



# **2009 DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP HANDBOOK**

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# Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are 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 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 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.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



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# Division III Women's Basketball Championship Information

## Important Dates

- Wednesday, November 12*—NCAA national office sends championship information materials to institutions sponsoring women's basketball.
- Wednesday, November 19*—Deadline for team schedules to be submitted through online score-reporting process.
- Wednesday, February 11*—First of three regional rankings released.
- Friday, February 13*—Deadline for the online submission of proposed budget, key contact and facility evaluation to the NCAA national office.
- Wednesday, February 18*—Second regional ranking.
- Wednesday, February 25*—Third and final regional ranking.
- Sunday, March 1*—Deadline for conference offices to submit 2009 automatic-qualifier form.
- Monday, March 2* - Internet selection announcement of teams participating in championship. First- and second-round sites announced.
- Wednesday, March 4*—One first-round game completed.
- Friday, March 6*—Fifteen first-round games completed.
- Saturday, March 7*—Sixteen second-round games completed.
- Sunday, March 8*—Sectional sites announcement.
- Friday-Saturday, March 13-14*—Sectional games on campus.
- Friday, March 20*—National semifinals at DeVos Fieldhouse, Holland, Michigan, hosted by Hope College.
- Saturday, March 21*—Consolation and national championship games at DeVos Fieldhouse, Holland, Michigan (Televised live on CSTV.)

### Future Tournament Dates

(Subject to change)

Year	1st Round	2nd Round	3-game 1st & 2nd Rds. (Fri-Sat.)	Sectionals (Fri-Sat.)	Semis & Finals
2009	March 4	March 7	March 6-7	March 13-14	March 20-21
2010	NA	NA	March 5-6	March 12-13	March 19-20
2011	NA	NA	March 4-5	March 11-12	March 18-19

## General Administration

### 2009 Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Division III Manual.]

- First Round*—Wednesday, March 4, one game on campus
- First Round*—Friday, March 6, 15 games on campus
- Second Round*—Saturday, March 7, 16 games on campus
- Sectionals*—Friday-Saturday, March 13-14, on campus
- Semifinals and Final*—Friday and Saturday, March 20-21, DeVos Fieldhouse, Holland, Michigan hosted by Hope College.

### Start Times

Single First Round or Second Round Game. It is recommended that the starting time for the single Wednesday or Saturday game be at 7:00 p.m. local time.

First/Second Rounds and Sectionals (Four team, three games) - For the First/Second Round games and Sectionals, it is recommended that the first game on Friday begin not earlier than 4:00 p.m. and not later than 6:30 p.m. The host must play in the second game of the doubleheader. The second game of the doubleheader shall begin not later than 30 minutes after the completion of the first game after both benches and the floor are cleared, or the announced starting time, whichever is later. Teams will not be allowed onto the floor until the clock has started.

Starting times for the Saturday Second Round games and the Sectional Final shall not be earlier than 5:00 p.m. and not later than 8:00 p.m.

### Site Selection

The Championships Committee has prioritized the following site-selection criteria for all championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Geographical location (which may include such factors as rotation of sites, weather, accessibility and transportation costs);
3. Seeding; and
4. Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

In addition, the women's basketball committee requires each host to videotape all contests at its site, and prior to leaving make available to each team a copy (DVD Format) of the contest in which it participated. The committee also prefers sites that will not host conflicting events during the championship practice and competition. Sites will also be evaluated as to the availability of appropriate practice times for all competing teams. To host first-round, second-round or sectional contests, a regulation court as defined in 2009 NCAA Men's and Women's Basketball Rules and Interpretations must be used. To host sectional competition, arena seating for at least 1,000 spectators is required.

An evaluation will be made of institutional facilities to determine if they are

acceptable for championship play. Selection of host sites will be based partly upon the quality of the playing facility. A facility evaluation form must be completed online with a deadline of February 13. Instructions on accessing and completing the online facility evaluation will be mailed to the directors of athletics of all eligible Division III institutions sponsoring women's basketball. The facility evaluation is one of the tools used in determining site selection.

**Joint Hosting Information.** The NCAA Division III Championships Committee has approved a recommendation from the NCAA Division III Men's and Women's Basketball Committees to establish hosting guidelines for institutions whose men's and women's teams earn berths in their respective championships. The committees established these guidelines to eliminate potential conflicts created by the potential to host four-team events for both genders, to assist institutions in preparing for hosting opportunities and to ensure the opportunity of providing a quality championship experience for all teams involved in both championships.

Institutions with both men's and women's teams in the championships and with the opportunity to host four-team events for both genders will follow these hosting guidelines:

	3-game 1st/2nd Rd	Sectionals
Even Years	Men host	Women host
Odd Years	Women host	Men host

[Note: Doubleheaders involving single games for each gender are possible for first- and second-round sites, upon approval of the men's and women's committees. The committees will not approve proposals to host four-team, three-game first- and second or sectional rounds for both genders at the same site.]

If conflicts prevent another institution from hosting while following these guidelines, the combined men's and women's committees will determine which team will play first at the same site.

The men's and women's committees are concerned with conflicts created when institutions attempt to host both men's and women's championship events, and the impact those conflicts have on the committees during site selection, and on the institution during the administration of the events. The committees prefer that institutions not host both men's and women's events in the same round of the championships.

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees' primary concerns include the following:

- The institutional administrative pressure to host both championship events and/or to choose between which championship event it will host if it cannot host both events;
- The condition and availability of practice facilities

## Sports Committee

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

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

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## Regional Advisory Committees

*[Reference: Regional Advisory Committees in the Division III General Section, and Bylaws 21.5.1.4 and 21.6.1.6 in the NCAA Division III Manual.]*

Conference commissioners appoint individuals to a regional advisory committee (RAC) to assist in the evaluation of teams during the selection of championship participants. Regional advisory committees do not have the authority to select teams and/or individuals. They strictly act in an advisory capacity. The final authority for appointments rests with the conference commissioners. Members of the national sports committees shall serve as chairs and oversee the conduct of the regional advisory committees.

The role of the regional advisory committee is to assist the Division III Women's Basketball Committee in the evaluation of teams throughout the season in regional rankings, the evaluation of potential regional sites and the selection of teams for the championship. Members of the 2009 regional advisory committees are listed in Appendix B.

## Annual Forms

**Hosting Forms.** Institutions interested in hosting first-, second- and/or sectional round(s) of championship competition should submit the online proposed budget, online key contact and online facility evaluation forms. **The deadline for all of these documents is Friday, February 13.** Prospective hosts need to submit a separate proposed budget for each round in which they are interested in hosting. These forms can be accessed on the NCAA Web site in the championships administration section ([www.ncaa.org/champadmin](http://www.ncaa.org/champadmin)).

Failure to follow the prescribed procedures and meet the proposed budgets deadline could eliminate your institution from consideration as host.

*[Reference: Budgets in the Division III General Section.]*

**Online Proposed Budget Forms.** The NCAA has implemented an online proposed budget and financial report process. Prospective hosts will no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at <http://www.ncaa.org/wps/ncaa?ContentID=228>. Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to

complete the automated forms are located at the site and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding the new process, please contact the appropriate NCAA sport liaison.

**Online Financial Report Form.** The host for each championship round must complete a financial report form, which is incorporated as part of the online proposed budget form and located on the NCAA Web site ([www.ncaa.org/champadmin](http://www.ncaa.org/champadmin)). A separate financial report form must be submitted for each round of competition. Each form must be submitted to the NCAA not later than 60 days after the conclusion of the competition. Failure to submit the report within 60 days will result in financial penalties.

**[Reference: Bylaw 31.4 in the NCAA Division III Manual.]**

**Online Key Contact Form.** The online version of the key contact form may be accessed on the NCAA Web site at <http://www.ncaa.org/wps/ncaa?ContentID=228>.

**Online Facility Evaluation Form.** The online version of the facility evaluation form may be accessed on the NCAA Web site at <http://www.ncaa.org/champadmin>.

**Expense Reimbursement Form.** Each institution selected to the Division III Women's Basketball Championship must submit an expense reimbursement form after the conclusion of its championship experience in order to receive the per diem and any applicable transportation costs from the NCAA. The form and instructions are available on the NCAA Web site in the championships administration section ([www.ncaa.org/champadmin](http://www.ncaa.org/champadmin)). Any questions concerning the reimbursement process should be directed to the NCAA travel department (Phone: 317/917-6757; e-mail: [travel@ncaa.org](mailto:travel@ncaa.org)).

