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SECTION 1. EVENT INTRODUCTION

The NCAA and Division II will conduct the 2017 NCAA Division II National Championships Winter Festival March 8-11 in Birmingham, Alabama. This is a unique event that brings together five national championships in one city, including men’s and women’s swimming and diving, men’s and women’s indoor track and field and wrestling.

In addition to the NCAA championship events, the Division II National Championships Festival features an opening ceremony and closing celebration, social opportunities for student-athletes and community engagement events throughout the week. The primary goal of the Festival is to enhance the student-athletes’ championship experience while creating awareness and exposure for Division II sports by hosting multiple championships in a specified time period.

All information regarding the Festival can be found at www.ncaa.com/diifestival.
SECTION 2. HOST WELCOME LETTER

OFFICE OF THE MAYOR
CITY OF BIRMINGHAM

WILLIAM A. BELL, SR.
MAJOR
March 8-11, 2017

National Collegiate Athletic Association (NCAA)
2017 Division II Winter Festival Championships
Birmingham, Alabama

Dear Friends:

As Mayor of the magnificent City of Birmingham, I am delighted to extend a cordial and friendly welcome to the National Collegiate Athletic Association (NCAA). We are proud to serve as host city for the 2017 Division II Winter Festival Championships. This spectacular event will be held at our world class Birmingham CrossPlex facility, March 8-11, 2017.

The NCAA is to be commended for its efforts to provide a platform for the best and brightest athletes in the areas of swimming and diving, track and field and wrestling to compete at their best. This event has an approximate $11.5 million economic impact on the city of Birmingham, and draws athletes, coaches, trainers, parents and supporters from all over.

During your stay in our city, I encourage you to visit some of the exciting attractions and fine dining Birmingham has to offer. I am sure you will discover that we are a “City United”, as evidenced by the ongoing growth of our business and culture districts—with a sense of progress and civic pride, which makes Birmingham special to residents and visitors alike. Again, welcome to Birmingham and best wishes to NCAA and the participating athletes.

Sincerely,

William A. Bell, Sr.
Mayor

710 NORTH 20TH STREET BIRMINGHAM, ALABAMA 35203 (205) 254-2277 FAX (205) 254-2926
SECTION 3. HOST INFORMATION

3.1 ALABAMA HUNTSVILLE

The University of Alabama in Huntsville removes barriers between teaching and research. Professors take their research into the classroom, and the university brings students into its world-class, cutting-edge research laboratories.

Undergraduate students are involved in research projects in all departments, from building experiments for suborbital rockets to developing special optical lenses, or traveling to tropical jungles to find medical uses for plants.

Because learning doesn't stop at the classroom door, UAH students build satellites, help high-tech industry solve real-life management and marketing problems, and work with patients in some of the most modern medical facilities in the region.

The university thrives on the synergy created by academia, government and business that exists in Huntsville, which is enhanced by serving as the anchor tenant in Cummings Research Park, the second largest university-related research park in America. The university complements the R&D needs of local industry as well as NASA’s Marshall Space Flight Center and major Army laboratories.

The university’s academic and research reputation has been recognized nationally. UAH is the only public institution in Alabama to be rated a “very competitive” university by Barron’s Profile of American Colleges and Universities. The Carnegie Foundation has placed UAHuntsville into its “very high research” category — only 73 public universities in the nation are included in this ranking.

Students should also consider these facts when looking at UAHuntsville:

- Five research areas at UAH are in the Top 20 nationally, and four in the Top 10: aerospace engineering (4th), computer science (10th), business & management (10th), atmospheric science (15th), and astronomy (18th), according to the National Science Foundation.
- UAH is ranked by U.S. News &World Report among Tier 1 national universities — a distinction shared by less than 4 percent of the more than 2,500 four-year colleges in America.
- UAH students have the highest average salaries upon graduation among Alabama universities.

“The research of the university and its Ph.D. programs, with its concentration in engineering and science, has made us nationally and internationally visible,” says President Bob Altenkirch. “Our companion programs in business, liberal arts and nursing reach levels of excellence within our region.”

The university’s research activities produce close working relationships between faculty and students. The university gives students opportunities to apply their education in real-life job situations. More than 100 businesses, industries and government agencies provide students with hands-on experience and often, permanent employment through our cooperative education program, one of the largest programs in the southeastern U.S.

The university provides activities outside the classroom such as intramural and intercollegiate sports, fraternities and sororities, choir and music ensembles and theater productions.
The university has more than 115 clubs and organizations, including the World Issues Society, Circle K, the Society for Ancient Languages, the Association for Campus Entertainment, the Student Government Association and professionally oriented clubs and societies in almost every discipline. Greek life ranges from social activities to service projects for local and national charities. Six fraternities and five sororities are nationally recognized at UAHuntsville.

Athletics are a highly charged blend of competitiveness and the ideal of the student-athlete. The university is home to 17 NCAA men’s and women’s sports programs.

It took a unique community like Huntsville to create a university like UAH. In many ways, the university is a reflection of the needs of the high-tech Huntsville community.

“UAH is the result of the special character of Huntsville,” says President Altenkirch. “The interaction among the university, federal agencies and the community is crucial to our success, and that success is translated into success for our students and graduates.”

3.2 THE CITY OF BIRMINGHAM

The City of Birmingham is proud to have the CrossPlex as a national destination. Housing one of the fastest indoor hydraulic tracks in the world, an Olympic size swimming pool, a nine volleyball court venue, a 5,000 seat arena and a platform to develop many other sports; there’s no wonder why the CrossPlex has become a world renowned competition venue. The facility houses dedicated warm-up, training, media and management rooms, as well as VIP accommodations. With a 4,000 seat indoor track, a beautiful natatorium and a versatile arena, the CrossPlex is quickly becoming the place to play.

The Birmingham CrossPlex has already hosted a variety of events throughout the four and a half years of being open. Since opening its doors in November of 2011, the CrossPlex has hosted over 400 events that feature NCAA National Championships, high school state championships, college invitations, college conference championships, NCAA qualifying events, regional club meets in track, swimming, volleyball and many other events. The 2016 NCAA DI Indoor Track & Field Championship was the seventh NCAA National Championship at the CrossPlex and Birmingham is proud to host the 2017 NCAA Division II National Championships Festival for the second time in 2017. The CrossPlex will also be the host site for the NCAA Division III Indoor Track & Field Championship in 2018.

