td>2.0-2.3 mi; 6-7 minutes</td>
<td>$79</td>
<td>Kim O’Conner (540)-375-4800</td>
<td><a href="mailto:gisalem@hotmail.com">gisalem@hotmail.com</a></td>
</tr>
<tr>
<td>Comfort Suites West Salem</td>
<td>3.5-6.0 mi; 11-15 minutes</td>
<td>$89</td>
<td>Kim O’Conner (540)-375-4800 or (540) 389-7171</td>
<td><a href="mailto:gisalem@hotmail.com">gisalem@hotmail.com</a></td>
</tr>
<tr>
<td>Days Inn Roanoke North</td>
<td>8.7-9.5 mi; 13-16 minutes</td>
<td>$69</td>
<td>Jatin Patel (540) 366-0341</td>
<td><a href="mailto:kaivallcc@gmail.com">kaivallcc@gmail.com</a></td>
</tr>
<tr>
<td>Hampton Inn Salem</td>
<td>4.1-8 miles; 12-14 minutes</td>
<td>$99</td>
<td>Donna Ramsey (540) 389-2424</td>
<td><a href="mailto:donna.ramsey@hilton.com">donna.ramsey@hilton.com</a></td>
</tr>
<tr>
<td>Holiday Inn Tanglewood - Roanoke</td>
<td>6.6-8.5 mi; 15-20 minutes</td>
<td>$119</td>
<td>Ginger Stepp (540) 774-4400</td>
<td><a href="mailto:ginger@holidayinntanglewood.com">ginger@holidayinntanglewood.com</a></td>
</tr>
<tr>
<td>Hyatt Place Roanoke Airport / Valley View Mall</td>
<td>6.9-8.0 mi; 17-19 minutes</td>
<td>$99</td>
<td>Robin Sampson (540) 366-4700</td>
<td>hyattplaceroanoke.com</td>
</tr>
<tr>
<td>La Quinta Inn</td>
<td>3.1-4.0 mi; 7-10 minutes</td>
<td>$89-125</td>
<td>Bhanu Patel (540) 560-2717</td>
<td><a href="mailto:lg6269gm@LaQuinta.com">lg6269gm@LaQuinta.com</a></td>
</tr>
<tr>
<td>MainStay Suites - Airport</td>
<td>6.9-8.0 mi; 17-19 minutes</td>
<td>$109</td>
<td>John Dudley (540) 527-3030</td>
<td><a href="mailto:ddisales@dominionlodging.com">ddisales@dominionlodging.com</a>;</td>
</tr>
<tr>
<td>Quality Inn Roanoke Airport</td>
<td>4.0-6.0 mi; 11-12 minutes</td>
<td>$80</td>
<td>Chris Francisco (540) 366-8861</td>
<td><a href="mailto:cfrancisco@qiroanoke.com">cfrancisco@qiroanoke.com</a></td>
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<tr>
<td>Residence Inn by Marriott, Roanoke Airport</td>
<td>4.7-5.2 mi; 13 minutes</td>
<td>$124</td>
<td>Jillian Fundakowski (540) 265-1119</td>
<td><a href="mailto:jfundakowski@ih-corp.com">jfundakowski@ih-corp.com</a></td>
</tr>
</tbody>
</table>

Parking (GP)
Parking is free at the Salem Civic Center.

Security (GP)
The Salem Civic Center conducts 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 a City of Salem police officer. The following items are not allowed in the Salem Civic Center: 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 Salem Civic Center:
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 illegal 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.

**Ticketing (GP)**
There are NO COMPLIMENTARY TICKETS in accordance with NCAA policy. Everyone, two-years and older must have a ticket.

**Semifinal/Final Site.**

<table>
<thead>
<tr>
<th></th>
<th>Single-session</th>
<th>All-session</th>
<th>Single-session</th>
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<tr>
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<td>$15</td>
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<td>$12.50</td>
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</tr>
<tr>
<td>$7.50</td>
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<td>Free</td>
<td>Free</td>
<td>Under two</td>
</tr>
<tr>
<td>$5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free</td>
<td></td>
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</table>

ADVANCE SALE-- All session ticket packages ONLY are available prior to FRIDAY, MARCH 17 ($25 per package for adults and $12.50 per package for youth ages 2 through college student and senior citizens.)

**LODGING (TEAM)**
Salem has made local reservations for competing teams at a host hotel. Participating teams will be housed at the Sheraton Roanoke Hotel, the official host hotel for teams.

Sheraton Roanoke Hotel  
2801 Hershberger Road, Roanoke, Virginia 24017  
ATTN: Tim Gamble  
Office: (540) 563-9300    Cell: 757-927-3310  
Tim.Gamble@sheratonroanoke.com

The athletics director and coach of the winning sectional teams must be prepared to discuss the following on the conference call at 11 a.m. EST Monday, March 13:

a. Time of arrival.
b. Thursday practice time.
c. Method of transportation.

d. Band and/or cheerleader involvement and how many.

e. Itinerary.