*[Reference: Official Traveling Party, Transportation, Expense Forms and Per Diem in the Division III General Section, and Bylaw 31.4.6 in the NCAA Division III Manual.]*

**Online Score Reporting Form.** In an effort to streamline the score-reporting process for the 2009 Division III men's and women's basketball season, the championships committee has mandated online score-reporting for all institutions sponsoring Division III basketball. Hard copies of the score-reporting forms no longer will be disseminated or accepted by the committees.

**Schedule.** Institutions are required to submit its 2008-09 schedule via the NCAA Web site by Noon Eastern time, Wednesday, October 20, 2008. If you have questions concerning the submission of the schedule, please contact Shonna Brown (phone: 317/917-6222 or email: [sbrown@ncaa.org](mailto:sbrown@ncaa.org)). Please refer to submission instructions that were e-mailed to directors of athletics, head coaches and sports information directors September 25, 2008.

**Results.** Results will be updated automatically from reports sent from conference offices to the NCAA statistics office via weekly XML files. Independent institutions submit reports directly to the statistics department. Weekly results are to be submitted by 3 p.m. local time beginning January 7 and each Monday thereafter.

Institutions do not need to enter the NCAA championships online site to submit results. The score reporting process for basketball is different than the process used for most other Division III championships; e.g., soccer, volleyball, etc. These other championships require the institutions to update the results. Basketball results are updated through the weekly report submitted by conference offices.

# Determination of Competing Institutions

## Division III Philosophy

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

## Championship Format

The Division III Championships Committee has approved an expanded bracket for the Division III Women's Basketball Championship, providing a maximum field of 63 teams in a single-elimination tournament. One team will receive first-round bye. One, two-team first-round game will be played to determine the team that advances to the second-round to play the one team that received a first-round bye. Fifteen, four-team sites will conduct first- and second-round play on the first Friday/Saturday of the championship. The sixteen second-round winners will advance to the four, four-team sectionals. Four teams will advance from the sectionals to the semifinals. In addition, 39 conferences have been granted automatic qualification for the 2009 championship.

The one, two-team first-round game will be played on the Wednesday before the one, second-round game on the campus of the higher-seeded institution, depending on geographic proximity and review of the host bid and facility evaluation. The fifteen, four-team sites will conduct play on Friday-Saturday, on the initial weekend of the championships. The four, four-team sectionals will be conducted on the Friday-Saturday of the second weekend of the championship. First, second-round and sectional competition will be conducted on the campuses of the participating institutions. The semifinals and finals will be conducted at the DeVos Fieldhouse in Holland, Michigan.

First- and second-round sites will be announced by the NCAA Division III Women's Basketball Committee along with the team selections on Monday, March 2. Sectional sites will be announced on Sunday, March 8.

If, due to unforeseen circumstances, it becomes impossible to play a game(s) during the championship, the committee is authorized to determine which team or teams advance in the bracket.

A championship bracket can be found in Appendix A. A summary of the automatic-qualifying conferences and their members is listed in Appendix D.

## Championship Selection

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

Teams shall be selected for the championship by the eight-member NCAA Division III Women's Basketball Committee. Each member of the committee serves as the chair of the advisory committee in his/her respective region. Regional advisory committees (RACs) assist the national committee by evaluating teams, sites and officials within their regions through a series of conference calls.

Conference calls will be conducted by the national committee to make the final determination of the participating teams. If possible, all selections will be made by March 1-2.

In order that the chairs of the RACs have complete information on each team in their region, it is imperative that each institution submit the scores from each match with the NCAA's online score-reporting service ([http://web1.ncaa.org/champsel\\_new/exec/login](http://web1.ncaa.org/champsel_new/exec/login)).

### Allocation of Berths - Pools A, B and C

1. Pool A will be composed of the conference champions from each conference that meets the requirements for automatic qualification (NCAA Bylaw 31.3.4). Conferences that meet automatic-qualification requirements are guaranteed only one Pool A berth. After the determination of the automatic (Pool A) berths, the committee will determine the Pool B selections followed by the Pool C selections.
2. Pool B will be composed of independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification.
3. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champion and the remaining teams in Pool B.
4. Berths from Pools B and C will be selected on a national basis, **using regional selection criteria**. There will be no predetermined regional allocations for Pools B and C.
5. There will be no maximum or minimum number of berths from one region.
6. For the 2009 championships, no conference will receive more than one automatic berth.

The Championships Committee has clarified Bylaw 31.3.4 to reflect that institutions participating in conferences that meet the automatic-qualification requirements and are eligible to be selected to a championship via Pool A and/or Pool C, may not elect instead to be selected via Pool B as an independent institution.

### 2008-09 Division III Women's Basketball Sponsorship Data

Division III institutions sponsoring women's basketball: 436  
 Provisional institutions (not eligible for the championship): 13  
 Declared NAIA (not eligible for the NCAA championship): 2  
 Institutions eligible for NCAA championship: 419  
 Conferences meeting automatic qualifying requirements: 40  
 Eligible teams in automatic-qualifying conferences: 385  
 Pool B teams: 34  
 Access ratio (eligible teams in AQ conferences/# of AQ conferences): 1:9.625

Based on the sponsorship data, the following allocations will be implemented for the 2009 championship:

<b>Pool A</b>	40 teams	
<b>Pool B</b>	3 teams	# Pool B teams/Access ratio
<b>Pool C</b>	20 teams	Field size - Pool A - Pool B

## Automatic-Qualifying Conferences

[Reference: Bylaws 31.3.4 and 31.3.5 in the NCAA Division III Manual.]

The 40 conferences that have been granted automatic qualification for the 2008 championships are:

Allegheny Mountain Collegiate Conference  
 American Southwest Conference  
 Capital Athletic Conference  
 Centennial Conference  
 City University of New York Athletic Conference  
 College Conference of Illinois and Wisconsin  
 Colonial States Athletic Conference  
 Commonwealth Conference  
 Commonwealth Coast Conference  
 Empire 8  
 Freedom Conference  
 Great Northeast Athletic Conference  
 Great South Athletic Conference  
 Heartland Collegiate Athletic Conference  
 Iowa Intercollegiate Athletic Conference  
 Liberty League  
 Little East Conference  
 Massachusetts State College Athletic Conference  
 Michigan Intercollegiate Athletic Association  
 Midwest Conference  
 Minnesota Intercollegiate Athletic Conference  
 New England Small College Athletic Conference  
 New England Women's and Men's Athletics Conference  
 New Jersey Athletic Conference  
 North Atlantic Conference  
 North Coast Athletic Conference  
 North Eastern Athletic Conference  
 Northern Athletics  
 Northwest Conference  
 Ohio Athletic Conference  
 Old Dominion Athletic Conference  
 Presidents' Athletic Conference  
 St. Louis Intercollegiate Athletic Conference  
 Skyline Conference

Southern California Intercollegiate Athletic Conference  
 Southern Collegiate Athletic Conference  
 State University of New York Athletic Conference  
 University Athletic Association  
 USA South Athletic Conference  
 Wisconsin Intercollegiate Athletic Conference

## Countable Games

Only games listed on the institution's originally submitted schedule will be considered for tournament-selection purposes. The addition of games not listed on the institution's published schedule as an aid for selection shall not be considered.

## In-Region Competition.

In region competition is defined as:

- All competition within an institution's defined region.
- All competition within a 200-mile radius from one institution to another.
- All competition within an institutions membership geographical region (Bylaw 4.12.1.1)." The country is divided into four membership regions as listed below. (You may review a map of the regions at <http://monarch.tamu.edu/~smrs/12241516.gif>.) For most institutions, the change in definition should result in an expanded list of potential in-region opponents than in the past.

### Region 1

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, Vermont

### Region 2

New York, Pennsylvania

### Region 3

Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, South Carolina, Tennessee, Virginia, West Virginia

### Region 4

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wisconsin, Wyoming

- All conference games.
- The NCAA Travel Expense System mileage calculator will be used to confirm distances from campus to campus using the "shortest" distance option. This program can be accessed online at <https://web1.ncaa.org/TES/exec/login>.

## Scheduling Requirements

To be considered during the at-large selection process (Pools B or C), an institution must play at least 50 percent of its competition against Division III in-region opponents, unless a waiver has been approved by the Division III Championships Committee.

Bylaw 31.3.3.1 – Countable Competition.

For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.4) of United States four-year, degree-granting institution. Competition against service teams, professional teams, semiprofessional

teams, amateur teams, two-year colleges and club teams shall be excluded.

