2017 DIVISION II WOMEN'S BASKETBALL CHAMPIONSHIP

PRE-CHAMPIONSHIP 2016-17 MANUAL
Contents

Section 1 • Introduction .................................................................................................................. 2
Section 1•1 Definitions ................................................................................................................... 2
Section 2 • Championship Core Statement ..................................................................................... 2
Section 3 • Concussion Management .............................................................................................. 3
Section 4 • Conduct ........................................................................................................................ 3
Section 4•1 Certification of Eligibility/Availability .......................................................................... 3
Section 4•2 Drug Testing ................................................................................................................ 4
Section 4•3 Honesty and Sportsmanship ............................................................................................ 4
Section 4•4 Misconduct/Failure to Adhere to Policies ...................................................................... 4
Section 4•5 Sports Wagering Policy ................................................................................................ 4
Section 4•6 Student-Athlete Experience Survey ............................................................................... 5
Section 5 • Elite 90 Award ............................................................................................................... 5
Section 6 • Fan Travel ...................................................................................................................... 5
Section 7 • Logo Policy ................................................................................................................... 5
Section 8 • Research ........................................................................................................................ 6
Section 9 • Division II ...................................................................................................................... 6
Section 9•1 Division II Philosophy .................................................................................................. 6
Section 9•2 Division II Code of Conduct ......................................................................................... 7
Section 9•3 On-Site Administrator at Team Championships ............................................................. 9
Section 9•4 Religious Conflicts ....................................................................................................... 9
Section 1 • Introduction

During the 2016-17 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Among the men’s championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women’s championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men’s and women’s championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

Section 1•1 Definitions

Pre-Championship Manual. Resource for institutions to prepare for the championship.
Administrative Meeting. Pre-championship meeting for coaches and administrators.
Appendixes. Any supplemental documents to be provided and distributed through the various resources.
Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.
Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA National Committee.
NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.
Playing Rules. The rules under which the competition will be conducted.
Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.
Preliminary Rounds. The rounds of the championship before the final or championship round.
Regional Alignment. The geographic location of institutions or regional advisory committees.
Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).
Selection Criteria. Policies and procedures in place to guide the selection process.
Site Selection. Policies and procedures in place to guide the site selection process.
Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.
Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes’ optimal experience.
Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.
Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.
Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.
Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

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.


Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I, Manuals Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution’s withdrawal from the championship, that withdrawal...
shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4.2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division II, and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I); 18.4.1.5 (Divisions II and III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4.3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4.4 Misconduct/Failure to Adhere to Policies

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. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. Click here to see the full misconduct/failure to adhere policy and procedure and fines.

Section 4.5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.
STUDENT-ATHLETES

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.

POSTSEASON

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.

HOSTING OPPORTUNITIES

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4•6 Student-Athlete Experience Survey

After each championship, student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators will be copied on the email and asked to ensure participation from all student-athletes and coaches.

Section 5 • Elite 90 Award

The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative GPA of all student-athletes on all teams competing at the finals site. Each institution that 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 finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to NCAA.org.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics
equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

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

2. The student-athlete’s institution’s official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed $2\frac{1}{4}$ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete’s institution’s official uniform and all other items of apparel shall not bear a design element similar to the manufacturer’s trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

### Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, “research” is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

### Section 9 • Division II

#### Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. (Revised: 1/14/08 effective 8/1/08)

Higher education has lasting importance on an individual’s future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.
Members support the following attributes in the belief that these attributes assist in defining the division’s priorities and emphasize the division’s position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: (Revised: 1/14/97)

a. Promoting the academic success of its student-athletes, measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s student body; (Revised: 1/12/04 effective 8/1/04)

b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; (Revised: 1/12/04 effective 8/1/04)

c. Offering opportunities for intercollegiate athletics participation consistent with the institution’s mission and philosophy; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; (Revised: 1/9/06 effective 8/1/06)

e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; (Revised: 1/12/04 effective 8/1/04)

f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; (Adopted: 1/14/12 effective 8/1/12)

h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; (Revised: 1/14/97)

i. Recognizing the need to “Balance” the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); (Revised: 1/12/04 effective 8/1/04)

Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; (Revised: 1/14/97, 1/12/02 effective 8/1/02)

j. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and (Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)

k. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. (Revised: 1/14/97)

Section 9·2 Division II Code of Conduct

CONDUCT POLICY STATEMENT

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/or 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 championship will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

**MISCONDUCT**

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... 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.”

**EXPECTATIONS**

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

**EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS**

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

**POSSIBLE PENALTIES FOR MISCONDUCT**

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 the following 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. The penalties include but are not limited to:

a. Public or private reprimand of the individual;

b. Disqualification of the individual from further participation in the NCAA championship involved;

c. Banishment of the individual from participation in one or more future championships of the sport involved;

d. Cancellation of payment to the institution of the Association’s travel guarantee for the individual involved;

e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

Section 9.3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship administrator and Division II Championships Committee liaison to administer a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and the compliance director. The NCAA championship administrator will administer the fine and letter of reprimand to the institution(s).