The City of Birmingham and the CrossPlex are proud to be hosting the 2017 Division II National Championships Festival. “The NCAA Division II National Championships Festival is an ideal event to be held at the CrossPlex,” said Faye Oates– Director of CrossPlex. “Being able to see the CrossPlex go from an idea into hosting national championships is a dream come true for the city.”

The indoor 200 meter hydraulically banked Mondotrack is only one of seven in the United States and one of nine in the world. There are eight-60 meter lanes (for dashes and hurdles) located within the infield area of the track with dual horizontal runways for pole vault, long jump and triple jump. Additionally, dual high jump approaches can be configured along with dual throwing sectors for shot-put and weight throw.

The natatorium has ten-50 meter lanes, ten-25 meter lanes and twenty-25 yard lanes. There are two-1 meter and two-3 meter springboards for diving competitions. The pool is designed to handle water polo and
synchronized swimming events. Installed in the pool is a moveable bulkhead to accommodate multiple racing configurations.

The Bill Harris Arena at CrossPlex is a 5,000 seat venue capable of holding basketball, wrestling, concerts and many other functions. It will house the team camp and warm up area for the athletes.

The Birmingham CrossPlex has won multiple awards including:

- The Associated Builders & Contractors National Excellence in Construction Eagle Award (Highest Award Given) in 2012
- The Associated Builders & Contractors (Alabama Chapter) Excellence in Construction Award in 2011
- The American Sports Builders Association Winner of Best Indoor Track in 2013

The University of Alabama in Huntsville and the City of Birmingham are committed to providing everyone a great experience for participants and fans at the CrossPlex. Whether it’s from competition, fan experience or southern hospitality the City of Birmingham is dedicated to making you feel right at home. During your stay, be sure to visit some of the additional amenities and attractions we have to offer. Again, we are very happy to be a host for the NCAA and look forward to building a lasting relationship.

SECTION 4. NCAA AND HOST FESTIVAL CONTACT INFORMATION

4.1 FESTIVAL MANAGEMENT CONTACTS

<table>
<thead>
<tr>
<th>NCAA Division II Festival Coordinator</th>
<th>Host Division II Festival Manager</th>
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<tbody>
<tr>
<td>John Baldwin</td>
<td>Faye Oates</td>
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<tr>
<td>NCAA Championships and Alliances</td>
<td>Director</td>
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<tr>
<td>Office: 317-917-6442</td>
<td>Office: 205-279-8954</td>
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<tr>
<td>Cell: 317-292-0464</td>
<td>Cell: 205-504-5669</td>
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<td>Email: <a href="mailto:Faye.Oates@birminghamal.gov">Faye.Oates@birminghamal.gov</a></td>
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4.2 NCAA FESTIVAL CONTACTS

<table>
<thead>
<tr>
<th>John Baldwin</th>
<th>Nancy O’Hara</th>
<th>Roberta Page</th>
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<tr>
<td>NCAA Championships and Alliances</td>
<td>NCAA Championships and Alliances</td>
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<td>Phone: 317-917-6442</td>
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4.3 CHAMPIONSHIPS MANAGEMENT CONTACTS

<table>
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<tr>
<th>Men’s and Women’s Swimming and Diving</th>
<th>NCAA Championship Manager</th>
<th>Host Tournament Manager</th>
<th>Media Services Coordinator</th>
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<tr>
<td></td>
<td>Marie Scovron</td>
<td>Robbie Dellinger</td>
<td>David Lentz</td>
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<td></td>
<td>NCAA Championships and Alliances</td>
<td>Aquatics Manager</td>
<td>303-273-3095</td>
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<td></td>
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<tr>
<td>Men’s and Women’s Indoor Track and Field</td>
<td>Morgan DeSpain</td>
<td>A.J. Holzherr</td>
<td>Phil Pierce</td>
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<tr>
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<td>NCAA Championships and Alliances</td>
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<td>Phone: 317-917-6505</td>
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<tr>
<td>Wrestling</td>
<td>Ryan Tressel</td>
<td>Preston Kirk</td>
<td>Nic Bowman</td>
</tr>
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<td></td>
<td>NCAA Championships and Alliances</td>
<td>Marketing and Development</td>
<td>205-531-7892</td>
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<td>Phone: 317-917-6316</td>
<td>Phone: 205-279-8956</td>
<td>2803-981-5240</td>
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<td>Email: <a href="mailto:rtressel@ncaa.org">rtressel@ncaa.org</a></td>
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<td><a href="mailto:nic@thesac.com">nic@thesac.com</a></td>
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4.4 ATHLETIC TRAINING CONTACTS

<table>
<thead>
<tr>
<th>Ed Harris</th>
<th>Athletic Trainer Coordinator</th>
<th>Phone: 205-531-7892</th>
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<tr>
<td></td>
<td>Email: <a href="mailto:eharris105@aol.com">eharris105@aol.com</a></td>
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<tr>
<th>Dr. Jody Ortega</th>
<th>Sports Medicine Physician</th>
<th>Phone: 205-527-9297</th>
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4.5 MEDIA SERVICES CONTACTS

<table>
<thead>
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<th>NCAA Media Services Coordinators</th>
<th>Host Sports Information Director</th>
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<tr>
<td>David Lentz</td>
<td>Ricky Lee</td>
</tr>
<tr>
<td>NCAA Championships and Alliances</td>
<td>Arena Manager</td>
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<tr>
<td>Phone: 317-917-6139</td>
<td>Birmingham CrossPlex</td>
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<tr>
<td>Email: <a href="mailto:dlentz@ncaa.org">dlentz@ncaa.org</a></td>
<td>Phone: 205-297-8235</td>
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<td></td>
<td>Email: <a href="mailto:ricky.lee@birminghamal.gov">ricky.lee@birminghamal.gov</a></td>
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SECTION 5. AWARDS, MERCHANDISE, PROGRAM INFORMATION

5.1 NCAA ACADEMIC RECOGNITION PROGRAM – ELITE 90

The Elite 90 Award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution which has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site.
Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form, please go to the NCAA website at: http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program

For Men’s and Women’s Swimming and Diving and Wrestling, nomination forms must be submitted by 5 p.m. EST on Thursday, March 2.

For Men’s and Women’s Indoor Track and Field, nomination forms must be submitted by noon EST on Monday, March 6.