### Selection Criteria.

#### Primary Criteria

The primary criteria emphasize regional competition (all contests leading up to NCAA championships); all criteria listed will be evaluated (not listed in priority order).

- Win-loss percentage against regional opponents.
- Strength-of-schedule (only contests versus regional competition).
  - Opponents' Average Winning Percentage (OWP) (x .7).
  - Opponents' Opponents' Average Winning Percentage (OOWP) (x .3).
  - Add OWP and OOWP to give total strength of schedule
- See Appendix F for explanation of OWP and OOWP calculations.
- In-region head-to-head competition.
- In-region results versus common regional opponents.
- In-region results versus regionally ranked teams.

#### Note:

- Ranked opponents are defined as those teams ranked at the time of the rankings/selection process only.
- Conference postseason contests are included.
- Contests versus provisional and reclassifying members in their third and fourth years shall count in the primary criteria. Provisional and reclassifying members shall remain ineligible for rankings and selection.

### Secondary Criteria

If the evaluation of the primary criteria does not result in a decision, the secondary criteria will be reviewed. All the criteria listed will be evaluated (not listed in priority order). The secondary criteria introduce results against out-of-region Division III and all other opponents including those contests versus opponents from other classifications (i.e., provisionals, NAIA, NCAA Divisions I and II).

- Out-of-region head-to-head competition.
- Overall Division III win-loss percentage.
- Results versus common non Division III opponents.
- Results versus all Division III ranked teams.
- Overall win-loss percentage.
- Results versus all common opponents.
- Overall DIII Strength of Schedule.
- Should a committee find that evaluation of a team's win-loss percentage during the last 25 percent of the season is applicable (i.e., end of season performance), it may adopt such criteria with approval from the championships committee.

Additionally, input is provided by regional advisory committees for consideration by the women's basketball committee. In order to be considered for selection for Pools B or C, an institution must play at least 50 percent of its competition against Division III in-

region opponents. Coaches' polls and/or any other outside polls or rankings are not used as a selection criterion by the women's basketball committee for selection purposes.

### Pairings and Site Selection

Once automatic qualifiers are identified and the Pools B and C teams are selected, the following guidelines should be followed:

- Teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.
- The highest-seeded team that meets all selection criteria (and after a review of the submitted host materials) will be selected as the host institution, provided geographic proximity is maintained.

The higher-seeded team will be listed at the top of the competition bracket. The top team on the bracket is the designated home team and will wear the light (white) colored jersey. The higher-seeded team will sit on the bench to the left of the scorer's table when facing the scorers table.

### Regional Alignments

Each Division III women's basketball team is assigned to one of eight geographic "evaluation" regions. For women's basketball, all conference members are placed in the same region for evaluation purposes, unless the championships committee has granted an exception. The Southern Collegiate Athletic Conference, Allegheny Mountain Collegiate Conference, Landmark Conference, North Eastern Athletic Conference and the University Athletic Association have been granted exceptions. Members of these conferences will be placed in their natural geographic regions for evaluation purposes.

**Regional rankings.** The women's basketball committee will release regional rankings on the following dates:

- Wednesday, February 11
- Wednesday, February 18
- Wednesday, February 25

The committee will rank six teams in each region with the exception being the Northeast Region which will rank eight.

### Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in the Division III general section and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, 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 championships competition. For the Division III basketball championship, the championships liaison must be notified before March 2.

### **Religious/Commencement Conflicts Policies**

The NCAA Division III Presidents Council has approved the following policies for the 2007-08 championships:

**Religious Reasons.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA championships staff liaison in writing one week before the selection date 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.

**Commencement Reasons.** If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championships staff liaison in writing one week before the selection date for the governing sports committee to accommodate a request to alter the championship schedule.

The following guidelines apply to commencement requests:

- Policy applies to team sports only.
- The governing sports committee, in consultation with participating institutions, would reschedule the game on the nearest possible date if a participating school has a conflict.
- Policy does not apply to predetermined finals sites.

The governing sports committee shall make a good faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

The Presidents Council notes the importance of commencement for Division III and encourages greater flexibility of governing sports committees and the Division III Championships Committee.

## **Instructions to Participants**

### **All-Tournament Team**

The tournament director at the national championship will select a panel to name a five-player all-tournament team that includes a most outstanding player. At the national championship, the panel should include at least the following five people; an official not involved in the championship, a media representative, a local college basketball coach, and two members of the Division III Women's Basketball Committee, one of whom will serve as the chair of the panel.

### **Attendance**

Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a "turnstile" count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

### **Audio Coverage (Radio and Internet)**

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

### **Awards**

*[Reference: Awards in the Division III General Section and Bylaw 31.1.10 in the NCAA Division III Manual.]*

Official NCAA trophies and individual awards shall be presented to the final four teams in the championship. Each non-advancing semifinalist team will receive 20 individual awards. The champion and second-place team will each receive 15 watches. Each of the five players selected for the all-tournament team will receive an individual certificate. Five additional watches may be ordered.

Participation awards will be presented to all student-athletes competing or in uniform in the championship, with the exception of the student-athletes who receive awards at the site of the championship finals. The participant awards will be presented to the teams at the competition site following their elimination from the championship.

### **Banquet**

A championship banquet for a minimum of 120 people will be arranged at the championship finals site by the host institution for the night before the semifinals. Preliminary-round banquets are not permitted.

### **Basketballs**

A Wilson NCAA Solution basketball shall be used for all 2009 tournament games.

The manufacturer will send the balls directly to the tournament managers.

Four-team sites will receive eight balls. Six balls will be sent to each two-team site. During warm-ups, each team should use at least three Wilson NCAA Solution balls provided for the championship. A game ball will be awarded to each competing team at the conclusion of sectional play and to the losing teams in first- and second-round games.

Additional practice balls, preferably the Wilson NCAA Solution, are to be furnished by the host institution.

## Bench Area/Assignments

Teams shall include a maximum of 15 student-athletes in uniform and a maximum of 25 persons in the team bench area from the start of the pregame warm-up through the entire game. Of the maximum of 25 credentials to be distributed for the bench area, two are designated for institutional medical personnel. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. The event manager may provide additional chairs for the tournament doctor and a security representative, who shall not be included in the bench limitation. The designated home team and will wear the light-colored (white) jerseys.

## Cheerleaders, Mascots, Bands and Banners

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

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts, between games, and before and after the competition. Bands should be seated at the end of the courts, if possible, and closest to their team bench.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of

such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team's timeout or between games. It cannot be used to taunt competitors or block spectators' view. The display of banners is subject to the approval of the games committee. No temporary banners or signs may be posted at any session of the championship, other than those from the NCAA and approved television and radio banners.

## Conference Calls

### First- and Second-Round Hosts

A conference call will be conducted at Noon Eastern time Monday, March 2, to review administration for the first and second rounds. All first- and second-round hosts are required to participate in the call.

### Sectional Hosts

A conference call will be conducted at Noon Eastern time, Monday, March 9, to review administration for the sectional contests. All sectional hosts are required to participate in the call.

### Semifinal Teams

A conference call will be conducted at Noon Eastern time Monday, March 16, to review the administration of the semifinals and final. The head coach and administrator from each of the four semifinal teams, the tournament director and additional staff, along with the women's basketball committee and NCAA liaison will participate in the call.

## Drug Testing

*[Reference: Drug Testing in the General Section, and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]*

Student-athletes who compete in this championship may be subjected to drug tests in accordance with NCAA Bylaws 18.4.1.5 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 this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

## Lodging

Host institutions shall reserve 15 hotel rooms for each of the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. The selection of a host institution may be dependent on availability and quality of rooms for participating institutions.

An institution is not obligated to stay at the designated property; however, it is responsible for confirming or canceling its reservations and then securing its own accommodations. If an institution prefers to stay in another hotel, it must:

1. Contact the host institution about its plans.
2. Obtain a release for the rooms from the hotel manager; or
3. Use the rooms for persons accompanying the official traveling party

The competing institution is responsible for the first night's room charges even if it fails to utilize those rooms. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

## Media Arrangements

*[Reference: Publicity and Program Material in the Division III General Section.]*

**Media Credentials.** The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

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

**Post competition Interviews.** Immediately after a 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its dressing room), 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 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 head 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 head 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.