Section 9.4 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (Revised: 1/12/99, 1/8/01, 1/9/01)

Individual Championships. In individual championships, an athlete must compete according to the institution’s policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).
## Contents

**Section 1 • General Administration**  
11

*Section 1•1 NCAA Tournament Operations Staff Contact Information*  
11

*Section 1•2 National Committee*  
11

*Section 1•3 Regional Advisory Committees*  
12

*Section 1•4 Important Dates*  
13

*Section 1•5 Equipment*  
14

*Section 1•6 Rules*  
14

*Section 1•7 Uniforms*  
14

**Section 2 • Determination of Championship Participation**  
15

*Section 2•1 Championship Format*  
15

*Section 2•2 Results*  
15

*Section 2•3 Selection Information*  
16

*Section 2•4 Selection Criteria*  
17

*Section 2•5 Site Selection*  
17

**Appendix A • Bracket**  
20

**Appendix B • Sport Sponsorship**  
21

**Appendix C • Table Crew Reference Sheet**  
29
**Section 1•1 NCAA Tournament Operations**

**Staff Contact Information**

Kelsey Cermak  
Assistant Director, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6651 / kcermak@ncaa.org

---

**Section 1•2 National Committee**

[Reference: Administration and Management in the Division II General Section, and Bylaws 31.1.1 and 31.1.2 in the NCAA Division II Manual.]

The NCAA Division II Women’s Basketball Championship is under the control, direction and supervision of the NCAA Division II Women’s Basketball Committee. **Current members of the committee are:**

<table>
<thead>
<tr>
<th>ATLANTIC REGION</th>
<th>SOUTH CENTRAL REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Ford</td>
<td>Jason Martens</td>
</tr>
<tr>
<td>Assistant Athletics Director</td>
<td>Head Women’s Basketball Coach</td>
</tr>
<tr>
<td>Shepherd University</td>
<td>St. Mary’s University (Texas)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EAST REGION</th>
<th>MIDWEST REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Michael</td>
<td>Darlene Bailey</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Holy Family University</td>
<td>William Jewell College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOUTH REGION</th>
<th>CENTRAL REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Rice</td>
<td>Karen Stromme</td>
</tr>
<tr>
<td>Head Women’s Basketball Coach</td>
<td>Associate Athletics Director/SWA</td>
</tr>
<tr>
<td>Benedict College</td>
<td>University of Minnesota Duluth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOUTHEAST REGION</th>
<th>WEST REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliane Kebbe</td>
<td>Krista Montague</td>
</tr>
<tr>
<td>Associate Commissioner/SWA</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>South Atlantic Conference</td>
<td>Montana State University Billings</td>
</tr>
</tbody>
</table>

For additional information about the Division II Women’s Basketball Championship, contact:

Kelsey Cermak  
Assistant Director, Championships and Alliances  
317-917-6651 / kcermak@ncaa.org
Section 1.3 Regional Advisory Committees

[Reference: Regional Advisory Committees in the Division II General Section and Bylaw 21.5.1.6 in the NCAA Division II Manual.]

Conference commissioners shall appoint an advisory committee in each of their respective regions to assist in the evaluation of teams throughout the season.