MEDIA SERVICES
The NCAA shall control the issuance of working press and photography credentials for each of its championships. NCAA policy shall limit the issuance of working press credentials to the Associated Press, United Press International, newspapers, magazines and radio and television stations and/or networks or cable systems and shall preclude the issuance of press credentials 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.

Subject to limitations of space, seats at the press table and photo credentials shall be assigned to the working press in accordance with the following priorities:

1) Campus media certified by the director of athletics and/or sports information director of each participating and host institution.

2) Certified media from the immediate locale of the championship or the immediate locale of the competing teams.

3) Other certified media filing from the scene. Other restrictions for obtaining media credentials may be implemented based on the circumstances at the host institution and availability of seating.

TELEVISION/RADIO/FILM RIGHTS - The NCAA owns the rights to all of its championships as listed in Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to television (live and delayed), radio broadcasting, filming and commercial photography.

PRESS ROW - Working Print Media will be seated at courtside along the side of the court opposite the scorer's table and in the end zones. A maximum of two scouts from the non-playing team will be accommodated on Friday night at Press Row on the baseline. Radio broadcasters will be located at these same tables.

WORKING MEDIA FACILITIES - A working media room is located in the adjoining Annex. This area is restricted to working media and game administration personnel. This area is convenient to media in that they may work and file from this location. Telephones and fax machines will be located in this area. Wireless and wired Ethernet capability from press row and the media workroom will be available. A private interview area is conveniently located in the Annex for coaches, players and media. The media hospitality room will be located in the Annex as well. Media credentials will be required to enter this room.

Press guides, tournament press kits, updated statistics and other miscellaneous materials will be
available in the working press room.

**CREDENTIALS** - No credentials will be mailed. Credentials may be picked up at the “Will Call” window at the Salem Civic Center Box Office at the following times:

- Thursday, March 16 10 a.m. – 6 p.m.
- Friday, March 17 10 a.m. – 9 p.m.
- Saturday, March 18 10 a.m. – 8 p.m.

Working media credentials must be displayed at all times during the games.

Conference passes, Salem Civic Center passes, organization life passes, or those issued by competing schools during the regular season or for first or second rounds, or sectionals are NOT VALID for the semifinal and final rounds.

Due to space limitations, the following restrictions will apply to the 2017 NCAA Division III Men's Basketball Semifinal and Final Rounds:

1) No more than two (2) credentials will be issued to any radio station broadcasting from the Civic Center.

2) Weekly and student newspapers will be limited to one (1) media credential and will be given one (1) seat in press row and one (1) photo credential.

3) Those media agencies wishing to exceed the number of credentials allowable may purchase tickets at the face value of $15.00 per ticket per session on the day of the game or in advance at $25.00 for the tournament book. Special arrangements will then be made for access to the interview area.

4) Other restrictions may be applied if necessary due to the number of credential requests at the time of the semifinals/finals.

Please contact J.J. Nekoloff at (540) 389-7373 for specific arrangements.

**RADIO** - Space will be reserved for each participating institution's primary home radio stations as designated by the institution. All other stations in that institution's area will be served on a first-come, first-served basis in accordance with the priority established by the NCAA radio policy.

Lines must be ordered through Paul Bowles at the Salem Civic Center by Monday, March 13 at 3 p.m. Cost of the line will be $125 for commercial stations and $85 for school sponsored stations AND MUST BE PAID IN ADVANCE. Due to space limitations, radio stations will be limited to two (2) people on press row.

**SERVICES** - Complete NCAA box scores and play-by-play statistics will be available within 10 minutes of the end of each half. A computer statistics system will be utilized with live updates courtside at broadcast locations.

**PHOTOGRAPHY** - Each media agency (television or newspaper) will be restricted to one floor pass.
No one is permitted in front of the scorer's table, press row, or bleacher seats at any time once the competition begins, including timeouts. Photographers may not place tripods on or beside the playing court, or attach other photography equipment to the backboard or goal standard. Strobe Lights or other like equipment must be pre-approved by Carey Harveycutter, Tournament Director before placement.

**WEBCAST** - The semifinal, NABC All-Star and final (audio only) games will be webcast by Turner Sports. The games will be shown on [www.ncaa.com](http://www.ncaa.com).

**TV** – The championship game will be broadcast live on CBS Sports Network.

**SPORTS INFORMATION** – The Sports Information Director of the advancing teams shall email to James Nekoloff the following information on Sunday, March 12:

a. College historical information piece (4 paragraphs), coach’s bio, quick facts
b. Numerical roster and updated stats through sectional play
c. Box scores from NCAA tournament play (all rounds) in .pdf format
d. Notes of media interest (5-7 solid notes - featuring player-coach-records or other items of interest.)
e. Preliminary media list to include any radio stations likely to be broadcasting.