Head coaches and assistant 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 to enter the dressing room before the 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

## Medical Arrangements

Each scheduled practice or contest of any round of an NCAA championship should include the following:

1. The presence on site of a person qualified and delegated to render emergency care to a stricken participant.
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operational condition, and personnel must be trained in advance to use it properly. In addition, emergency information about the student-athlete should be available, both at home and on the road, for use by medical personnel.
5. An inclement weather policy that includes provisions for decision-making and evacuation plans.
6. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.
7. Certification in cardiopulmonary resuscitation techniques (CPR), first aid, and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices, competitions, skills instruction and strength and conditioning. New staff engaged in these activities should comply with these rules within six months of employment.
8. Two medical credentials will be provided to each team for access in the bench area.

## Meetings

*[Reference: Misconduct in the Division III General Section, and Bylaws 31.02.3 and 31.1.8 in the NCAA Division III Manual.]*

A mandatory meeting of head coaches, athletics directors (or designated representatives) and other officials of competing teams, shall be held before each round of the tournament to review tournament operations and other pertinent matters. If the coach also serves as the athletics director, another administrative representative from the institution must be present at the meeting. Failure to meet these requirements will result in an institutional fine imposed by the Division III Women's Basketball Committee.

At the pregame meeting, the Division III Women's Basketball Committee representative shall acquaint the head coaches of the competing teams with the provisions of Bylaw 31.1.8 that prescribe the conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct.

A separate meeting of the tournament director, the NCAA regional chair (or a representative) and all game officials for that day (including table personnel), shall be held at least 1½ hours before the start of competition to coordinate assignment and officiating procedures.

## Merchandise

Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round even merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. After selection, teams will receive instructions for placing orders. All orders will be shipped directly to the institution the week after preliminary-round competition. All orders will be shipped directly to the institution the week after the finals. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 888/745-3058.

## National Anthem

The United States of America's national anthem ("Star-Spangled Banner") shall be played or sung before first- and second-round games, and before the first game of each session at the sectionals. For the finals, the anthem will be played or sung before the first semifinal game and before both the third-place and championship games. The national anthem will be played before player introductions.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast)."

## Officials

Tournament managers of first-round, second-round, sectional and championship games will be advised by the assignor or a member or representative of the Division III Women's Basketball Committee of the officials who are assigned to their competition. Officials are not permitted to officiate other games on the same day as an NCAA championship game. Officials, including the alternate official, are to be at the site of the competition 1½ hours before the start of the first game for a meeting with the tournament manager and the NCAA representative. For the national semi-finals and finals, there will be an officials meeting at 10 a.m. with the women's basketball committee and host personnel. The meeting will be held at the playing venue.

Three officials and an alternate will be assigned to each tournament game. The alternate official should be from the local area and will be assigned by the assignor. Nine officials will be assigned to each four team 1st/2nd round site as well as each sectional site

**Fees.** The fee for all officials will be:

**First and Second Rounds:** \$208 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$78 per game.

**Sectional Rounds:** \$260 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$78 per game.

**Semi-finals and Finals Site:** \$312 per official per game. An alternate official shall be assigned by the host region and shall receive a fee of \$78 per game.

**Injuries.** In the event an official is injured during any round of the championship, the alternate or one of the other officials on hand shall replace that official. Both may receive a game fee upon approval of the NCAA representative in attendance.

**Transportation Expenses.** All officials will be reimbursed transportation expenses for first- and second-round, and sectional contests for ground transportation only at a rate of 51 cents per mile round trip, not including local transportation, if their round trip is greater than 50 miles. Officials are only to receive ground transportation reimbursement if they drive. If officials carpool together, only the driver receives ground transportation reimbursement. **For the semifinal and championship rounds, all 12 officials may be reimbursed for air travel at a rate not to exceed jet coach air fare.**

**Lodging.** Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA.

**Per Diem.** Officials, including the alternate official, will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a per diem of \$45.

**Policies.** A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

## Official Traveling Party

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

Transportation and per diem expenses will be provided for an official traveling party of a maximum of 20. Please refer to the NCAA Travel Policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [www.ncaa.org/financial/travelforms.html](http://www.ncaa.org/financial/travelforms.html).

## Online Score Reporting Form

In an effort to streamline the score-reporting process for the 2009 Division III women's basketball season, the championships committee has implemented an online score-reporting process for all institutions sponsoring Division III basketball.

### Schedule

Institution are required to submit to the NCAA statistics department its 2008-09 schedule by noon Eastern time, Monday, October 20, 2008. If you have questions concerning the submission of the schedule, please contact Shonna Brown (phone: 317/917-6502 or email: [sbrown@ncaa.org](mailto:sbrown@ncaa.org)). Please refer to submission instructions detailed in the memo sent to your institution September 25, 2008.

### Results

Results will be updated automatically from reports sent from conference offices to the NCAA statistics office. Independent institutions submit reports directly to the statistics department. Weekly results are to be submitted by 3 p.m. local time beginning January 5 and each Monday thereafter.

Institutions do not need to enter the NCAA championships online site to submit results. The score reporting process for basketball is different than the process used for most other Division III championships; e.g., soccer, volleyball, etc. These other championships require the institutions to update the results. Basketball results are updated through the weekly report submitted by conference offices.

## Player Introductions

The following procedures shall be used in all NCAA tournament games:

The announcer shall introduce the starting players following the national anthem in the following order, beginning with the designated visiting team:

forward, forward, center, guard, guard.

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

The second player introduced shall move to the center circle, and the same procedure will be observed until the final starter from the home team has been presented.

The two head coaches will be introduced (visiting coach first), and they will shake hands in front of the official scorers' table.

## Practice

Teams will be allowed to practice on the tournament floor only on the day or evening before the opening of the tournament for a maximum of 1½ hours, and for a maximum of one hour on the day of the game. The tournament manager will handle the scheduling of practices, with the approval of the NCAA regional chair. An alternate pre-game practice area, if available, will be provided for use 30 minutes prior to a teams scheduled practice time with no balls of any kind to be used.

When two games are played on the same day, teams participating in the second game cannot shoot during halftime of the first game.

Practices will be closed to the public and media unless otherwise designated by the Division III Women's Basketball Committee. All practice sessions must conclude at least two hours before the scheduled start of competition. Teams are not allowed on the competition court from the conclusion of the final practice until 60 minutes before the scheduled start of the single first round game, second round games and sectional final. In all doubleheaders (First/Second, Sectional semifinals, national semi-finals, third place and consolation games) no one will be allowed on the court from the conclusion of practice until 30 minutes before the scheduled start. An alternate pregame practice area can be used if all teams have equal access not earlier than two hours before the scheduled game time and balls will be made available. The committee requests that no music is provided or permitted during practice throughout the championship.

Necessary arrangements will be made to ensure complete and total privacy throughout the practice session. There should be no conflicting events (i.e., classes, practices, high-school tournaments, etc.) held during the practice session on or around the practice floor. NCAA practices should have priority over all events in the facility. After each practice session, the coaches and players will be available to the media in a designated

interview area.

## Pregame Schedule

Host institutions should follow the pregame schedule listed in Appendix F.

## Postgame Media Responsibilities

All coaches and student-athletes must be made available for post competition interviews following the "cooling off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

## Programs

*[Reference: Advertising in the Division I General Section and Bylaw 31.1.14.1 in the NCAA Manual.]*

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

### Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include noncompeting national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

### Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. HOST will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution

pages are subject to NCAA approval.

3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

### Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

### Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending

agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.

3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
  - a. Contracts
    - i. Upon site selections, all contracts are e-mailed to each site representative
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)
    - iii. A Host Communications representative will track the return of all signed vending contracts to IMG College
  - b. Settlement Reports
    - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
    - ii. The vendor will have two weeks to submit payment to IMG College
    - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
    - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA
    - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
    - vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

## Publicity and Promotion

**Championship Publicity.** The Division III Women's Basketball Committee strongly emphasizes the necessity for competing institutions to cooperate fully in sending publicity and promotional materials to tournament managers as soon as possible after the selection announcement or the team's victory.

As soon as a team is selected, the sports information director of that institution shall rush (including overnight delivery) appropriate information to the sports information director of the host institution.

"Appropriate information" referred to in the preceding paragraph includes the following: brochures; rosters (including first and last names, position, jersey numbers on both sets of uniforms [if different], height, weight, class in school, number of varsity letters won and hometown); season record, including scores of all games in the order in which they were played; up-to-date regular-season statistics on each player and team totals; an assortment of head and posed actions shots of individual players; and a 200-word summary of the team's season.

Sectional winners must forward to the host institution as soon as possible after their victory and no later than 6 p.m. local time Sunday, March 15, general information about their institution, team and coaching staff; updated roster information; updated statistics; box scores from NCAA tournament play; notes of media interest and preliminary travel information.