<table>
<thead>
<tr>
<th>NAME</th>
<th>INSTITUTION</th>
<th>CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATLANTIC REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Joyner Jr.</td>
<td>Johnson C. Smith</td>
<td>CIAA</td>
</tr>
<tr>
<td>Anne Marie Gilbert</td>
<td>Virginia Union</td>
<td>CIAA</td>
</tr>
<tr>
<td>Adam Collins</td>
<td>Charleston (West Virginia)</td>
<td>MEC</td>
</tr>
<tr>
<td>Melanie Ford</td>
<td>Shepherd</td>
<td>MEC</td>
</tr>
<tr>
<td>Kristy Trn</td>
<td>Shippensburg</td>
<td>PSAC</td>
</tr>
<tr>
<td>Jenni Morrison</td>
<td>California (Pennsylvania)</td>
<td>PSAC</td>
</tr>
<tr>
<td><strong>CENTRAL REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Stromme</td>
<td>Minnesota Duluth</td>
<td>NSIC</td>
</tr>
<tr>
<td>Darrin Grover</td>
<td>Southeastern Oklahoma State</td>
<td>GAC</td>
</tr>
<tr>
<td>Greg Hamden</td>
<td>Harding</td>
<td>GAC</td>
</tr>
<tr>
<td>Emilee Thiesse</td>
<td>Minnesota State, Mankato</td>
<td>NSIC</td>
</tr>
<tr>
<td>Lori Hopkins</td>
<td>Northwest Missouri State</td>
<td>MIAA</td>
</tr>
<tr>
<td>Jory Collins</td>
<td>Emporia State</td>
<td>MIAA</td>
</tr>
<tr>
<td><strong>EAST REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicole Ryan</td>
<td>St. Thomas Aquinas</td>
<td>ECC</td>
</tr>
<tr>
<td>Deirdre Moore</td>
<td>LIU Post</td>
<td>ECC</td>
</tr>
<tr>
<td>Monique LeBlanc</td>
<td>Merrimack</td>
<td>NE-10</td>
</tr>
<tr>
<td>Michael Kobylanski</td>
<td>Southern Connecticut State</td>
<td>NE-10</td>
</tr>
<tr>
<td>Bethann Burke</td>
<td>Goldey-Beacom</td>
<td>CACC</td>
</tr>
<tr>
<td>Sandy Michaels</td>
<td>Holy Family</td>
<td>CACC</td>
</tr>
<tr>
<td><strong>MIDWEST REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Darlene Bailey</td>
<td>William Jewel</td>
<td>GLVC</td>
</tr>
<tr>
<td>Jeff Curtis</td>
<td>Northwood</td>
<td>GLIAC</td>
</tr>
<tr>
<td>Jacob Young</td>
<td>Wisconsin-Parkside</td>
<td>GLVC</td>
</tr>
<tr>
<td>Suzanne Sanregret</td>
<td>Michigan Tech</td>
<td>GLIAC</td>
</tr>
<tr>
<td>Cindy McKnight</td>
<td>Ursuline</td>
<td>G-MAC</td>
</tr>
<tr>
<td>Jamie Joss</td>
<td>Davis and Elkins</td>
<td>G-MAC</td>
</tr>
<tr>
<td><strong>SOUTH REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephanie Yelton</td>
<td>West Florida</td>
<td>GSC</td>
</tr>
<tr>
<td>Jen Mercurio</td>
<td>Florida Tech</td>
<td>SSC</td>
</tr>
<tr>
<td>Tom Jesse</td>
<td>Tampa</td>
<td>SSC</td>
</tr>
<tr>
<td>James Rice</td>
<td>Benedict</td>
<td>SIAC</td>
</tr>
<tr>
<td>Brian Summers</td>
<td>Christian Brothers</td>
<td>GSC</td>
</tr>
<tr>
<td>Deonte McChester</td>
<td>Claflin</td>
<td>SIAC</td>
</tr>
<tr>
<td>NAME</td>
<td>INSTITUTION</td>
<td>CONFERENCE</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>SOUTHEAST REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eliane Kebbe</td>
<td>South Atlantic Conference</td>
<td>SAC</td>
</tr>
<tr>
<td>Ann Hancock</td>
<td>Wingate</td>
<td>SAC</td>
</tr>
<tr>
<td>Corey Fox</td>
<td>Limestone</td>
<td>Conference Carolinas</td>
</tr>
<tr>
<td>Angie Osbon</td>
<td>South Carolina Aiken</td>
<td>Peach Belt</td>
</tr>
<tr>
<td>Erika Lang-Montgomery</td>
<td>Flagler</td>
<td>Peach Belt</td>
</tr>
<tr>
<td>David Hicks</td>
<td>King (Tennessee)</td>
<td>Conference Carolinas</td>
</tr>
<tr>
<td><strong>SOUTH CENTRAL REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackie Wallgren</td>
<td>Colorado State-Pueblo</td>
<td>RMAC</td>
</tr>
<tr>
<td>Chalese Connors</td>
<td>Texas Woman’s University</td>
<td>Lone Star</td>
</tr>
<tr>
<td>Josh Prock</td>
<td>Eastern New Mexico</td>
<td>Lone Star</td>
</tr>
<tr>
<td>Jason Martens</td>
<td>St. Mary’s (Texas)</td>
<td>Heartland</td>
</tr>
<tr>
<td>Darin Spence</td>
<td>Newman</td>
<td>Heartland</td>
</tr>
<tr>
<td>Brittany Simpson</td>
<td>Colorado Mines</td>
<td>RMAC</td>
</tr>
<tr>
<td><strong>WEST REGION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Krista Montague</td>
<td>Montana State Billings</td>
<td>Great Northwest</td>
</tr>
<tr>
<td>Danelle Bishop</td>
<td>Cal Poly Pomona</td>
<td>CCAA</td>
</tr>
<tr>
<td>Charles Guthrie</td>
<td>San Francisco State</td>
<td>CCAA</td>
</tr>
<tr>
<td>Gary Pine</td>
<td>Azusa Pacific</td>
<td>Pacific West</td>
</tr>
<tr>
<td>Lanay Larson</td>
<td>Academy of Art</td>
<td>Pacific West</td>
</tr>
<tr>
<td>Cody Bench</td>
<td>Alaska Fairbank</td>
<td>Great Northwest</td>
</tr>
</tbody>
</table>

**Weekly Calls.** The regional advisory committees will conduct three teleconferences to review and evaluate teams in the appropriate regions before each national committee teleconference.

**Section 1•4 Important Dates**

- **Wednesday, Jan. 18** Regional bid documents available on NCAA.org.
- **Tuesday, Feb. 7** RAC practice ranking calls.
- **Wednesday, Feb. 8** National committee practice ranking call.
- **Tuesday, Feb. 14** First RAC ranking calls.
- **Wednesday, Feb. 15** First national committee ranking call.
- **Tuesday, Feb. 21** Second RAC ranking calls.
- **Wednesday, Feb. 22** Second national committee ranking call.
- **Friday, Feb. 24** Deadline for submission of regional bids.
- **Tuesday, Feb. 28** Third RAC ranking calls.
- **Wednesday, March 1** Third national committee ranking call.
- **Saturday, March 4** RAC selection calls.
- **Sunday, March 5** Team selections and announcement of bracket.
- **Monday, March 6** Teleconference for regional tournament participants.
- **Fri., Sat., Mon., March 10, 11 & 13** Regional tournaments.
- **Wednesday, March 15** Teleconference for Women’s Elite Eight participants.
- **Tues., Wed., Fri., March 21, 22, & 24** Elite Eight at Alumni Hall on the campus of Ohio Dominican University in Columbus, Ohio.
CHAMPIONSHIP DATES AND PAIRINGS

2017 Regionals
March 10, 11 and 13 at on-campus sites to be determined.

2017 Women’s Elite Eight
March 21, 22 & 24 at Alumni Hall on the campus of Ohio Dominican University in Columbus, Ohio.

The eight advancing teams to the Elite Eight will be seeded by the Division II Women’s Basketball Committee following completion of the regional.