For any questions, please contact Mark Bedics at mbedics@ncaa.org.

5.2 TROPHIES AND AWARDS
Each student-athlete, team and individual, advancing to the final site will receive a participant medal and/or mini-trophy to commemorate their achievement, depending on their final placing in their respective championship.

In addition to awards, the national championship winning teams will receive national champion T-shirts and hats to commemorate their achievements.

Additional awards will be available for purchase, using the following link: http://www.mtmrecognition.com/ncaa/.

5.3 PARTICIPATION AWARDS
The official travel party for participating teams/individuals will receive a jacket and compression socks as a championship memento. Coaches will receive instructions for submitting sizes and orders for the championship mementos. Samples of the mementos will be on display in the student-athlete lounges during the Festival to confirm sizing of the jackets.

Additional participation awards can be ordered by contacting Erin Brown at ebrown@maingateinc.com.

5.4 TEAM GPA’S
Please provide your team’s cumulative grade point average during the online registration process. The team with the highest grade point average in each sport among those at the Division II National Championships Festival will be publicly honored during Opening Ceremonies.

- This figure should take into account all members of the team, including non-traveling members and red-shirts.
- These figures should be cumulative reflecting Fall 2016 and should not include the GPA’s of current freshmen.

For any questions, please contact Nathan Arkins at narkins@ncaa.org.
5.5 MERCHANDISE
Official NCAA championship merchandise will be on sale throughout the Festival at the headquarter hotel and at the competition venue. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. All information regarding pre-orders will be emailed directly to the head coach of each participating team following advancement to the finals site.

5.6 PROGRAMS
To access the NCAA Championship electronic programs, please visit www.ncaa.com/gameprograms.

SECTION 6. CREDENTIAL INFORMATION

6.1 CREDENTIALS
Members of the official travel party for each participating institution will receive participant, coach and/or team personnel credentials for the duration of the Festival. For sport specific credential information, please see the credential section in each sport section of this manual.

6.2 SENIOR-LEVEL ADMINISTRATOR CREDENTIALS
If senior level administrators from participating institutions wish to request additional credentials, they must complete the online credential request form sent directly to institutions following selections. Each participating institution will be allowed a maximum of eight (8) total administrator credentials. These credentials may only be utilized by the university president, athletic director, senior woman administrator and faculty athletic representative, plus one designated guest for each. These credentials will grant admission to the championship events only and can be picked up at Birmingham CrossPlex on competition days at the media credential pickup area. These credentials will not grant access to Opening Ceremonies; additional wristbands for the Opening Ceremonies will be available for purchase through the team/individual registration portal (Planning Point).

Conference office administrators may request a maximum of four (4) total administrator credentials. These credentials follow the same guidelines mentioned above and may only be utilized by the conference commissioner and senior woman administrator, plus their designated guests.

Persons requesting senior level administrator credentials must show valid photo identification in order to receive their credentials.

6.3 MEDIA CREDENTIALS
Members of the media should go to www.ncaa.com/media to request credentials.

6.4 REQUESTS FOR ADDITIONAL CREDENTIALS
Outside of the credentials mentioned in Sections 6.1 and 6.2, no additional credentials are available for purchase or will be provided for indoor track and field and swimming and diving. All additional personnel may purchase a ticket to attend the championships. For wrestling-specific credential requests, please refer to the wrestling-specific section of the manual.
SECTION 7. DRUG TESTING POLICIES

Participating Institution’s Notification

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

Athlete Notification

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

Media Obligations

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

Next Day Testing

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

Prolonged Test

If the student-athlete’s team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA. The designated team host is prepared to assist if needed.

Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.
SECTION 8. FACILITY INFORMATION

8.1 CHAMPIONSHIP FACILITIES

The Birmingham CrossPlex is a 750,000 square foot, multi-purpose athletic and meeting facility in Birmingham, Alabama.

The world-class facility boasts a six-lane oval hydraulic track and eight 60-meter lanes for spring/hurdle events. The facility also features a 50-meter indoor Olympic swimming pool. The hydraulic track features a Mondotrack surface and is one of only six in the United States and one of eight world-wide. The state-of-the-art six lane oval track takes just ten minutes to raise or lower for banked corners. There are dual horizontal runways for pole vault, long jump and triple jump. Additionally, dual high jump approaches can be configured along with dual throwing sectors for shot-put located outside the oval.

Designed by Counsilman-Hunsaker, the pool has ten-50 meter lanes, ten-25 meter lanes and twenty-25 yard lanes. There are two-1 meter and two-3 meter diving boards. It also includes full-size locker rooms and showers for both men and women, plus a first-aid room and a meet management/multi-purpose classroom. The pool natatorium can hold up to 1,300 spectators in the stands and on the deck.

The CrossPlex indoor track facility holds 4,000 spectators including 7 VIP suites. The VIP suites have 22 outdoor seats overlooking the track and indoor space with furniture seating.

The Bill Harris Arena at the CrossPlex is a 6,000-seat multipurpose indoor arena located at the Alabama State Fairgrounds and connected to the CrossPlex’s track and field along with the swimming and diving facility.

The CrossPlex is just minutes away from downtown Birmingham. It is easily accessible to and from hotels, interstates and restaurants. Plus, the airport is just 10 miles away.

8.2 EMERGENCY/SEVERE WEATHER POLICIES

The NCAA Championship Manager in conjunction with the on-site tournament manager and NCAA championship committee members will be monitoring weather and any emergency related issues that may occur during or surrounding competition. These same individuals will make the final decisions related to all on-site information to be announced to coaches, participants and spectators at the competition venues. The NCAA and local organizing committee (LOC) have prepared critical incident plans which are located in hard-copy form in the NCAA Division II National Championships Festival headquarters operations room at the CrossPlex main office and off-site at the NCAA operations room at the Sheraton Downtown Birmingham. In addition, the emergency/evacuation plan for the CrossPlex can be found in the respective sport manuals.
8.3 FACILITY REGULATIONS AND POLICIES

To ensure the safety of participants and spectators, each of the NCAA Division II National Championship Festival venues will adhere to the following facility regulations as a general policy across competition sites.