## Radio

[Reference: Advertising in the Division III General Section.]

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Reporting Results

During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official Web site. Please e-mail a copy of results to [updates@ncaasports.com](mailto:updates@ncaasports.com). Please be sure to submit all information in the following manner:

- Send the information to [updates@ncaa.com](mailto:updates@ncaa.com).
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an e-mail or send e-mail as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the e-mail.

For the Division III Women's Basketball Championships, the following information must be sent at the appropriate times:

- Halftime scores at intermission
- End of regulation scores (even if the contest is headed to overtime)
- Final score with details of overtime, if applicable
- Final box score
- Game story
- Photos, if possible

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA Web site in a timely manner, should contact:

Kristin Jacob

NCAA Assistant Director of Online Properties and Media for Championships

E-mail: [kjacob@ncaa.org](mailto:kjacob@ncaa.org)

phone: 317/917-6584

In addition, after each tournament game, each host shall e-mail Jeff Williams, NCAA assistant director of statistics ([jswilliams@ncaa.org](mailto:jswilliams@ncaa.org)), the Stat Crew packed file. This information is required at the national office for records, statistics, permanent files, etc. If you do not use Stat Crew, please mail one set of complete results to:

Jeff Williams

NCAA

P.O. Box 6222

Indianapolis, IN 46206-6222.

## Rules

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

Per NCAA Bylaw 17.33, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules books, or those rules adopted by an outside organization.

The 2009 NCAA Men's and Women's Basketball Rules and Interpretations shall be followed. Copies of the basketball rules book may be purchased by calling 888/388-9748.

## Schedule of Events—Championship Weekend

Following is a tentative schedule of activities to be held in conjunction with the championship (Game times subject to change to accommodate television coverage):

### Thursday, March 19

Team Practice Sessions—(one and one-half hours per team).

Banquet—7:00 p.m.

Coaches Meeting - immediately following banquet

### Friday, March 20

Officials Meeting—10 a.m.

Team Shoot-arounds (one hour per team).

Game times—4 p.m. and 6 p.m.

### Saturday, March 21

Team Shoot-arounds (one hour per team)

Game times—10 a.m. and 1 p.m.

Awards Ceremony—immediately after the championship game

## Scorers' Table

The Division III Women's Basketball Committee requests that the scorers' table be covered with a bright cloth. The official scorer and the alternate official shall be the only personnel wearing official's shirts. There shall be no ornamentation in front of the scorers' table other than that of the NCAA. The alternate official and NCAA representative shall have seats at the scorers' table.

Game public address announcers shall be impartial in their duties.

After each personal foul, the scorer shall indicate clearly the number of fouls on that particular player. The official NCAA Basketball Scorebook shall be used for all tournament games. Space shall be reserved at the scorers' table for a scorer from both teams.

## Scouting (Live)

Live scouting of potential opponents is not permissible during any round, except for those teams competing at four-team sites, by any member of the coaching staff.

## Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Division III Manual.]

Participating teams are limited to a maximum of 15 players in uniform. Only those 15 players may participate in pregame warm-ups. Replacements are permitted up to 10 minutes before the starting time of any game; after the game starts, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Bench personnel may not exceed a maximum of 15 players in uniform and eight non-uniformed personnel. Eighteen chairs or spaces are to be available at courtside for players and other members of the official party. A total of 25 credentials (including two credentials for medical personnel) will be provided to participating institutions. The sports information director from each institution is not considered part of the 25 credentials, but will receive a media credential.

## Start Times

**Single First Round or Second Round Game.** It is recommended that the starting time for the single Wednesday or Saturday game be at 7:00 p.m. local time.

**First/Second Rounds and Sectionals (Four team, three games)** - For the First/Second Round games and Sectionals, it is recommended that the first game on Friday begin not earlier than 4:00 p.m. and not later than 6:30 p.m. The host must play in the second game of the doubleheader. The second game of the doubleheader shall begin not later than 30 minutes after the completion of the first game after both benches and the floor are cleared, or the announced starting time, whichever is later. Teams will not be allowed onto the floor until the clock has started.

Starting times for the Saturday Second Round games and the Sectional Final shall not be earlier than 5:00 p.m. and not later than 8:00 p.m.

## Strobe-Lights Policy

No strobe lights shall be installed in an arena without the expressed consent of the host institution. Request for installation of strobe lights must be approved by the appropriate sports committee, the host sports information director and the NCAA championships administrator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage under the following priorities:

1. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.
2. Sports Illustrated.
3. A single pool unit for all other media agencies, installed and administered by USA

Today. If USA Today does not use a strobe, the event's media coordinator shall coordinate the activity.

4. Should Sports Illustrated, AP, Reuters or USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the event's media coordinator.

No single agency may install more than one set of strobes at a site, regardless of the number of units that will be used.

The pool strobe unit is not available to photographers who have been assigned feature profiles for current or future publications [e.g., a photograph(s) of a student-athlete, coach or fan; any book on the sport, the championship or player, coach or fan; or a magazine desiring photographs for the next season's preview].

In each instance, the strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt seconds. All strobes must flash at a duration less than 1/2,000 of a second.

All hanging or installed strobes must be placed as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the first game during which the strobes will be used. The sports committee representative(s) will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the sports committee for an exception. This written request and explanation shall be submitted to the committee at least two weeks before the event.

No other strobes, including hand-carried units or flashes, are permitted in the arena, and no strobe or any other photography equipment may be placed on or be attached to, a backboard or goal standard.

## Video Exchange

Institutions are required to send to first-round opponents and to both potential second-round opponents, via overnight priority guaranteed delivery, a new DVD and accompanying statistics sheet of the institution's most recent game played before the start of NCAA championship competition. **Opponents should receive these DVD's by noon Tuesday, March 3, a deadline that may require "priority" overnight shipping.**

Second-round winners must send each institution competing in its sectional-round competition a new DVD of the second-round game to be **received by noon Tuesday, March 10.**

Sectional winners must send each team participating in the national semifinals a new DVD of the NCAA championship quarterfinal game to be **received by noon Tuesday, March 17.**

It is recommended that each team fax the delivery company's overnight receipt to the receiving institution as soon as pickup is completed. In every case, DVD's sent to competing teams must be:

1. Viewable in DVD format;
2. Of sufficient digital quality;

3. Of sufficient natural sound quality (no play-by-play) but does include audio.
4. Of the entire game, from introductions to the final buzzer; and
5. Include display of the scoreboard during timeouts and dead-ball situations.
6. Send via email tracking numbers as well as the delivery address to all individuals who should receive DVD's.

During the championship, the host will be responsible for taping each game in its facility, and prior to departure make available to each team a copy of the contest in which it participated. Arrangements for visiting teams to videotape may be made through the host institution by the participating team if an institution needs assistance. Other than the host, teams may videotape only the contests in which they participate. For all combined sites, advancing teams must exchange DVD's following the conclusion of the second game.

Failure to adhere to tape-exchange policies will result in a fine of \$300.

## Television

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Tickets

[Reference: *Seating Distribution in this section of the handbook, Tickets in the Division III General Section and Bylaw 31.1.11 in the NCAA Division III Manual.*]

Ticket prices will be determined by the tournament manager in consultation with a member of the Division III Women's Basketball Committee.

### Minimum Ticket Prices

First/Second Rounds	Sectional Rounds
\$6—reserved	\$7—reserved single session
\$6—general admission	\$7—general admission single session
\$3—senior citizens, students and children	\$4—senior citizens, students and children single session

Children under two years of age will be admitted free of charge.

**Tickets shall be for all sessions for a single day, unless the women's basketball committee approves a plan for split session tickets.**

In addition, the committee recommends that hosts refrain from selling tickets until after the mandatory conference call for hosts on the Monday prior to the start of each round of competition.

**Two-team Sites.** The home team will receive two-thirds (2/3) of the facility seating capacity. The visiting institution is guaranteed a minimum of one-third (1/3) of the facility seating capacity using clearly identifiable tickets (separate color than home supporter or walk-up tickets) in suitable locations. Seating locations for the competing teams should be equally distributed by number and location. The visiting institution must notify the host institution in writing (via fax) of any of its ticket allotment it has

not sold by:

- First-round contests: Wednesday, 5 p.m. local time of the host institution;
- Second-round contests: Saturday, five hours before tip-off, local time of the host institution.
- If the host is not notified by the visiting team by the prescribed times, the visiting team shall be financially accountable for its total ticket allotment.