DATE FORMULA

Regionals (eight) Second weekend in March (Friday, Saturday and Monday).
Elite Eight Fourth weekend in March (Tuesday, Wednesday and Friday).

NOTE: Elite Eight will always occur the week before the NCAA Division II Women’s Final Four, even if the date formula conflicts due to the number of weekends in March in given years. When there are five Saturdays in March, the championship is one week later.

Section 1•5  Equipment

The Wilson Solution basketball shall be used for all tournament games. The manufacturer will send the balls directly to the tournament managers.

Regional tournament managers and the championship site will receive 13 balls, with one ball going to each of the participating teams after the conclusion of the tournaments. Each of the eight regional sites will also receive one basketball rack with the NCAA Basketball logo.

Twenty-four balls will be sent to the Elite Eight championship site. Each team will receive one game ball at the conclusion of the final game.

Section 1•6  Rules

[Reference: Bylaw 31.1.6 in the NCAA Division II Manual.]

NCAA Women’s Basketball Rules and Interpretations shall be followed for the women’s championship.

Section 1•7  Uniforms

LOGOS

Refer to General Administrative Guidelines, Section 7 of this manual.
Section 2•1 Championship Format

The Division II Women’s Basketball Championship provides for a maximum field of 64 teams. The eight qualifiers in each regional will compete at a single regional site.

If, for unforeseen circumstances, it becomes impossible to play a regional tournament game, the committee is authorized to determine which team or teams shall advance in the bracket.

REGIONAL CHAMPIONSHIP FORMAT

The following regions will conduct a regional championship.

<table>
<thead>
<tr>
<th>Atlantic</th>
<th>South Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>South</td>
</tr>
<tr>
<td>Central</td>
<td>Southeast</td>
</tr>
<tr>
<td>Midwest</td>
<td>West</td>
</tr>
</tbody>
</table>

The region’s No. 1 seed will host the seven other institutions (if an appropriate bid is submitted) with regional quarterfinals Friday, March 10; regional semifinals Saturday, March 11; and regional championship Monday, March 13. Each regional champion will advance to the Elite Eight.

The Women’s Basketball Committee will assign a site representative to oversee the regional competition. A coordinator of officials will evaluate and advance the officials throughout the regional tournament.

START TIMES

For first-round competition, the recommended times are noon, 2:30, 5 and 7:30 p.m. A host could request to change the evening game times to 6 and 8:30, but it would need approval of the Women’s Basketball Committee. The semifinal times are 5 and 7:30 p.m. Recommended starting time for the final of a regional tournament shall be not later than 7 p.m. local time.

Teams have 30 minutes of warm-up time on the floor with basketballs before the start of the game. The actual countdown appears in the regional and Elite Eight host manual. The second game of a doubleheader program shall be 30 minutes after the termination of the first game or the announced starting time, whichever is later.

TRAVEL PARTY

[Reference: Per Diem and Transportation in the Division II General Section.]

Transportation expenses and per diem will be provided for an official traveling party of 20. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found on the NCAA Travel web page.

Section 2•2 Results

REPORTING RESULTS/SCHEDULE/ROSTERS

Institutions will submit all schedules, rosters and results information to the NCAA statistics site (http://web1.ncaa.org/stats/StatsSrv/login), and this information will then be imported into the score-reporting system for use by the sports committees. Specific instructions and reporting deadlines will be communicated to SIDs in a memo from the media services staff. For questions regarding the reporting process, please contact Jenn Rodgers (jrodgers@ncaa.org or 317-917-6109).
Section 2•3 Selection Information

AUTOMATIC QUALIFICATION

[Reference: Bylaws 31.3.4.3-(a) and 31.3.5 in the NCAA Division II Manual.]

For the women’s championship, the following conferences shall automatically qualify their conference champions for the 2017 championship.

- California Collegiate Athletic Association
- Central Atlantic Collegiate Conference
- Central Intercollegiate Athletic Association
- Conference Carolinas
- East Coast Conference
- Great American Conference
- Great Lakes Intercollegiate Athletic Conference
- Great Lakes Valley Conference
- The Great Midwest Athletic Conference
- Great Northwest Athletic Conference
- Gulf South Conference
- Heartland Conference
- Lone Star Conference
- Mid-America Intercollegiate Athletics Association
- Mountain East Conference
- Northeast-10 Conference
- Northern Sun Intercollegiate Conference
- Pacific West Conference
- Peach Belt Conference
- Pennsylvania State Athletic Conference
- Rocky Mountain Athletic Conference
- South Atlantic Conference
- Southern Intercollegiate Athletic Conference
- Sunshine State Conference

IN-REGION COMPETITION

[Reference: Bylaws 31.01.2, 31.01.3, 31.02.4 and 31.3 in the NCAA Division II Manual.]