<table>
<thead>
<tr>
<th>Restricted Items:</th>
<th>Acceptable Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Artificial Noisemakers</td>
<td>• Seat Cushions</td>
</tr>
<tr>
<td>• Alcohol</td>
<td>• Binoculars</td>
</tr>
<tr>
<td>• Glass Containers</td>
<td>• Blankets</td>
</tr>
<tr>
<td>• Metal Containers</td>
<td>• Sunscreen</td>
</tr>
<tr>
<td>• Weapons of Any Kind</td>
<td>• Rain Jackets/Ponchos (outdoor venues only)</td>
</tr>
<tr>
<td>• Aerosol Spray Cans</td>
<td></td>
</tr>
<tr>
<td>• Beach balls</td>
<td></td>
</tr>
<tr>
<td>• Backpacks / Large Bags</td>
<td></td>
</tr>
<tr>
<td>• Fireworks</td>
<td></td>
</tr>
<tr>
<td>• Laser Pointers</td>
<td></td>
</tr>
<tr>
<td>• Wrenches / Pliers</td>
<td></td>
</tr>
<tr>
<td>• Pets (except service animals)</td>
<td></td>
</tr>
<tr>
<td>• Food or Drink</td>
<td></td>
</tr>
<tr>
<td>• Recording Devices of Any Kind, Audio or Video</td>
<td></td>
</tr>
</tbody>
</table>

8.4 FITNESS CENTER/WEIGHT ROOM ACCESS

The City of Birmingham Fitness Center West is located across the street from the Birmingham CrossPlex facility at 4712 Avenue W.

**Hours of operation:**
Monday – Friday; March 6: 10; 8 a.m. – 8 p.m.
Saturday; March 11: 8 a.m. – noon

The facility will be closed during these hours to any City of Birmingham employees and available only for NCAA Festival participants. An NCAA participant credential must be shown for access to the fitness center. Showers are available, but towels and soap are not provided. The fitness facility features Nautilus training machines including leg extension, leg curl and leg press. A full line of dumbbells and barbells are available along with cardio equipment including elliptical machines, recumbent bikes, upright bikes and treadmills. A team room is also on site.
8.5 HOSPITALITY

Hospitality areas for media, coaches, volunteers and officials will be provided at the competition venue site and only the appropriate credentialed personnel will be granted access.

Student-athlete hospitality for all Festival participants at the CrossPlex will be in the CrossPlex Hospitality Room located on the 2nd floor of the CrossPlex (designated signs will be posted). All student-athlete participants must show the appropriate credential to gain access.

8.6 LOCKER ROOMS

Locker room assignments, if available and applicable by sport, will be communicated at the administrator/coaches meeting by the NCAA championship manager and tournament host.

8.7 PARKING

Parking on-site at the competition venue is complimentary for participating teams, coaches, volunteers and officials by showing a parking pass upon arrival at the facility. Parking passes will be distributed in the team/individual registration packets.

Participating student-athlete transportation should drop off participants at the doors at the back of the CrossPlex and will be instructed to park in the designated parking areas.

If no credential is displayed, parking fees will be charged as follows:
- Sunday, March 5 – Tuesday, March 7: Complimentary event parking
- Wednesday, March 8 – Saturday, March 11: $5 per vehicle.

SECTION 9. GENERAL PUBLIC

9.1 SPECTATOR BEHAVIOR

The NCAA promotes good sportsmanship by student-athletes, coaches and fans. It is requested that all spectators cooperate in supporting the participating student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal.

9.2 DISABILITY INFORMATION/ACCESS

The Birmingham CrossPlex is an ADA Compliant facility. Throughout the venues, we hold seats in various areas for patrons who require wheelchair access, as well as those with visual and hearing impairments and for those with limited mobility, but do not require the use of a wheelchair.

SECTION 10. HOTEL INFORMATION

10.1 LODGING

For teams and individual qualifiers at the 2017 NCAA Division II National Championships Festival, the NCAA has blocked hotel rooms at the following hotel properties in Birmingham for official travel parties only:
- DoubleTree by Hilton Hotel Birmingham - $135* per night, plus taxes
- Sheraton Birmingham Hotel - $135* per night, plus taxes
- The Westin Birmingham - $135* per night, plus taxes

*Note – These rates are NCAA group contracted rates and only official travel parties will be guaranteed accommodation at these rates. Current tax rates for each hotel property are 17.5%

**Reservations will not be accepted until championship selections are announced.**

All championship participants will be allocated room reservations based on the following hotel room formula. Requests for rooms above and beyond the published formula will be handled on a case by case basis as space allows. Hotel selection and room types are a preference and should not be considered final until hotel confirmation numbers are received.

Championship participants are mandated to stay at the official NCAA hotel properties for the event. Each hotel will feature a student-athlete interactive and study lounge and breakfast will be provided each morning at the hotel for members of the official travel parties. Any additional room requests will be taken on a case-by-case basis following selection announcements for all sports at the Festival.

<table>
<thead>
<tr>
<th>Championship Participants</th>
<th>NCAA Room Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 student-athlete, 1 non-athlete</td>
<td>1 Double, 1 King</td>
</tr>
<tr>
<td>2 student-athletes, 1 non-athlete</td>
<td>1 Double, 1 King</td>
</tr>
<tr>
<td>3 student-athletes, 1 non-athlete</td>
<td>2 Double, 1 King</td>
</tr>
<tr>
<td>4 student-athletes, 1 non-athlete</td>
<td>2 Double, 1 King</td>
</tr>
<tr>
<td>5 student-athletes, 2 non-athletes</td>
<td>3 Double, 2 King</td>
</tr>
<tr>
<td>6 student-athletes, 2 non-athletes</td>
<td>3 Double, 2 King</td>
</tr>
<tr>
<td>7 student-athletes, 2 non-athletes</td>
<td>4 Double, 2 King</td>
</tr>
<tr>
<td>8 student-athletes, 2 non-athletes</td>
<td>4 Double, 2 King</td>
</tr>
<tr>
<td>9 student-athletes, 2 non-athletes</td>
<td>5 Double, 2 King</td>
</tr>
<tr>
<td>10 student-athletes, 2 non-athletes</td>
<td>5 Double, 2 King</td>
</tr>
</tbody>
</table>

Note – The hotel formula chart is an example of how the formula would be calculated, and the formula will continue to encompass more sleeping rooms as more student-athletes qualify. If twenty (20) student-athletes qualify, the NCAA would allow ten (10) double and two (2) king rooms. If twenty-one (21) student-athletes qualify, the NCAA would allow eleven (11) double and two (2) king rooms. The contracted hotel agreements are in place to handle the final qualifying number for each sport and gender; as such, sleeping rooms will be provided as needed, based on each institution’s number of qualifying student-athletes. Additionally, qualifying student-athletes are calculated separately for each sport and gender, rather than per institution. For example, ten (10) qualifying female student-athletes in the sport of swimming and diving would allow for five (5) double and two (2) king rooms for a given institution. Eight (8) qualifying male student-athletes from the same institution in the sport of swimming and diving would allow for an additional four (4) double and two (2) king rooms for the institution.