### Four-team Sites: Day One—Two games

1. Home team will receive one-half of available seating. The remaining half of available seating will be equally distributed in terms of number and location among the three visiting teams.
2. Each section should have its own clearly identifiable tickets (separate color than home supporters, other visiting supporters or walk-up tickets)
3. Visiting teams must notify the host institution in writing (via fax) of any of its ticket allotment it has not sold by:
  - First- and second-round sites: Wednesday, March 4, noon (local time of the host institution);
  - Sectional sites: Thursday, March 13, noon (local time of the host institution);
  - If the host is not notified by the visiting team by the prescribed times, the visiting team shall be financially accountable for its total ticket allotment.
4. The host institutions must notify the other visiting teams by 3 p.m. of that same day, of their opportunity to purchase additional tickets (the "returned" tickets must be equally distributed among the remaining teams, based on requests by the visiting teams).

Example 1:

Host Team A receives one-half of the available tickets. Visiting teams B, C, and D are given equal portions of the remaining tickets. Teams A, B and C use their entire allotment. Team D returns 300 tickets. If teams A, B and C want all the tickets they can get, then each will receive 100 additional tickets.

Example 2:

Host Team A receives one-half of the available tickets. Visiting teams B, C, and D are given equal portions of the remaining tickets. Teams A, B and C use their entire allotment. Team D returns 300 tickets. Teams A and B want all the tickets they can get, but team C requests only 50 additional tickets. Therefore, team C gets 50 of the 300 remaining tickets, and teams A and B are given equal portions of the remaining allotment (125 each).

5. The host must be notified by 3 p.m. (local time of the host) on the first day of competition of the additionally offered tickets that will not be used by the visiting teams.

### Four-team Sites: Day Two—One game

1. The home team will receive two-thirds (2/3) of the facility seating capacity. The visiting institution is guaranteed a minimum of one-third (1/3) of the facility seating capacity using clearly identifiable tickets (separate color than home supporter or walk-up tickets) in suitable locations. Seating locations for the competing teams should be equally distributed by number and location.
2. The host must be notified by 4 p.m. (local time of the host) on the day of competition, of allotted tickets each team will not use.

*NOTE: Experience has proven that it is best not to allow students of the host team immediately behind an opponent's bench. Hosts shall provide a buffer zone between such students and the opponent, either with adults or fans of the visiting team.*

## Uniforms/Bench Assignments

[Reference: Bylaw 12.5.5 in the NCAA Division III Manual.]

**Logos.** During its April 1994 meeting, the NCAA Council used the provisions of Constitution 5.3.1.1.1 (non-controversial amendment) to amend the provisions of Bylaw 12.5.4-(b) to indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any practice, pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance shall be forwarded to the NCAA enforcement staff.

The host team will serve as the home team for first- and second-round, and sectional competition. At four-team sites, day-two uniforms will be determined as follows:

Teams that played in the first game of the previous round will wear dark jerseys.

Teams that played in the second game of the previous round will wear light jerseys.

Bench designations (home/visitor) shall be made before the tournament. The home bench shall be assigned to the team wearing light-colored jerseys.

Note: In the first games at four-team sites, semifinal contest of the sectionals, the highest-seeded team will be the home team.

## Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.3 in the NCAA Division III Manual.]

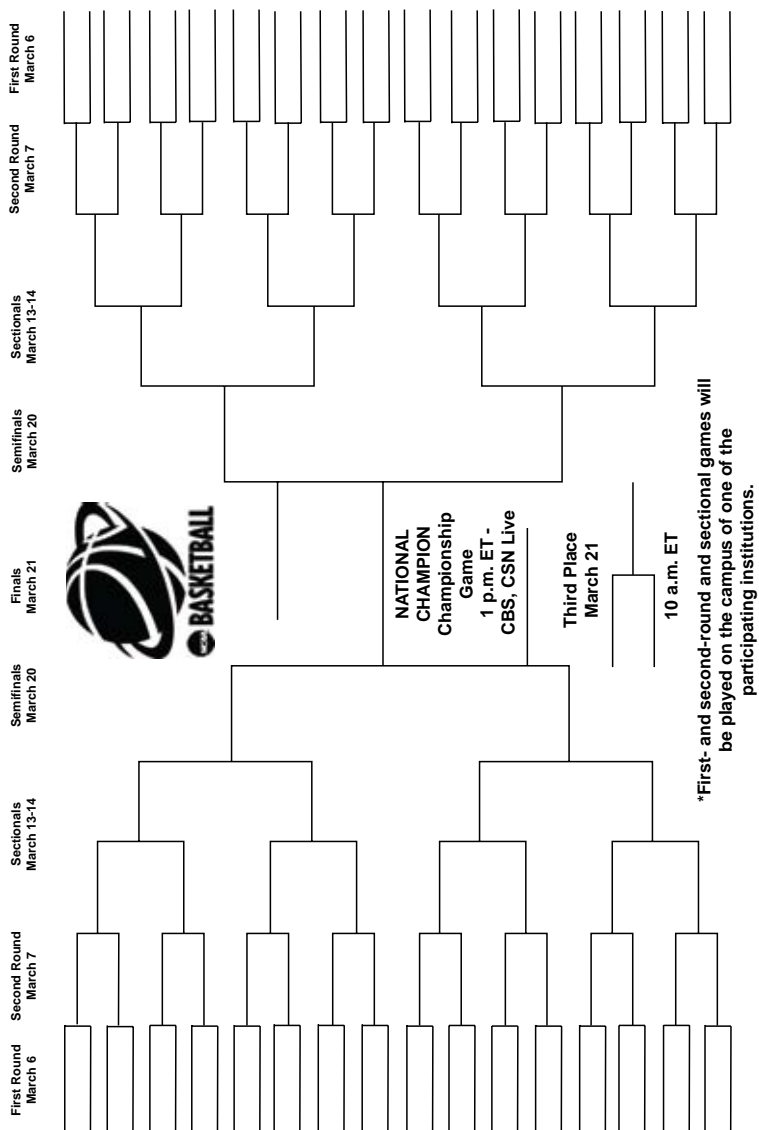
Institutions are permitted to videotape championship competition of their teams or individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. The host will designate the area for institutional video cameras. Personal video cameras will not be permitted at any championship site.

## Web site

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.NCAA.com/broadcast](http://www.NCAA.com/broadcast).

# Appendix A

## Division III Women's Bracket



# Appendix B

## Regional Advisory Committees

### Northeast

Karen Tessmer, Worcester State College, chair  
 Jamie Beaudoin, University of Maine, Farmington  
 Carla Berube, Tufts University  
 Anthony Ewing, University of New England  
 Laura Habacker, Elms College  
 Shawn Polk, University of Massachusetts-Boston  
 Anthony Price, Simmons College  
 Michelle Scecina, Mount Holyoke College

### East

Mike Lindberg, Ithaca College, chair  
 Cheryl Cole, Plattsburg State  
 Jennifer Kroll, St. Lawrence University  
 David Sweet, Keuka College

### Mid-Atlantic

Yvonne Kauffman, Elizabethtown College, chair  
 Keith Mondillo, Gwynedd-Mercy College  
 Fred Richter, DeSales University  
 Ron Rohn, Muhlenberg College  
 Mary Beth Spirk, Moravian College

### Atlantic

Jackee Meadow, City College of New York, chair  
 Michele Sharp, Kean University  
 Dan Twomey, Mount St. Mary College  
 Betsy Witman, York College (PA)

### South

Carolyn Hunter, Christopher Newport University, chair  
 Shanna Briggs, Hardin-Simmons University  
 Jamie Childs-Purdy, Piedmont College  
 Dickie McCarthy, University of the South  
 Richie Waggoner, Hollins University

### **Central**

Tim Bernero, Carthage College, chair  
Keri Carollo, University of Wisconsin, Whitewater  
Brad Duckworth, Alverno College  
Julie Johnson, Ripon College  
Keith Quigley, Fontbonne University  
Aaron Roussell, University of Chicago

### **Great Lakes**

Roger Ingles, Ohio Wesleyan University, chair  
Dic Doumanian, Defiance College  
Allan King, University of Pittsburgh-Bradford  
Brian Neal, Thomas More College  
John Ross, Calvin College  
Jerry Scheve, Wilmington College (Ohio)

### **West**

Jane Hildenbrand, Luther College, chair  
Julie Fulks, Lewis and Clark College  
Mickey Haller, Gustavus Adolphus College  
Rich Murphy, University of Redlands Redlands  
Nikki Turner, University of California, Santa Cruz