A minimum of 22 games against Division II teams must be played during the regular season (conference tournament games do not count toward this minimum); of those 22, a minimum of 18 must be in-region games. Only games played against varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams of four-year, degree-granting institutions located in Canada and the United States, its territories or possessions shall be considered in meeting the 22-game minimum or counted in a team’s won-lost record.

Exhibition contest(s) against a non-Division II four-year collegiate institution exempted per Bylaw 17.3.6.4-(c) may be played at any time during the basketball playing and practice season (Bylaw 17.3.3.1).

PARTICIPATION PROCEDURES

An institution desiring to participate in the championship must complete all games (including conference tournament games) before the final scheduled selection call of the Division II Women’s Basketball Committee on Sunday, March 5. If a conference is going to have a conflict with meeting this deadline, the conference commissioner should notify the Division II Women’s Basketball Committee and/or the NCAA championship manager.

QUALIFYING STANDARDS

Between teams that qualify automatically by conference berth and teams that are selected by the committee at large, eight teams will comprise each of the eight regional tournaments and these teams shall be paired strictly within region.
Section 2.4 Selection Criteria

The following required selection criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition:

- Overall Division II in-region winning percentage;
- Overall Division II winning percentage;
- Overall Division II strength of schedule (opponents’ average winning percentage and opponents’ opponents’ average winning percentage);
- Division II head-to-head competition;
- Results versus Division II common opponents;
- Availability of student-athletes;
- Nullification.

In addition, the Women’s Basketball Committee has received approval from the Division II Championships Committee to consider the following criteria in the selection of at-large teams for the women’s basketball championship (not necessarily in priority order):

Sport-Specific Selection Criteria.

- In-region strength of schedule (opponents’ average winning percentage and opponents’ opponents’ average winning percentage);
- Late-season performance (for instance, the last 15 games before the selection call);
- Performance Indicator (PI).

Selection Date. Announcement of the acceptance of invitations to teams shall be made by the NCAA national office in accordance with procedures established by the committee. All selections will be completed on Sunday, March 5.

Section 2.5 Site Selection

Any institution interested in hosting preliminary-round competition of the 2017 championship must submit a proposed budget, respond to sport-specific questions (if applicable) and ensure that the institution’s key contacts and facility information are complete and current in the Championships Bid and Profile System. Please note that in order to submit a bit, you must first locate the desired championship in the “Championships Available for Bidding” section and select “Start Bid.”

Committee/site representative’s per diem, mileage and luggage fees will be paid by the NCAA instead of the host institution. Game officials will be reimbursed via the ArbiterPay system for their game fee, per diem, mileage and luggage fees.

For both the game officials and committee/site representatives, institutional hosts will pay for their lodging expenses and be reimbursed by the NCAA. However, if the NCAA manages the hotel block for the game officials, the officials’ lodging expenses shall be directly billed to the NCAA. The NCAA typically manages the officials’ hotel block at the final site for our championships.

The Championships Bid and Profile System can be accessed at championships.ncaa.org. The deadline to submit all materials for hosting preliminary rounds is February 24.

FINAL FINANCIAL REPORT

[Reference: Bylaw 31.4 in the NCAA Manual.]

A final financial report from each championship site must be submitted via the online host reporting system to the NCAA not later than 60 days after the competition.

CONTACT INFORMATION

If you have any questions regarding the bid process, please contact the NCAA Championships and Alliances staff at 317-917-6397 or championshipbid@ncaa.org.
HOST REPORTING SYSTEM
An online proposed budget must be completed for each round of competition you wish to host. In addition to projected ticket sales and game expenses, prospective hosts should include the following when completing a proposed budget:

- Committee/site representative lodging.
- Game officials lodging.
- State and city taxes/fees
- Ticket and facility fees

Committees/site representative’s per diem, mileage and luggage fees will be paid by the NCAA, not the host institution. All game officials fees also will be paid for by the NCAA.

FACILITY EVALUATION FORM
An online facility evaluation form must be completed by each institution interested in hosting preliminary-round competition.

If you submitted a facility evaluation form for this championship last year, the responses to a number of questions will auto-populate with information you submitted last year. Please verify or edit those responses as needed, and provide responses to all blank questions.

KEY CONTACTS FORM
The key contacts form and instructions are available online. Please complete a key contacts form for each round of competition you wish to host. A “copy” function is also available for the key contacts form, allowing you to transfer this information between rounds. The appropriate round and date of competition must be indicated on each key contacts form.

Personnel who will administer the competition should be listed on the key contacts form. Please include the proper mailing address for overnight deliveries. P.O. Box addresses are not acceptable.

SAFETY AND SECURITY PLAN
Based upon a review of current and future Championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of Best Practices for NCAA Championships, which can be found in the “Help/Other Resources” tab in the championship host portal. We urge each competition venue to take these Best Practices into account when developing its safety and security program.

As part of your bid, please submit a safety and security plan for your venue, which would be inclusive of the NCAA Championships Safety and Security Team contact information form, located in Appendix A of the Best Practices document.
Appendixes

Contents

Appendix A • Bracket .................................................. 20
Appendix B • Sport Sponsorship .................................. 21
Appendix C • Table Crew Reference Sheet .................. 29
Appendix A • Bracket

The eight advancing teams to the Elite Eight will be seeded by the Division II Women’s Basketball Committee following completion of the regionals.