Any participants staying outside of the official NCAA hotel block will not be reimbursed.

**NOTE:** The NCAA provides per diem reimbursement for all participating teams to remain on site through the conclusion of the Festival on Saturday evening, March 11, regardless of advancement/elimination
at the championships. Requests for early departure are not guaranteed and will be reviewed by NCAA staff on a case-by-case basis. If requesting an early departure, the NCAA must receive rationale noting extenuating circumstances, which will be reviewed to determine whether per diem would be provided day(s) of stay only.

10.2 HOTEL PARKING

**DoubleTree**
Parking is complimentary at the DoubleTree.

The DoubleTree parking garage is connected to the hotel and is accessible by the DoubleTree 20th Street South Entrance.

Guests of the DoubleTree will receive, upon check-in, a pass which can be placed on the car dashboard and will be identified as having complimentary parking for the duration of the stay.

**Sheraton/Westin**
Parking is complimentary at the Sheraton and Westin, at the BJCC Parking Deck.

Guests of these hotels will be able to enter the parking deck from one of two locations.

1. Enter on 22nd Street from Richard Arrington Jr. Blvd. North (22nd Street is a one-way)
2. Enter from 23rd Street

The same parking garage will be used for both properties. There is indoor access on level three to both the Sheraton and Westin.

Guests of both hotels (Sheraton and Westin) will receive one (1) parking voucher per room at the hotel check-in which will allow them in/out privileges for their stay.

10.3 HOTEL REGISTRATION AND CHECK-IN/PARTICIPANT REGISTRATION ON-SITE

Upon arrival, complete your hotel check-in at the front desk for room keys. Then proceed to the registration area near the student-athlete lounge in your assigned hotel property for Festival participant registration. Hours of Festival registration at the official hotel properties is noted below:

- Sunday, March 5; 2 – 6 p.m. Central Time
- Monday, March 6; 8 a.m. – 11 p.m. Central Time
- Tuesday, March 7; 8 a.m. – 4 p.m. Central Time

If you arrive on site after 4 p.m. Central Time on Tuesday, March 7, please check in with the NCAA staff at the student-athlete lounge after checking into your assigned hotel.

During registration, participants will receive:
- Credentials for official travel party members,
- Daily breakfast tickets for official travel party members,
- Wristbands for admission to Opening Ceremonies,
10.4 HOTEL SECURITY

Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 12.3 of this manual.

10.5 STUDENT-ATHLETE BREAKFAST

During the NCAA Division II Festival, participants are provided a morning breakfast at each hotel property served from 6 – 9 a.m.

Complimentary breakfast will be provided for the official travel party and is included in the daily room rate. Breakfast will include: orange juice, milk, coffee, teas, assorted whole fruit, bagels, assorted cereals, and several hot breakfast items.

*IMPORTANT NOTE -- NCAA participants must show participant credentials to enter the student-athlete breakfast rooms and credentials should be worn at all times. If you do not show a participant credential, you will not be allowed access.*

10.6 STUDENT-ATHLETE LOUNGES

The NCAA is providing an interactive student-athlete lounge at each of the three participant hotel properties and one at the Birmingham CrossPlex competition venue. This designated area is where teams will pick-up their registration information and will be provided informational services specific to the Division II National Championships Festival during your stay.

Throughout the Festival, the student-athlete lounges will feature free Internet/Wi-Fi service, gaming stations, televisions and snacks for NCAA student-athletes. There will also be an information desk located in the lounge for any questions about Birmingham or the Festival.

*Access to the lounge will be granted only to individuals wearing their participant credentials.* Once in the lounge, credentials should be worn at all times.

**Student-Athlete Lounge Hours**

- Monday, March 6; 8 a.m. – 11 p.m. Central Time
- Tuesday, March 7*; 8 a.m. – 4 p.m. Central Time
- Wednesday, March 8; 8 a.m. – 11 p.m. Central Time
- Thursday, March 9; 8 a.m. – 11 p.m. Central Time
- Friday, March 10; 8 a.m. – 11 p.m. Central Time
- Saturday, March 11; 8 a.m. - Noon

*Please note the student-athlete lounge hours are adjusted Tuesday, March 7 for opening ceremonies.*
NOTE: The Birmingham CrossPlex lounge will not open until Tuesday, March 7, and will be open from 8 a.m. – 4 p.m. that day. Wednesday, March 8 through Friday, March 10 the CrossPlex Lounge will close each night at 7 p.m. The CrossPlex lounge will close at 6 p.m. on Saturday, March 11.

10.7 TEAM MEETING ROOMS

Team meeting rooms will be available at each hotel property for participants. These rooms will be set in rounds and cannot be altered; there will not be any AV equipment or food/beverages. Meeting rooms are available by reservation only, and can be reserved for a maximum of one hour.

To reserve a team meeting room, please contact Jessica Arnold (Phone: 317-917-6449 or email: jarnold@shortstravel.com).

SECTION 11. LAUNDRY

11.1 CONTACT INFORMATION

Laundry services are available at each of the team hotels. In addition, University Laundromat is also available in the downtown area near the team hotels. The address for University Laundromat is 1169 11th Avenue South; Birmingham, AL 35205.

SECTION 12. MEDIA SERVICES INFORMATION

12.1 BROADCAST/WEBCAST INFORMATION

NCAA.com will stream live all portions of the Festival that are not being telecast. To access the live stream, go to www.NCAA.com, select video and winter championships live schedule.

12.2 CREDENTIAL PICK UP

Media credential pick up will be available at the Birmingham CrossPlex. Valid photo identification must be displayed in order to receive a media credential.

Media credentials can be requested at www.ncaa.com/media.

12.3 CHAMPIONSHIP WEBSITE

All information regarding the NCAA Division II National Championships Festival is available at www.ncaa.com/diifestival.