# **Appendix C**

## **Division III Women's Regions**

A complete 2008-09 Division III women's basketball sponsorship list is located at:

<http://web1.ncaa.org/onlineDir/exec/sponsorship?sortOrder=0&division=3&sport=WBB>

# Appendix D

## Women's Automatic-Qualifying Conferences

### ALLEGHENY MOUNTAIN COLLEGIATE CONFERENCE (MULTI-REGION)

Frostburg State University	Pennsylvania State University, Altoona
Hilbert College	Pennsylvania State University Erie, the
LaRoche College	Behrend College
Medaille College	University of Pittsburgh, Bradford
Mount Aloysius College	University of Pittsburgh, Greensburg

### AMERICAN SOUTHWEST CONFERENCE (SOUTH REGION)

Concordia University Texas	McMurry University
East Texas Baptist University	Mississippi College
Hardin-Simmons University	University of the Ozarks (Arkansas)
Howard Payne University	Schreiner University
LeTourneau University	Sul Ross State University
Louisiana College	University of Texas at Dallas
University of Mary Hardin-Baylor	Texas Lutheran University
	University of Texas at Tyler

### CAPITAL ATHLETIC CONFERENCE (ATLANTIC REGION)

Gallaudet University	St. Mary's College of Maryland
Hood College	Salisbury University
University of Mary Washington	Villa Julie College
Marymount University (Virginia)	Wesley College
	York College (Pennsylvania)

### CENTENNIAL CONFERENCE (MID-ATLANTIC REGION)

Bryn Mawr College	McDaniel College
Dickinson College	Muhlenberg College
Franklin & Marshall College	Swarthmore College
Gettysburg College	Ursinus College
Haverford College	Washington College (Maryland)
Johns Hopkins University	

### CITY UNIVERSITY OF NEW YORK ATHLETIC CONFERENCE (ATLANTIC REGION)

Bernard M. Baruch College	Medgar Evers College
Brooklyn College	City College of New York
Hunter College	New York City College of Technology
John Jay College of Criminal Justice	College of Staten Island
Lehman College	York College (New York)

### COLLEGE CONFERENCE OF ILLINOIS AND WISCONSIN (CENTRAL REGION)

Augustana College (Illinois)	Millikin University
Carthage College	North Central College
Elmhurst College	North Park College
Illinois Wesleyan University	Wheaton College (Illinois)

### COLONIAL STATES ATHLETIC CONFERENCE (MID-ATLANTIC REGION)

Baptist Bible College	Keystone College
Cabrini College	Marywood University
Cedar Crest College	Neumann College
Centenary College (New Jersey)	College of Notre Dame (Maryland)
Gwynedd-Mercy College	Philadelphia Biblical University
Immaculata University	Rosemont College

### COMMONWEALTH CONFERENCE (MID-ATLANTIC REGION)

Albright College	Lycoming College
Arcadia University	Messiah College
Elizabethtown College	Widener University
Lebanon Valley College	

### COMMONWEALTH COAST CONFERENCE (NORTHEAST REGION)

Anna Maria College	University of New England
Colby-Sawyer College	Nichols College
Curry College	Regis College (Massachusetts)
Eastern Nazarene College	Roger Williams University
Endicott College	Salve Regina University
Gordon College	Wentworth Institute of Technology
New England College	Western New England College

### EMPIRE 8 (EAST REGION)

Alfred University	Nazareth College
Elmira College	Rochester Institute of Technology
Hartwick College	St. John Fisher College
Ithaca College	Stevens Institute of Technology
	Utica College

### FREEDOM CONFERENCE (MID-ATLANTIC REGION)

Alvernia College	King's College (Pennsylvania)
DeSales University	Manhattanville College
Delaware Valley College	Misericordia University
Eastern University	Wilkes University
Fairleigh Dickinson University, Florham	

**GREAT NORTHEAST ATHLETIC CONFERENCE  
(NORTHEAST REGION)**

Albertus Magnus College	Norwich University
Daniel Webster College	Pine Manor College
Emerson College	Rivier College
Emmanuel College (Massachusetts)	St. Joseph's College (Connecticut)
Johnson & Wales University	St. Joseph's College (Maine)
Lasell College	Simmons College
Mt. Ida College	Suffolk University

**GREAT SOUTH ATHLETIC CONFERENCE  
(SOUTH REGION)**

Agnes Scott College	Piedmont College
Huntingdon College	Spelman College
La Grange College	Wesleyan College (Georgia)
Maryville College (Tennessee)	

**HEARTLAND COLLEGIATE ATHLETIC CONFERENCE  
(GREAT LAKES REGION)**

Anderson University (Indiana)	Manchester College
Bluffton University	College of Mount St. Joseph
Defiance College	Rose Hulman Institute of Technology
Franklin College	Transylvania University
Hanover College	

**IOWA INTERCOLLEGIATE ATHLETIC CONFERENCE  
(WEST REGION)**

Buena Vista University	Loras College
Central College (Iowa)	Luther College
Coe College	Simpson College
Cornell College	Wartburg College
University of Dubuque	

**LANDMARK CONFERENCE  
(MULTI-REGION)**

Catholic University	Moravian College
Drew University	University of Scranton
Goucher College	Susquehanna University
Juniata College	U.S. Merchant Marine Academy

**LIBERTY LEAGUE  
(EAST REGION)**

Clarkson University	St. Lawrence University
Hamilton College	Union College (New York)
Rensselaer Polytechnic Institute	Vassar College
Skidmore College	William Smith College

**LITTLE EAST CONFERENCE  
(NORTHEAST REGION)**

Eastern Connecticut State University	Plymouth State University
Keene State College	Rhode Island College
University of Massachusetts, Boston	University of Southern Maine
University of Massachusetts, Dartmouth	Western Connecticut State University

**MASSACHUSETTS STATE COLLEGE ATHLETIC CONFERENCE  
(NORTHEAST REGION)**

Bridgewater State College	Salem State College
Fitchburg State College	Westfield State College
Framingham State College	Worcester State College
Massachusetts College of Liberal Arts	

**MICHIGAN INTERCOLLEGIATE ATHLETIC ASSOCIATION  
(GREAT LAKES REGION)**

Adrian College	Hope College
Albion College	Kalamazoo College
Alma College	Olivet College
Calvin College	St. Mary's College (Indiana)
	Trine University

**MIDWEST CONFERENCE  
(CENTRAL REGION)**

Beloit College	Lake Forest College
Carroll College (Wisconsin)	Lawrence University
Grinnell College	Monmouth College (Illinois)
Illinois College	Ripon College
Knox College	Saint Norbert College

**MINNESOTA INTERCOLLEGIATE ATHLETIC CONFERENCE  
(WEST REGION)**

Augsburg College	Macalester College
Bethel University (Minnesota)	College of St. Benedict
Carleton College	College of St. Catherine
Concordia College, Moorhead	St. Mary's University of Minnesota
Gustavus Adolphus College	St. Olaf College
Hamline University	University of St. Thomas (Minnesota)

**NEW ENGLAND COLLEGIATE CONFERENCE  
(NORTHEAST REGION)**

Bay Path College	Lesley University
Becker College	Mitchell College
Daniel Webster College	Newbury College
Elms College	Wheelock College

**NEW ENGLAND SMALL COLLEGE ATHLETIC CONFERENCE  
(NORTHEAST REGION)**

Amherst College	Middlebury College
Bates College	Trinity College (Connecticut)
Bowdoin College	Tufts University
Colby College	Wesleyan University (Connecticut)
Connecticut College	Williams College

**NEW ENGLAND WOMEN'S AND MEN'S ATHLETIC CONFERENCE  
(NORTHEAST REGION)**

Babson College	Springfield College
Clark University (Massachusetts)	U.S. Coast Guard Academy
Massachusetts Institute of Technology	Wellesley College
Mount Holyoke College	Wheaton College (Massachusetts)
Smith College	Worcester Polytechnic Institute

**NEW JERSEY ATHLETIC CONFERENCE  
(ATLANTIC REGION)**

Kean University	Rutgers, The State University of New Jersey, Camden
Montclair State University	Rutgers, The State University of New Jersey, Newark
The College of New Jersey	William Paterson University of New Jersey
New Jersey City University	
Ramapo College	
Richard Stockton College of New Jersey	
Rowan University	

**NORTH ATLANTIC CONFERENCE  
(NORTHEAST REGION)**

Castleton State College	University of Maine, Farmington
Green Mountain College	Maine Maritime Academy
Husson College	Thomas College
Johnson State College	
*Lyndon State College	