Championship
March 24

© 2016 National Collegiate Athletic Association. No commercial use without the NCAA’s written permission.

The NCAA opposes all forms of sports wagering.
## Appendix B • Sport Sponsorship

### ATLANTIC REGION

<table>
<thead>
<tr>
<th>Conference</th>
<th>Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Intercollegiate Athletic Association (12)</td>
<td>Bowie State University, Chowan University, Elizabeth City State University, Fayetteville State University, Johnson C. Smith University, The Lincoln University (Pennsylvania), Livingstone College, Shaw University, Saint Augustine’s University, Virginia State University, Virginia Union University, Winston-Salem State University</td>
</tr>
<tr>
<td>Mountain East Conference (12)</td>
<td>University of Charleston (West Virginia), Concord University, Fairmont State University, Glenville State College, Notre Dame College (Ohio), Shepherd University, Urbana University, The University of Virginia's College at Wise, West Liberty University, West Virginia State University, West Virginia Wesleyan College, Wheeling Jesuit University</td>
</tr>
<tr>
<td>Independent (1)</td>
<td>Bluefield State College</td>
</tr>
</tbody>
</table>
### CENTRAL REGION

#### Great American Conference (12)
- Arkansas Tech University
- University of Arkansas, Monticello
- East Central University
- Harding University
- Henderson State University
- Northwestern Oklahoma State University
- Ouachita Baptist University
- Oklahoma Baptist University
- Southeastern Oklahoma State University
- Southern Arkansas University
- Southern Nazarene University
- Southwestern Oklahoma State University

#### Mid-America Intercollegiate Athletics Association (14)
- University of Central Missouri
- University of Central Oklahoma
- Emporia State University
- Fort Hays State University
- Lincoln University (Missouri)
- Lindenwood University
- Missouri Southern State University
- Missouri Western State University
- University of Nebraska at Kearney
- Northeastern State University
- Northwest Missouri State University
- Pittsburg State University
- Southwest Baptist University
- Washburn University of Topeka

#### Northern Sun Intercollegiate Conference (16)
- Augustana University (South Dakota)
- Bemidji State University
- Concordia University, St. Paul
- University of Mary
- Minnesota State University, Mankato
- Minnesota State University Moorhead
- University of Minnesota, Crookston
- University of Minnesota Duluth
- Minot State University
- Northern State University
- University of Sioux Falls
- Southwest Minnesota State University
- St. Cloud State University
- Upper Iowa University
- Wayne State College (Nebraska)
- Winona State University
## EAST REGION

### Central Atlantic Collegiate Conference (14)
- Bloomfield College
- Caldwell College
- Chestnut Hill College
- Concordia College (New York)
- Dominican College (New York)
- Felician College
- Georgian Court University
- Goldey-Beacom College
- Holy Family University
- Nyack College
- Philadelphia University
- Post University
- University of the Sciences in Philadelphia
- Wilmington University (Delaware)

### East Coast Conference (10)
- University of Bridgeport
- Daemen College
- University of the District of Columbia
- Mercy College
- Molloy College
- New York Institute of Technology
- Long Island University/LIU Post
- Queens College (New York)
- Roberts Wesleyan College
- St. Thomas Aquinas College

### Northeast-10 Conference (15)
- Adelphi University
- American International College
- Assumption College
- Bentley University
- Franklin Pierce University
- Le Moyne College
- Merrimack College
- University of New Haven
- Pace University
- Southern Connecticut State University
- Southern New Hampshire University
- Saint Anselm College
- Saint Michael's College
- The College of Saint Rose
- Stonehill College
### MIDWEST REGION

**Great Lakes Intercollegiate Athletic Conference (15)**
- Ashland University
- Ferris State University
- University of Findlay
- Grand Valley State University
- Hillsdale College
- Lake Erie College
- Lake Superior State University
- Michigan Technological University
- Northern Michigan University
- Northwood University (Michigan)
- Ohio Dominican University
- Saginaw Valley State University
- Tiffin University
- Walsh University
- Wayne State University (Michigan)

**Great Lakes Valley Conference (15)**
- Bellarmine University
- Drury University
- University of Illinois at Springfield
- University of Indianapolis
- Lewis University
- Maryville University of Saint Louis
- McKendree University
- Missouri University of Science and Technology
- University of Missouri, St. Louis
- Quincy University
- Rockhurst University
- University of Southern Indiana
- Saint Joseph’s College (Indiana)
- William Jewell College
- University of Wisconsin-Parkside

**The Great Midwest Athletic Conference (9)**
- Alderson Broaddus University
- Cedarville University
- Central State University
- Davis and Elkins College
- Kentuck Wesleyan College
- Malone University
- Ohio Valley University
- Salem International University
- Trevecca Nazarene University
- Ursuline College

**Independent (1)**
- Oakland City University
### SOUTH REGION

#### Gulf South Conference (12)
- University of Alabama in Huntsville
- Christian Brothers University
- Delta State University
- Lee University
- Mississippi College
- University of North Alabama
- Shorter University
- Union University
- Valdosta State University
- University of West Alabama
- University of West Florida
- University of West Georgia