Brad Bankston:  brad@odaconline.com
J.J. Nekoloff:  jnekoloff@odaconline.com

On Sunday, March 12, J.J. Nekoloff will be available at (540) 389-7373 from noon-9 p.m. to answer inquiries from media and sports information directors (SID’s) of participating institutions. SID’s of teams are asked to poll members of their local media to determine who will likely accompany their team to the semifinal/final site and provide a list to J.J. Nekoloff on March 17 or as soon as possible.

**MEDICAL**

**SPORTS MEDICINE COORDINATOR** - Jim Buriak, Head Athletic Trainer at Roanoke College will be the host athletic trainer and sports medicine coordinator. An athletic training student will be assigned to coordinate with the athletic trainer of each visiting team. The cell number for Jim Buriak is 540-815-2435 and his email is buriak@roanoke.edu.

**MEDICAL** - A physician will be in attendance for each contest. Members of the Salem Rescue Squad will be located on the arena floor level next to Dressing Room "E" and will assist in situations involving spectator illness and injury. The Salem Rescue Squad will have an ambulance on-site at all contests during the championship. The host trainer and physician will make arrangements for transfer to a hospital, if necessary.

**HOSPITAL** - In case of injuries, accidents, or illness, the athlete can be transported to Lewis Gale Hospital (540) 776-4000, located two miles from the Salem Civic Center. A Level One Trauma Center is located fifteen (15) minutes from the facility at Carilion Roanoke Memorial Hospital (540) 981-7000.
CHIROPRACTIC SERVICES – Dr. Joseph Foley, 708 Colorado Street, Salem (540-389-2492) has been retained by the local host committee for this type of service. Individuals involved in the championship requiring this specialized service please identify your affiliation with the championship.

TAPING - There will be a taping table adjacent to each dressing room and several tables in the designated athletic training room. Each team must provide its own athletic training supplies. The host athletic training staff will be available for help with taping, special consultation, and to respond to special needs.

ATHLETIC TRAINING ROOM INFORMATION – The Salem Civic Center will operate an athletic training area back of house between Locker Rooms B and C. This area will be equipped with the following treatment modalities: hydrocollater, electric stim, ultrasound and an extremity whirlpool. Whirlpool facilities are available at Roanoke College (2 miles from facility) and may be scheduled through an athletic training student assigned to the team or Jim Buriak. Treatment modalities may be used by certified athletic trainers, team physicians, or athletic training students with written prescription. Ice water and cups will be available at the team benches.

SECURITY
Identifiable security personnel will be stationed behind or at the end of each team bench 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.

Each participating team will be provided one complimentary rental car. Your host staff member will arrange a time to meet you at your hotel when you arrive with the keys. You must sign an NCAA release when you pick up the car and you will have full use of the vehicle during your stay at the Championship. Please arrange the best time for you to return the vehicle with your host.

AIRLINES
American Airlines 1-800-428-4322
Delta Airlines 1-800-221-1212
United Express 1-800-241-6522
Note: All team airline reservations must be made through Short’s Travel to receive the NCAA guarantee for air travel.
VAN/CAR RENTAL
Companies located at the Roanoke Regional Airport are indicated by an *
Enterprise* 1-800-736-8222 & 540-563-8055 (Local)
Hertz* 1-800-654-3131 & 540-366-3421 (Local)
National* 1-888-868-6207 & 540-563-5050 (Local)
Budget* 1-800-527-7000 & 540-265-7328 (Local)
Avis* 1-800-831-2847 & 540-366-2436 (Local)
Dollar 1-800-800-4000
Alamo* 1-877-603-0615 & 540-563-5778 (Local)
TLC Auto Rental 540-444-0261
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-years and older must have a ticket.

2. Competitor's Passes will be provided to student-athletes competing in the semifinal/final rounds as well as to their coaches, trainers, managers, and other members of the participating institution's bench party (22 maximum). When not competing, the holder of a Competitor's Pass may sit in the designated end zone seating area. Competitor's Passes may not, under any circumstances, be passed from one individual to another or utilized by anyone other than to whom the pass was issued.

3. Media/Photo Passes will be issued to those press, radio or television personnel who request same and are approved by the tournament SID.

4. Competing teams may purchase additional tickets. Each institution will be provided approximately 200 tickets in suitable locations for each session to sell on their campus. Competing teams may purchase additional tickets. Tickets not sold by the institution from this allotment must be returned to the Karen Mulkearn, Box Office Supervisor no later than Thursday, March 16 at 6 p.m. Tickets not returned by this time shall be accounted for at face value by the institution holding them.

Semifinal/Final Site.

