

**2009-10
DIVISION II
GENERAL
CHAMPIONSHIP
INFORMATION**

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Division II General Championship Information

Administration and Management

[Reference: Sports Committees (see pages in sports-specific handbooks) and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

General Policies. As specified in Bylaw 18.1, all NCAA championships shall be conducted in accordance with the general policies established by the Division II Championships Committee and shall be under the control, direction and supervision of the appropriate governing sports committees, subject to the standards and conditions set forth in Bylaw 31 and in the NCAA championships handbooks.

An appeal of a decision of a governing sports committee, or a subcommittee designated by it, concerning questions of individual or institutional eligibility, or the conduct of a championship, will not be considered by the Division II Championships Committee at any time during the championship or 48 hours immediately preceding the beginning of the championship. During such period, the governing sports committee, or a subcommittee designated by it, shall be the final authority in acting upon appeals concerning the conduct of the championship, subject to the provisions of Bylaw 31.2 regarding institutional and individual eligibility questions.

Games Committee. The governing sports committee shall appoint a games committee to actively supervise the conduct of each championship session. The games committee conducting any NCAA championship shall limit participation to eligible student-athletes and may limit the number of entries or reject any application for entry in any event in order that the competition shall best promote the welfare and interest of the sport involved.

The chair of the governing sports committee (or the chair of the appropriate division subcommittee of the governing sports committee) shall serve as chair of the games committee. The games committee also shall include the director of athletics of the host institution (or the director's designated representative). The chair of the governing sports committee may appoint as many additional persons to the games committee as the chair deems necessary, provided that a majority of the members of the games committee meet the requirements of Bylaw 4.02.3.

For those championships in which first-round and regional competitions require multiple games committees, the chair of the governing sports committee shall designate members of the sports committee to serve as members and chairs of the respective games committees. If there is not a sufficient number of committee members for this purpose, the chair of the governing sports committee may designate a member of the host institution's athletics department, or a representative from another active or conference member of the Association, to serve as a games committee chair. A member of the NCAA national office staff may serve as a games committee chair if that staff member is the only individual representing the governing sports committee at the event.

The chair of the governing sports committee, or the chair of the appropriate division subcommittee, shall conduct the competition with the approval of the sports committee.

Host Institutions. The functions of the director of athletics of the host institution may include such matters as mailing of entry blanks and related information to all eligible active members; acceptance and processing of entries; coordination of the publicity program; selection of officials, subject to approval of the governing sports committee; direction and supervision of ticket sales; and general details related to the administration and conduct of the championship.

The following materials may be distributed by the meet or tournament director:

1. A copy of the championship information material shall be mailed to the Association's national office for approval before being sent to the member institutions.
2. Immediately after the close of the competition, one copy of the official results of the meet or tournament, and other pertinent information shall be mailed to the appropriate championships administrator at the Association's national office.

Host institutions for championship competition shall be responsible for providing all necessary equipment for the conduct of the meet or tournament. Unless the equipment is deemed essential to the conduct of the competition (e.g., pommel horse and balance beam in gymnastics, wrestling mats, timing equipment in swimming and track), visible advertisement may not appear on the equipment. Other equipment shall not have any commercial advertising attached to it other than the customary manufacturer's label that the company ordinarily places on its products.

At all times, representatives of the host institution shall work in close cooperation with the chair of the governing sports committee, or the chair of the appropriate division subcommittee, to the end that the championship shall reflect favorably upon the best traditions and character of intercollegiate athletics.

Participating Institutions. Participating institutions are required to send a paid staff member to accompany their student-athlete(s) during the entire championship.

Academic Recognition Program

Beginning with the 2009-10 championships season, the NCAA has instituted an academic recognition award program, which is entitled the Elite 88 Award. The Elite 88 award recognizes the true essence of the student-athlete – the individual who reaches the culmination of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 88 championships. Nomination forms will be sent to all Director of Athletics, Faculty Athletic Representatives, Compliance Coordinators and Senior Woman Administrators once each season (mid-October, mid-February and mid-April). For more information regarding this program, please contact Mark Bedics, associate director of media coordination and championships at mbedics@ncaa.org or 317/917-6541.