#### Southern Intercollegiate Athletic Conference (14)
- Albany State University (Georgia)
- Benedict College
- Central State University
- Claflin University
- Clark Atlanta University
- Fort Valley State University
- Kentucky State University
- Lane College
- LeMoyne-Owen College
- Miles College
- Paine College
- Spring Hill College
- Stillman College
- Tuskegee University

#### Sunshine State Conference (10)
- Barry University
- Eckerd College
- Embry-Riddle Aeronautical University (Florida)
- Florida Institute of Technology
- Florida Southern College
- Lynn University
- Nova Southeastern University
- Rollins College
- Saint Leo University
- University of Tampa

#### Independent (5)
- Palm Beach Atlantic University
- University of Puerto Rico, Bayamon
- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras
### SOUTH CENTRAL REGION

#### Heartland Conference (9)
- University of Arkansas, Fort Smith
- Lubbock Christian University
- Newman University
- Oklahoma Christian University
- Oklahoma Panhandle State University
- Rogers State University
- St. Edward's University
- St. Mary's University (Texas)
- Texas A&M International University

#### Lone Star Conference (10)
- Angelo State University
- Cameron University
- Eastern New Mexico University
- Midwestern State University
- Tarleton State University
- Texas A&M University-Commerce
- Texas A&M University-Kingsville
- Texas Woman's University
- University of Texas of Permian Basin
- West Texas A&M University

#### Rocky Mountain Athletic Association (15)
- Adams State University
- Black Hills State University
- Chadron State College
- Colorado Christian University
- Colorado Mesa University
- Colorado School of Mines
- Colorado State University-Pueblo
- University of Colorado, Colorado Springs
- Fort Lewis College
- Metropolitan State University of Denver
- New Mexico Highlands University
- Regis University (Colorado)
- South Dakota School of Mines & Technology
- Western State Colorado University
- Westminster College (Utah)
### SOUTHEAST REGION

#### Conference Carolinas (12)
- Barton College
- Belmont Abbey College
- Converse College
- Emmanuel College (Georgia)
- Erskine College
- King University
- Lees-McRae College
- Limestone College
- University of Mount Olive
- North Greenville University
- Pfeiffer University
- Southern Wesleyan University

#### Peach Belt Conference (14)
- Armstrong State University
- Augusta University
- Clayton State University
- Columbus State University
- Flagler College
- Francis Marion University
- Georgia College
- Georgia Southwestern State University
- Lander University
- University of Montevallo
- University of North Carolina at Pembroke
- University of North Georgia
- University of South Carolina Aiken
- Young Harris College

#### South Atlantic Conference (12)
- Anderson University (South Carolina)
- Brevard College
- Carson-Newman University
- Catawba College
- Coker College
- Lenoir-Rhyne University
- Lincoln Memorial University
- Mars Hill College
- Newberry College
- Queens University of Charlotte
- Tusculum College
- Wingate University
### WEST REGION

#### California Collegiate Athletic Association (13)
- California State Polytechnic University, Pomona
- California State University, Chico
- California State University, Dominguez Hills
- California State University, East Bay
- California State University, Los Angeles
- California State University, Monterey Bay
- California State University, San Bernardino
- California State University, Stanislaus
- California State University, San Marcos
- University of California, San Diego
- Humboldt State University
- San Francisco State University
- Sonoma State University

#### Great Northwest Athletic Conference (10)
- University of Alaska Anchorage
- University of Alaska Fairbanks
- Central Washington University
- Concordia University Portland
- Montana State University Billings
- Northwest Nazarene University
- Seattle Pacific University
- Simon Fraser University
- St. Martin’s University
- Western Oregon University
- Western Washington University

#### Pacific West Conference (14)
- Academy of Art University
- Azusa Pacific University
- Brigham Young University, Hawaii
- California Baptist University
- Chaminade University
- Concordia University Irvine
- Dixie State University
- Dominican University of California
- Fresno Pacific University
- University of Hawai‘i at Hilo
- Hawaii Pacific University
- Holy Names University
- Notre Dame de Namur University
- Point Loma Nazarene University
Appendix C • Table Crew Reference Sheet

GAME CLOCK TIMER

TIMER must:

1. Have a digital stopwatch available.
2. Notify the official of any timing mistake.

START the clock when an official signals that an inbounds player touches the ball during:

1. The jump ball.
2. Any throw-in after the ball has been released by the thrower-in.
3. An unsuccessful free throw that will remain live.

STOP the game clock when:

1. An official’s whistle sounds.
2. A goal is successful (clears the bottom of the net) in the last 59.9 seconds of the fourth and all extra periods.

SOUND A WARNING HORN 15 seconds before time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

SOUND A FINAL HORN when time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

For more information on duties of the timer, see Rule 2-10.
**ALTERNATING-POSSESSION ARROW**

**SET** arrow to start the game or any extra period when:

1. A team obtains the initial possession/control of the ball.
2. After a violation or non-common foul, the ball is placed at the disposal of the thrower-in.
3. After a common foul, the ball is placed at the disposal of the free throw shooter.

**SWITCH** arrow when:

1. A throw-in ends (an inbounds player legally touches the ball on throw-in).
2. The throw-in team violates (example: thrower-in steps over the boundary line).