12.4 MEDIA LIAISON

David Lentz (dlentz@ncaa.org), NCAA Championships & Alliances – Media Services will serve as the media liaison for the 2017 NCAA Division II National Championships Festival. Please refer to the NCAA/Host Staff Directory at the front of this manual for additional contact information along with sport-specific media liaison contacts.

12.5 MEDIA PARKING
Any media parking will be complimentary and media must show credentials upon entering the CrossPlex parking area.

**12.6 PHOTO/VIDEO REGULATIONS**

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

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAphotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

In the event that NCAA Photos is not providing a photographer for the championship event, the NCAA in its discretion may grant a limited license for one selected photographer to shoot and sell photographs under the specified terms and conditions. With approval of the NCAA, the host/LOC may grant one limited license to a qualified photographer if a photographer requests a limited license and agrees to meet all terms and conditions herein. In the event that more than one photographer requests a limited license, the host/LOC shall work with the NCAA to determine which applicant shall be granted a license. The grant by the NCAA for a photographer to take photographs is a privilege subject to revocation.

To qualify for the single license that may be granted if NCAA Photos will not be on-site, a photographer must not be otherwise credentialed for the event or employed by editorial photographers such as newspapers, magazines and major wire services. The primary purpose is to protect the Association’s intellectual property and to ensure that student-athletes are protected from entities attempting to exploit their images. Please abide by the following regulations if you plan to work with any non-editorial or non-NCAA Photos photographers.

For any questions, please contact Levida Maxwell, Administrative Assistant of Corporate and Broadcast Alliances, via phone: 317-917-6356 or email: lmaxwell@ncaa.org.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution’s head coach, during periods that are off limits to general media.

The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fame. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach’s shows.
Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. Copyright infringement could result in a financial penalty of up $50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

12.7 POST-COMPETITION INTERVIEWS

Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or an individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10- minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

12.8 RESULTS

Championship results will be posted on the championships website at www.NCAA.com/diifestival.

SECTION 13. MEDICAL SERVICES INFORMATION

13.1 ATHLETIC TRAINING

Certified athletic trainers will be available at the facility throughout practice and competition. Contact Ed Harris with Champion Sports Medicine with any questions (205-531-7892).

A schedule of available athletic training staff per championship is provided in the appropriate sport section of this manual. For any questions related to the availability schedule, please contact the NCAA championship manager for your respective sport. During each administrative meeting, an athletic training representative will present additional information (i.e., equipment, etc.) available to teams/individuals in the training room facilities.

13.2 CONCUSSION MANAGEMENT

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Medicine Handbook for additional guidance on concussions online at: http://www.ncaapublications.com/searchadv.aspx?IsSubmit=true&SearchTerm=MEDICINE.

13.3 LOCAL EMERGENCY NUMBERS

In case of emergency, dial 9-1-1.

In case of need for CrossPlex Security, please visit the security desk located in the main concourse at the South end of the CrossPlex. For immediate assistance call 205-297-8318

<table>
<thead>
<tr>
<th>Birmingham Emergency Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
</tr>
<tr>
<td>Phone: 205-254-2682</td>
</tr>
</tbody>
</table>

| Fire Department              |
| Phone: 205-785-1711          |

| Homeland Security Department |
| Phone: 205-290-7150          |

| Local Hospital Information   |
| UAB Hospital                 |
| 1802 6th Avenue South        |
| Birmingham, Alabama          |
| 205-934-3411                 |

| St. Vincent’s Health System  |
13.4 MEDICAL EXAMINATIONS

A Dermatologist and Physician will be available for examinations at the times listed below.

13.5 TRAINING ROOM HOURS

Trainers will be available in each venue during the following hours:

<table>
<thead>
<tr>
<th></th>
<th>Swimming &amp; Diving</th>
<th>Track &amp; Field</th>
<th>Wrestling*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, March 5</td>
<td>noon – 6 p.m.</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Monday, March 6</td>
<td>8 a.m. – 5 p.m.</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Tuesday, March 7</td>
<td>8 a.m. – 5 p.m.</td>
<td>noon – 5 p.m.</td>
<td>noon – 5 p.m.</td>
</tr>
<tr>
<td>Wednesday, March 8</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 9 p.m.</td>
<td>9 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>Thursday, March 9</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>Friday, March 10</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 3 p.m.; 6 – 10 p.m.</td>
</tr>
<tr>
<td>Saturday, March 11</td>
<td>7 a.m. – 8 p.m.</td>
<td>8 a.m. – 7:30 p.m.</td>
<td>7 a.m. – 4 p.m.; 5 – 10 p.m.</td>
</tr>
</tbody>
</table>

*In addition to trainers, a Dermatologist & Physician will be on site during the hours listed.

SECTION 14. PARTICIPANT EXPECTATIONS & GUIDELINES

14.1 CHAMPIONSHIPS CODE OF CONDUCT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championships will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

NOTE: A new Code of Conduct form need only be resubmitted if the travel party has changed from the preliminary round.

14.2 SPORTSMANSHIP

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

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

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

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

14.4 TOBACCO BAN

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

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

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

14.5 ALCOHOL POLICY

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

14.6 ETHICAL BEHAVIOR BY COACHES

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.
The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:
1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

14.7 MISCONDUCT
Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice.

14.8 FAILURE TO ADHERE TO POLICIES
To review the Failure to Adhere to Policies Outline, please go to:


14.9 STUDENT-ATHLETE EXPERIENCE RESEARCH
The NCAA will use a web-based survey targeted at student-athletes participating in final rounds of NCAA Championships. Student-athletes will be provided with the link to the survey via email in order to improve response. Therefore, participating institutions are requested to forward the survey link to participating student-athletes.
SECTION 15. SCHEDULE OF EVENTS

15.1 SCHEDULE OF EVENTS

The full schedule of events for the Festival is located in the appendixes and will be posted in the student-athlete lounges. A public schedule of events for the Festival is located at www.ncaa.org/diifestival.

15.2 OPENING CEREMONIES

The 2017 NCAA Division II National Championships Winter Festival will kick off Tuesday evening with an Opening Ceremonies celebration at 6 p.m. central time at the Alabama Theatre.