Advertising

[Reference: Programs, Promotion, Radio and Television (see pages in sports-specific

handbooks), and Bylaw 31.1.12.1 in the NCAA Manual.]

NCAA advertising policies are designed to prohibit those advertisements that do not conform to NCAA Advertising and Promotions Standards. These standards are designed to prohibit those advertisements that do not appear to be in the best interest of higher education. Use of NCAA marks is not permitted unless the advertiser is an NCAA corporate champion or partner (<http://www.ncaa.org/partners/partners.html>). This includes the use of the championship name. The NCAA staff shall have the authority to rule in cases where doubt exists concerning acceptable advertising copy for game programs. The following, however, are expressly prohibited:

1. Alcoholic beverages that exceed 6 percent alcohol by volume. Beer is allowed. If a beer ad is used, the NCAA requires “drink responsibly” themed ads.
2. Cigarettes and other tobacco products.
3. Professional sports organizations from the sport being promoted. Active, professional players may be used in the ad, provided there is no reference to their professional team or league within the context or visual images of the ad.
4. Organizations related to or involved in the promotion of gambling. This includes casinos, race tracks and lotteries.
5. All NCAA corporate champions and partners will have exclusivity in their specific category.
6. Non-therapeutic drugs and generally, other drugs and patent medicine advertisements.
7. Graphics that include tournament brackets are prohibited unless used by an NCAA corporate champion or partner.

TRADEMARKS: (Very strictly enforced, no exceptions permitted!) The registered trademarks of the NCAA cannot be used in advertisements of non-NCAA corporate champions or partners. Trademarks may be found at <http://www1.ncaa.org/eprise/main/Public/CBA/Trademarks>.

Note: All advertising must be submitted to the NCAA for approval. Advertising contracts are not valid if the NCAA elects not to approve an ad, for whatever reason. HCI advertising sales representatives should only forward advertising that meets NCAA advertising guidelines.

Americans with Disabilities Act

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the various host facilities. The host is responsible for checking to see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will not be in compliance.

Attendance at Championship Functions

Governing sports committees may require designated representatives of participating institutions to attend official championship functions. Designated attendees and functions for a particular championship will be listed in the sport-specific section of the championship handbook. Failure of a designated representative to attend a specified

function could result in a penalty or fine as outlined in Bylaw 31.1.9.

Attendance Figures

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)].

Awards

[Reference: Awards (see pages in sports-specific handbooks).]

The Association has created standard awards for individuals and teams that participate in NCAA championships. The number of such awards for each championship shall be determined by the sports committee and is subject to the approval of the Division II Championships Committee. These official NCAA awards shall be the only awards presented by the Association to teams and individuals for participation in NCAA championship competition and shall be the only awards presented at the site of an NCAA championship. “At the site” is intended to include the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition.

Duplicate awards shall be presented to teams or competitors tying for official places. If two athletes tie for second place, for example, each shall receive an official second-place award; no third-place award shall be given.

All awards shall be ordered by the NCAA for shipment directly to the athletics director of the host institution or the appropriate officer of the sponsoring agency.

The invoice for producing awards for all NCAA championships shall be forwarded to the NCAA for payment, and the cost shall be charged to the appropriate championship.

Participation Awards (Medallions). Participation awards will be provided to student-athletes competing or in uniform in the championships (maximum number per squad size) that do not receive an award for place finished. For team championships, the medallions will be given on site. For individual Team championships these awards will be sent to the institution’s director of athletics after the conclusion of the competition.

Other Permissible Awards. The above provision places no restriction on the presentation of awards at banquets or meetings held in conjunction with the championship, or at sites other than that of the championship competition itself.