<table>
<thead>
<tr>
<th></th>
<th>Single-session adult</th>
<th>All-session adult</th>
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</thead>
<tbody>
<tr>
<td>$15</td>
<td></td>
<td>$25</td>
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<tr>
<td>$7.50</td>
<td>Single-session student/youth/senior</td>
<td>$12.50 All-session student/youth/senior</td>
</tr>
<tr>
<td>$5</td>
<td>Single-session group</td>
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</table>

TRAVEL PARTY - Bench Size/Squad Size/Travel Party Size
The bench limit is 22 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 22. Under no circumstances may an institution be provided more than 18 chairs.

**Credentials:** will be distributed at the tournament meeting on Thursday. Each participating institution will receive 22 credentials for admittance to the championship. Fifteen credentials will be provided for student-athletes in uniform and seven credentials will be provided for the coaches, institutional staff, non-uniformed student-athletes and institutional medical personnel.

Each team's administrator also will receive five VIP credentials to distribute at his or her discretion (excluding members of the media). This credential will allow the holder access to the competition court prior to, at half and at the conclusion of the game. Additionally, it allows entry into post-game press conferences and access to VIP hospitality. The holder must purchase a ticket to the competition if he or she is not one of the 20 members.

**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 will be a trophy presentation and net cutting ceremony following the conclusion of the championship game. Each non-advancing team will receive participant awards from the host prior to departing the site.

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

After the championship, Main Gate 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 travel party) which can be redeemed only at 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. If you would like to purchase additional awards you will have the opportunity to do so online via personal credit card.

Participation award items will be sent to your institution for distribution to your student-athletes within 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 Brown (ebrown@maingateinc.com), Customer Service (866-945-7267), or your NCAA championship manager. Participant awards will not be distributed at the site of the championship.

**UNIFORMS**

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

**Semifinal Game 1**
- Home Team – TBD
- Visiting Team – TBD

**Semifinal Game 2**
- Home Team – TBD
- Visiting Team – TBD

**Championship Game**
- Home Team (Game 1 Winner)
- Visiting Team
**LOCKER ROOM INFORMATION**

TO: Carey Harvycutter, Salem Civic Center

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.

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Please submit this form to Carey Harvycutter by March 14.
540-375-4011 (fax)
charvycutter@salemva.gov
LODGING INFORMATION

TO: Tim Gamble, Sheraton
FAX: 540-561-7910
PHONE: 540-563-9300

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 hotel prior to 3 p.m., Monday, March 13, with a credit card number. (If using a purchase order, please attach a copy of the purchase order).
**ROOMING LIST**

TO:  Tim Gamble, Sheraton  
FAX:  540-561-7910

School Name_________________________________________

*Please fax to the hotel by Monday, March 13 at 3 pm*

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* Check-In dates may vary as team and college administrators and other support staff arrive in Salem after the team. Please indicate these different dates.
TRAVEL INFORMATION

TO: Carey Harveycutter, Salem Civic Center
    Elisa Halpin, NCAA

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

Please submit this form to Carey Harveycutter and Elisa Halpin by March 13.
Carey Harveycutter: 540-375-4011 (fax) and charveycutter@salemva.gov
Elisa Halpin: 317-917-6827 (fax) and ehalpin@ncaa.org
STUDENT-ATHLETE CELEBRATION TICKET INFORMATION – ADDITIONAL TICKETS

The Student-Athlete Celebration will be held at the Center in the Square on Thursday, March 16 at 6:30 p.m. for your official travel party (18), college officials, athletics directors, and invited local guests. A ticket is required and there is very limited additional seating (maximum of 5 additional tickets per team). If you need more tickets for this function above the allotted official travel party of 18, please notify Karen Mulkearn at (540) 375-3004 before Tuesday, March 14, 2017 at 5 p.m.

FROM: ___________________________ Institution: ___________________________

TOTAL # OF EXTRA TICKETS: _______

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**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 Passes**

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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. ____________________________
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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 the tournament manager at the Tournament Meeting.
SPIRIT SQUAD PASS GATE LIST

Team: ________________ Date: ________________

1. __________________________
2. __________________________
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12. __________________________
13. (Mascot) __________________________
14. (Cheerleader Coach)____________________

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

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

Name of Institution: _____________________________________________________________

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

Please make checks payable to the City of Salem 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 Salem Ticket Office by Thursday March 16, 2017 by Noon EST. Please indicate the number of General Admission and the specific reserved tickets you are returning.

Reconciliation Form(s) Totals:
ALL-SESSION:
#_______ Adult = $_______
#_______ Student/Youth = $_______

SINGLE-SESSION:
#_______ Adult = $_______
#_______ Student/Youth = $_______
#_______ Group = $_______

TOTAL DUE: $_______

All unsold tickets were returned to Salem’s Ticket Office with Payment for all tickets sold:
_________________________________________________________ Date:_________
Salem 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.