**NORTH COAST ATHLETIC CONFERENCE  
(NORTHEAST REGION)**

Allegheny College	Oberlin College
Denison University	Ohio Wesleyan University
Earlham College	Wittenberg University
Hiram College	College of Wooster
Kenyon College	

**NORTHEASTERN ATHLETIC CONFERENCE  
(MULTI-REGION)**

Cazenovia College	*Penn State Harrisburg
D'Youville College	*State University of New York at Cobleskill
Keuka College	State University of New York Institute of Technology
Penn State Berks College	Wilson College

**NORTHERN ATHLETICS CONFERENCE  
(CENTRAL REGION)**

Alverno College	Lakeland College
Aurora University	Maranatha Baptist Bible College
Benedictine University (Illinois)	Marian University (Wisconsin)
Concordia University Chicago	Milwaukee School of Engineering
Concordia University (Wisconsin)	Rockford College
Dominican University (Illinois)	Wisconsin Lutheran College
Edgewood College	

**NORTHWEST CONFERENCE  
(WEST REGION)**

George Fox University	University of Puget Sound
Lewis & Clark College	Whitman College
Linfield College	Whitworth College
Pacific Lutheran University	Willamette University
Pacific University (Oregon)	

**OHIO ATHLETIC CONFERENCE  
(GREAT LAKES REGION)**

Baldwin-Wallace College	Mount Union College
Capital University	Muskingum College
Heidelberg College	Ohio Northern University
John Carroll University	Otterbein College
Marietta College	Wilmington College (Ohio)

**OLD DOMINION ATHLETIC CONFERENCE  
(SOUTH REGION)**

Bridgewater College (Virginia)	Randolph-Macon College
Eastern Mennonite University	Randolph College
Emory and Henry College	Roanoke College
Guilford College	Virginia Wesleyan College
Hollins University	Washington and Lee University
Lynchburg College	

**PRESIDENTS' ATHLETIC CONFERENCE  
(GREAT LAKES REGION)**

Bethany College (West Virginia)	Thiel College
Chatham University	Thomas More College
*Geneva College	Washington & Jefferson College
Grove City College	Waynesburg College
*Saint Vincent College	Westminster College (Pennsylvania)

**SKYLINE ATHLETIC CONFERENCE  
(ATLANTIC REGION)**

Bard College	Russell Sage College
Mount St. Mary College (New York)	St. Joseph's College (Long Island)
College of Mount St. Vincent	State University College at Old Westbury
Polytechnic Institute of New York University	State University of New York at Farmingdale
Purchase College	State University of New York Maritime College
	Yeshiva University

**ST. LOUIS INTERCOLLEGIATE ATHLETIC CONFERENCE  
(CENTRAL REGION)**

Blackburn College	Maryville University of St. Louis
Eureka College	Principia College
Fontbonne College	Webster University
Greenville College	Westminster College (Missouri)
MacMurray College	

**SOUTHERN CALIFORNIA INTERCOLLEGIATE ATHLETIC CONFERENCE  
(WEST REGION)**

California Institute of Technology	Occidental College
California Lutheran University	Pomona-Pitzer Colleges
Claremont McKenna-Harvey Mudd-Scripps Colleges	University of Redlands
University of La Verne	Whittier College

**SOUTHERN COLLEGIATE ATHLETIC CONFERENCE  
(MULTI-REGION)**

Austin College	Millsaps College
*Birmingham Southern	Oglethorpe University
Centre College	Rhodes College
Colorado College	University of the South
DePauw University	Southwestern University (Texas)
Hendrix College	Trinity University (Texas)

**STATE UNIVERSITY OF NEW YORK ATHLETIC CONFERENCE  
(EAST REGION)**

State University College at Brockport	State University College at Oneonta
Buffalo State College	State University of New York at Oswego
State University College at Cortland	Plattsburgh State University of New York
State University College at Fredonia	State University College at Potsdam
State University College at Geneseo	
State University College at New Paltz	

**UNIVERSITY ATHLETIC ASSOCIATION  
(MULTI-REGION)**

Brandeis University	Emory University
Carnegie Mellon University	New York University
Case Western Reserve University	University of Rochester
University of Chicago	Washington University in St. Louis

**USA SOUTH ATHLETIC CONFERENCE  
(SOUTH REGION)**

Averett University	Meredith College
Christopher Newport University	Methodist University
Ferrum College	North Carolina Wesleyan College
Greensboro College	Peace College
Mary Baldwin College	Shenandoah University

**UPPER MIDWEST ATHLETIC CONFERENCE  
(MULTI-REGION)**

Bethany Lutheran College	Northland College
Crown College (Minnesota)	Northwestern College
Martin Luther College	Presentation College
University of Minnesota, Morris	The College of St. Scholastica

**WISCONSIN INTERCOLLEGIATE ATHLETIC CONFERENCE  
(CENTRAL REGION)**

University of Wisconsin, Eau Claire	University of Wisconsin, Stevens Point
University of Wisconsin, La Crosse	University of Wisconsin, Stout
University of Wisconsin, Oshkosh	University of Wisconsin, Superior
University of Wisconsin, Platteville	University of Wisconsin, Whitewater
University of Wisconsin, River Falls	

\*At the time of publication, the institutions noted were not eligible for the 2009 championship.

# Appendix E

## Future Tournament Dates

Pairings in future rounds are based on the initial placement of teams in the bracket.

Year	First Round	Second Round	First/Second Rounds	Sectionals	Championship
2009	March 4	March 7	March 6-7	March 13-14	March 20-21
2010	NA	NA	March 5-6	March 12-13	March 19-20
2011	NA	NA	March 4-5	March 11-12	March 18-19

# Appendix F

## 2009 DIVISION III WOMEN'S BASKETBALL

### SAMPLE PRE-GAME TIMING SCHEDULE

#### Single Game Schedule:

7:00 p.m	Tip off	
Game Clock	Time of Day	
60:00	5:55 p.m.	Floor available for team warmup-60 minute countdown begins
15:00	6:40 p.m.	Officials meet with team captains
0:00	6:55 p.m.	Timer sounds buzzer-teams clear floor Presentation of Colors and National Anthem Player introductions/crowd control statement
0:00	7:00 p.m.	Tip Off

#### Doubleheader Schedule:

Game 1:	6 p.m. Tip off	
Game Clock	Time of Day	
30:00	5:25 p.m.	Floor available for team warmup-30 minute countdown begins
15:00	5:40 p.m.	Officials meet with team captains
0:00	5:55 p.m.	Timer sounds buzzer-teams clear floor Presentation of Colors and National Anthem Player introductions/crowd control statement
0:00	6:00 p.m.	Tip Off
Game 2:	8 p.m. Tip off*	
Game Clock	Time of Day	
30:00	7:25 p.m.	Floor available for team warmup-30 minute countdown begins
15:00	7:40 p.m.	Officials meet with team captains
0:00	7:55 p.m.	Timer sounds buzzer-teams clear floor Player introductions/crowd control statement
0:00	8:00 p.m.	Tip Off

\*The second game of a double-header program shall be promoted as “not before 8 p.m.” and shall begin at 8 p.m. or no later than 30 minutes after completion of first game.

# Appendix G

## Opponents' Average Winning Percentage (OWP) and Opponents' Opponents' Average Winning Percentage (OOWP) Calculation Explanation

*Opponents' Average Winning Percentage (OWP).* Take each opponent's regular won-lost percentage against other Division III teams (excluding the results against the team in question) and average the percentages.

To calculate: Team A Schedule is as follows:

Opponent	Record	vs Team A	Revised Record	Revised W-L Percentage
Team B	21-7	0-1	21-6	.7778
Team C	11-15	0-1	11-14	.4400
Team D	7-20	0-1	7-19	.2692
Team E	13-13	0-1	13-12	.5200
Team F	23-6	1-0	22-6	.7857
Total			74-56 (.5692)	.5585 (OWP)

Team A's Opponents' Average Winning Percentage = .5585

*Opponents' Opponents' Average Winning Percentage (OOWP).* The strength of each opponents' schedule is measured by computing the opponents' winning percentage for each opponent, then averaging the percentages. This recognizes the fact that two opponents with similar won-lost records may have played far different schedules (in terms of strength of opponents).

To calculate: Take Team B, C, D, E and F schedules and perform the same calculation as above (OWP). It is important to note that the OOWP will support the OWP (i.e., if Teams A and B have the same OWP of .5692; Team A has a OOWP of .6125 and Team B has a OOWP of .4567; it would indicate team A has the stronger strength of schedule).