Attire for the event is school/team apparel and a complimentary dinner meal will be served immediately following the event, between 6:45 and 7 p.m. For those participants who do not wish to participate in the dinner portion of the event, busses will be available to shuttle individuals back to the designated hotel properties beginning at 6:45 p.m.

Only NCAA official travel parties are allowed to attend this event. All individuals must wear their designated credentials and wristbands in order to board the bus and upon entry into the venue, no exceptions. Should you wish to request additional coaches, administrators, or student-athletes who are not members of the official travel party, please do so during the Festival registration process.

15.3 COMMUNITY ENGAGEMENT

Student-athletes are choosing Division II schools because a “balance” exists that emphasizes academic excellence, athletics achievement and community engagement. Division II provides a healthy environment that leads to the student-athlete’s total personal development. During the 2017 NCAA Division II National Championships Festival in Birmingham, Alabama, Division II will be hosting a number of community engagement activities. Please note that individual/team participation will be coordinated by the NCAA championship managers prior to arrival on-site and in conjunction with Jill Willson. All community service will be based on the student-athlete schedules and availability during the championships.

Those student-athletes in other sports not designated to volunteer but have an interest in doing so, please visit the Festival information tables inside the student-lounge areas for more information.

All Week: March 8-11: “Division II Salutes the Military”

For the duration of the week’s NCAA Championship, any local military personnel will be admitted free of charge with a military ID.

15.4 CLOSING CELEBRATION

The Division II Festival will celebrate the achievements of the week’s NCAA student-athletes by hosting a Closing Celebration at the CrossPlex in the Indoor Track and Field facility. An official program will begin at 9 p.m. with recognition of the participating teams and individuals. The national championship
teams and individuals will be recognized on-stage and the week-long highlight video will debut. The Closing Celebration will highlight the week’s accomplishments and signal the conclusion of the 2017 NCAA Division II National Championships Festival in Birmingham.

Attire for the event is school/team apparel.

The Closing Celebration will be open to the public.

15.5 EVENT CONCLUSION

The closing celebration will mark the end of the 2017 Division II National Championships Festival.

15.6 PRESS CONFERENCE

An NCAA Division II Festival event press conference will take place the morning of Monday, March 6 at the Birmingham CrossPlex and will feature local Birmingham hosts and NCAA representatives. No team representatives are needed for this press conference.

SECTION 16. SECURITY

Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 13.3 of this manual.

SECTION 17. TICKET INFORMATION

Tickets will be available for purchase on-site at each of the Division II Festival sport venues.

<table>
<thead>
<tr>
<th></th>
<th>All-Session, All-Week</th>
<th>All-Sessions, Single-Day (on sale date: Feb. 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$35</td>
<td>$20</td>
</tr>
<tr>
<td>Youth (6 and older)</td>
<td>$35</td>
<td>$15</td>
</tr>
<tr>
<td>Student (with high school or college ID)</td>
<td>$35</td>
<td>$15</td>
</tr>
<tr>
<td>Senior (over 60)</td>
<td>$35</td>
<td>$15</td>
</tr>
<tr>
<td>To purchase tickets, visit ncaa.com/DIIfestival or contact the CrossPlex ticket office at 205-297-8291</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For any questions, Taura Cobb

Taura.cobb@birminghamal.gov

205-279-8955

SECTION 18. TRAVEL INFORMATION

18.1 TRAVEL POLICIES

For the 2016-17 NCAA Division II championship travel policies, please visit the following website:


18.2 INSTITUTIONAL TRAVEL ARRANGEMENTS
Once selected, institutions should contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317/917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

All participating student-athletes should book travel to arrive no later than 4 p.m. Central Time on Tuesday, March 7 and book departure travel for Sunday, March 12. This allows all participants to attend the opening ceremonies and closing celebration.

Additionally, for the 2017 NCAA Division II National Championships Festival, the NCAA provides per diem all day's participants of the institution’s official travel parties are on-site and the NCAA also will provide a full dinner during the opening and closing ceremonies, daily breakfasts, etc. to help offset any costs.

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the NCAA Web site at NCAA.org, sports, general information, travel and reimbursement information.

### 18.3 TRAVEL EXPENSE SYSTEM

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. For more information about the Travel Expense System (TES), including per diem allowance policies, please go to: [http://www.ncaa.org/championships/travel/championships-travel-information](http://www.ncaa.org/championships/travel/championships-travel-information).

### 18.4 LOCAL AREA INFORMATION

Directions and maps, local area attractions, weather information, and a list of local restaurants along with a free visitors’ guide can all be found at [http://birminghamal.org/](http://birminghamal.org/).

Also, you can download the official Birmingham IN Guide app for iPhones or Android devices to have all the local information at your fingertips.

Hotel information for fans and visitors can be found at [http://birminghamal.org/](http://birminghamal.org/).

### 18.5 LOCAL TRANSPORTATION INFORMATION

The Birmingham-Shuttlesworth International Airport is no more than 15 minutes by car from downtown Birmingham and provides more than 110 flights daily. Visit the Birmingham-Shuttlesworth International Airport website at [http://www.flybirmingham.com/](http://www.flybirmingham.com/) for more information.