**DO NOT SWITCH** arrow when:

1. A team fouls on an alternating-possession throw-in.
2. Ball is intentionally kicked or fisted during an alternating-possession throw-in.

*For more information on the alternating possession procedure, see Rules 6-3 and 6-4*

**SHOT CLOCK OPERATOR**

**START** shot clock when:

1. A team gains possession on a:
   a. Rebound.
   b. Jump ball.
   c. Loose ball after a rebound or jump ball.
2. An official signals that an inbounds player legally touches the ball on a throw-in.

**STOP** shot clock when an official’s whistle sounds.

**FULL RESET** when:

1. There is a change of possession with a new team in control.
2. There is a single personal foul.
3. A double foul when one foul is flagrant.
4. There is a single technical foul on the defensive team.
5. A try/shot (not a pass) hits the rim or flange then a team possesses the ball.

6. There is a violation (except a kicking or fistng violation).

7. There is an inadvertent whistle with no team control.

**RESET to 15 seconds** when there is an intentionally kicked or fist ed ball with 14 seconds or less on the shot clock.

**NO RESET** when:

1. The offense retains possession after the following:
   a. A held ball.
   b. An out-of-bounds violation.

2. There is an intentionally kicked or fist ed ball with 15 seconds or more on the shot clock.

3. There is an injured player.

4. There is a timeout.

5. A double foul occurs (except when one of the fouls is flagrant).

6. There is a technical foul on the offensive team.

7. There is an inadvertent whistle with team control.

**ALLOW shot clock to run:**

1. During loose ball situations.

2. During a try for goal.

**TURN OFF** shot clock when there is a reset situation and there is less than 30 seconds remaining on the game clock.  
*For more information on duties of the shot clock operator, see Rule 2-11.*
MEDIA TIMEOUT *(See Rule 5-14.10 for timeout rules)*

1. Media timeouts are permitted in any game.

2. The length of a media timeout is determined by the host institution/conference or the electronic-media agreement between the host institution/conference and their media partner.

3. The media-timeout format includes one scheduled media timeout at or below the 5-minute mark in each period.

4. A team-called timeout called before the 5-minute mark or anytime at or under the mark when there has been no other whistle, will becomes the media timeout in that period.

5. The first team-called timeout of the second half will become the electronic-media timeout. This does not replace the 5-minute media timeout in that period.

6. The official will give the media timeout signal regardless of what kind of timeout is being requested. Following the media timeout signal, the official will then report to the scorer whether the timeout is charged as a 30- or full timeout depending on what the coach requested. Teams are charged with what they request even when that timeout becomes a media timeout.

7. The intermission between the first and second periods and between the third and fourth periods may be used as an electronic-media timeout (per the media agreement).

**Example 1:**

<table>
<thead>
<tr>
<th>1st Period</th>
<th>2nd Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6:30- team calls a TO</td>
<td></td>
</tr>
<tr>
<td>• Becomes the 5-min. media timeout</td>
<td></td>
</tr>
<tr>
<td>• 4:55- whistle occurs</td>
<td></td>
</tr>
<tr>
<td>• Not a media timeout</td>
<td></td>
</tr>
<tr>
<td>• 4:30- team calls timeout creating first stoppage at or under 5-min.</td>
<td></td>
</tr>
<tr>
<td>• Becomes the 5-min. media timeout</td>
<td></td>
</tr>
</tbody>
</table>

**Example 2:**

<table>
<thead>
<tr>
<th>3rd Period</th>
<th>4th Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6:30- team calls a timeout (first team-called timeout in second half)</td>
<td></td>
</tr>
<tr>
<td>• Becomes a media timeout as it is the first team-called timeout of the second half</td>
<td></td>
</tr>
<tr>
<td>• 4:55- whistle occurs</td>
<td></td>
</tr>
<tr>
<td>• Becomes the 5-min. media timeout</td>
<td></td>
</tr>
<tr>
<td>• 7:30- team calls timeout (first team-called timeout in 4th period)</td>
<td></td>
</tr>
<tr>
<td>• Becomes the 5-min. media timeout</td>
<td></td>
</tr>
<tr>
<td>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00 mark</td>
<td></td>
</tr>
<tr>
<td>• Play continues; no media timeout</td>
<td></td>
</tr>
</tbody>
</table>
Example 3:

<table>
<thead>
<tr>
<th>3rd Period:</th>
<th>4th Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 8:00- team calls a timeout (first team-called timeout in second half)</td>
<td>• 7:30- team calls a timeout (first team-called timeout in 4th period)</td>
</tr>
<tr>
<td>• Becomes a media timeout as it is the first team-called timeout of the</td>
<td>• Becomes the 5-min. media timeout</td>
</tr>
<tr>
<td>second half</td>
<td></td>
</tr>
<tr>
<td>• 6:30- team calls a timeout</td>
<td>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00</td>
</tr>
<tr>
<td>• Becomes the 5-min. media timeout</td>
<td>• Play continues; no media timeout</td>
</tr>
<tr>
<td>• 4:55- whistle occurs causing first clock stoppage at or under 5:00 mark</td>
<td></td>
</tr>
<tr>
<td>• Play continues; no media timeout</td>
<td></td>
</tr>
</tbody>
</table>