### 18.6 RENTAL CAR AND VAN INFORMATION

Below is a list of car, van and bus rental information.
<table>
<thead>
<tr>
<th><strong>RENTAL CAR COMPANIES</strong></th>
<th></th>
<th><strong>CHARTER BUS &amp; VAN COMPANIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alamo Rent A Car</strong></td>
<td><strong>Avis Rent A Car</strong></td>
<td><strong>Budget Rent A Car</strong></td>
</tr>
<tr>
<td>5900 Messer-Airport Highway</td>
<td>Birmingham International Airport Terminal</td>
<td>2301 3rd Avenue South</td>
</tr>
<tr>
<td>Birmingham, AL 35212-1057</td>
<td>5900 Airport Highway</td>
<td>Birmingham, AL 35233-2401</td>
</tr>
<tr>
<td>Main Phone: 205-591-4395</td>
<td>Birmingham, AL 35203</td>
<td>Main Phone: 205-322-3596</td>
</tr>
<tr>
<td><strong>Dollar Rent A Car</strong></td>
<td><strong>Enterprise Rent A Car</strong></td>
<td><strong>Hertz Rent A Car</strong></td>
</tr>
<tr>
<td>5600 Airline Dr.</td>
<td>Birmingham International Airport</td>
<td>Birmingham International Airport</td>
</tr>
<tr>
<td>Birmingham, AL 35212-1054</td>
<td>5900 Messer-Airport Hwy</td>
<td>5900 Messer-Airport Hwy</td>
</tr>
<tr>
<td>Main Phone: 205-591-8666</td>
<td>Birmingham, AL 35212-1057</td>
<td>Birmingham, AL 35212</td>
</tr>
<tr>
<td>Fax: 205-510-0195</td>
<td>Main Phone: 205-591-1927</td>
<td>Main Phone: 205-591-6090</td>
</tr>
<tr>
<td><strong>National Car Rental</strong></td>
<td><strong>Camelot Charter and Tours</strong></td>
<td><strong>New Direction Charter Corporation</strong></td>
</tr>
<tr>
<td>Birmingham International Airport</td>
<td>P. O. Box 2204</td>
<td>671 County Road 724</td>
</tr>
<tr>
<td>5900 Messer-Airport Hwy</td>
<td>Birmingham, AL 35201</td>
<td>Calera, AL 35040-2733</td>
</tr>
<tr>
<td>Birmingham, AL 35212</td>
<td>(205) 337-3370</td>
<td>(205) 668-1655</td>
</tr>
<tr>
<td>Main Phone: 205-592-7259</td>
<td>Office Hours: Mon-Fri – 8a – 6p</td>
<td>Office Hours: 24 hours, 7 days a week</td>
</tr>
<tr>
<td><strong>Crawford &amp; Sons Limo &amp; Transpo</strong></td>
<td><strong>Prideline</strong></td>
<td><strong>Cline Tours, Inc.</strong></td>
</tr>
<tr>
<td>4301 Crawford Avenue</td>
<td>1301 F.L. Shuttlesworth Dr.</td>
<td><strong>3000 7th Avenue North</strong></td>
</tr>
<tr>
<td>Birmingham, AL 35221</td>
<td>Birmingham, AL 35234-2623</td>
<td>Birmingham, AL 35203</td>
</tr>
<tr>
<td>(800) 487-0398 or (205) 925-1391</td>
<td>205-324-4024</td>
<td>(205) 591-7555</td>
</tr>
<tr>
<td>Office Hours: 24 hours, 7 days</td>
<td></td>
<td>Office Hours: Mon-Fri – 8a – 5p</td>
</tr>
<tr>
<td><strong>Thrasher Brothers</strong></td>
<td><strong>Southeastern Motor Coach</strong></td>
<td><strong>Windham’s Tours, Inc.</strong></td>
</tr>
<tr>
<td>4811 1st Ave. North</td>
<td>1704 Sue Dr.</td>
<td><strong>3400 31st Place North</strong></td>
</tr>
<tr>
<td>Birmingham, AL 35232</td>
<td>Birmingham, AL 35214</td>
<td>Birmingham, AL 35207</td>
</tr>
<tr>
<td>(205) 591-8811</td>
<td>P. O. Box 311085</td>
<td>(205) 808-0833</td>
</tr>
<tr>
<td>Office Hours: Mon-Fri – 8a – 5p</td>
<td>Forestdale, AL 35214</td>
<td>Cell: 205-965-1903 (Doug)</td>
</tr>
<tr>
<td></td>
<td>(205) 791-1966</td>
<td>Cell: 205-965-2053 (Vanice)</td>
</tr>
</tbody>
</table>
SECTION 1. APPENDICES

APPENDIX 1.1 – DIVISION II CODE OF CONDUCT FORM
APPENDIX 1.2 – SCHEDULE OF EVENTS (OVERVIEW)
APPENDIX 1.3 – MAP OF BIRMINGHAM
1.1 DIVISION II CODE OF CONDUCT FORM

http://www.ncaa.org/sites/default/files/2016DIICH_CodeofConductForm_2016_08_03.pdf
1.2 SCHEDULE OF EVENTS (OVERVIEW)

TUESDAY, MARCH 7
6 p.m. NCAA National Championships Festival Opening Ceremonies Alabama Theatre

WEDNESDAY, MARCH 8
10:30 a.m. Swimming Trials Birmingham Crossplex/Natatorium
2 p.m. Diving Men's 3M Trials Birmingham Crossplex/Natatorium
6 p.m. Swimming and Diving Finals Birmingham Crossplex/Natatorium

THURSDAY, MARCH 9
10:30 a.m. Swimming Trials Birmingham Crossplex/Natatorium
11 a.m. Indoor Track & Field Birmingham Crossplex/Indoor Track and Field
2 p.m. Diving Women's 1M Trials Birmingham Crossplex/Natatorium
6 p.m. Swimming and Diving Finals Birmingham Crossplex/Natatorium

FRIDAY, MARCH 10
10:30 a.m. Swimming Trials Birmingham Crossplex/Natatorium
11 a.m. Indoor Track & Field Birmingham Crossplex/Indoor Track and Field
11 a.m. Wrestling Session 1 Birmingham Crossplex/Bill Harris Arena
2 p.m. Diving Men's 1M Trials Birmingham Crossplex/Natatorium
5:15 p.m. Wrestling Grand March Birmingham Crossplex/Bill Harris Arena
6 p.m. Swimming and Diving Finals Birmingham Crossplex/Natatorium
6 p.m. Wrestling Session 2 Birmingham Crossplex/Bill Harris Arena

SATURDAY, MARCH 11
10 a.m. Wrestling Session 3 Birmingham Crossplex/Bill Harris Arena
10:30 a.m. Swimming Trials Birmingham Crossplex/Natatorium
1:30 Indoor Track & Field Birmingham Crossplex/Indoor Track and Field
2 p.m. Diving Women's 3M Trials Birmingham Crossplex/Natatorium
5:30 p.m. Swimming and Diving Finals Birmingham Crossplex/Natatorium
5:40 p.m. Wrestling Parade of All-Americans Birmingham Crossplex/Bill Harris Arena
6 p.m. Wrestling Session 4: Championship Finals Birmingham Crossplex/Bill Harris Arena
6 p.m. Indoor Track & Field Awards Ceremony Birmingham Crossplex/Indoor Track and Field
8:30 p.m. Wrestling Team Awards Ceremony Birmingham Crossplex/Bill Harris Arena
9 p.m. NCAA National Championships Festival Closing Ceremonies Birmingham CrossPlex
1.3 MAP OF BIRMINGHAM