Additional Awards for Purchase by Participating Institutions. The NCAA will offer institutions that participate in Division II competition the opportunity to purchase awards (medallions, mini-trophies, watches or commemorative) at the level to which the team advanced in the competition. For example, if a team received mini-trophies, an institution may purchase mini-trophies, but not watches or medallions. Since the NCAA provides awards for the official travel party (medallions provided to squad size

only), additional championship awards may be purchased. Subject to the director of athletics' discretion, an institution may purchase NCAA championship awards for all eligible members of the squad list, for all nonparticipant members of the official travel party and for institutional personnel.

Appreciation Awards. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the event. Any such presentation must be separate from and cannot occur in sequence with the presentation of the official NCAA championship awards.

Band and Cheerleaders/Spirit Squads

[Reference: Band and Cheerleaders (see pages in sports-specific handbooks).]

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Administrators (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see <http://www.aacca.org/collegesafety.asp/>). 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.

Budgets

[Reference: Annual Forms (see pages in sports-specific handbooks).]

Institutions interested in serving as the host for a National Collegiate Championship should contact the chair of the sports committee or the NCAA national office. The proposed budget form is available on the NCAA Web site for those institutions indicating such interest.

An institution desiring to serve as host to an NCAA meet or tournament first shall have its proposed budget approved by the sports committee for that championship and subsequently by the Division II Championships Committee.

Two budgets—one for game expense and one for entertainment expense—shall be submitted by each prospective host institution. In the event gross receipts are not sufficient to meet the expense budgets, the Association shall reimburse the host institution for the difference up to the amounts of the approved budgets.

The host institution shall be responsible for all expenditures over the approved budgets even if gross receipts exceed the original estimate.

Revisions of the approved game-expense budget of a host institution may be approved, provided it can be demonstrated that the cause of the request was beyond

the institution's control.

Sports committees may, as a minimum, (1) require verification of regular-season ticket sales to be submitted with the proposed budget, and if necessary, (2) require prospective host institutions to guarantee all or some portion of the projected revenue, with a possible penalty being the withholding of the honorarium or percentage of net receipts if such figures are not realized.

For predetermined sites, all materials should be completed at least two years in advance, if possible. The proposed budget will be reviewed by the sports committee. The committee will make a recommendation to the Division II Championships Committee for future sites.

The NCAA has implemented an online proposed budget and financial report process. We request that prospective hosts 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/champadmin/champ_budget/. 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 referenced above 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.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability (see pages in sports-specific handbooks) and Bylaws 3.2.4 and 31.2.1.7 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Institutions must notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

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

Commercial Involvement

[Reference: NCAA Championships Promotions Guidelines Manual.]

NCAA Approval. If an NCAA member institution or other entity serving as host to an NCAA championship wishes to administer a local contributor or donor program for

such championship, it must procure NCAA approval in advance. A written proposal, including financial arrangements, shall be submitted to the NCAA championships staff liaison for such purposes. The staff liaison must obtain approval from the NCAA corporate alliances group before final approval is granted. If final approval is granted, it shall be subject to the condition that the host institution or other entity shall not solicit for sponsorship purposes a product or service of a competitor of an NCAA-approved corporate champion, partner or licensee without first obtaining the further approval of the NCAA corporate alliances group.

Only NCAA corporate champions and/or partners may use NCAA trademarks, logos, championship tickets and/or reference to the championship in advertising and promotions around an NCAA championship. Local companies involved with a championship may be referred to only as “local contributor to the local organizing committee” or “local contributor to the host institution/agency.” Local contributors may not use NCAA trademarks, logos, championship tickets and/or references to the championship in any manner.

All advertising copy and promotional activities by local contributors using the NCAA’s name or registered marks (see pages 3-4 of this section) are prohibited. Only the NCAA has the authority to permit usage of its name or registered marks by a local contributor.

Prohibited. A championship’s activity or promotion may not be sponsored by liquor, tobacco, beer or wine companies; professional sports organizations or teams; or organizations promoting gambling at any time.

Permitted at Championship Site. Except as described below, no commercial identification, exhibit or promotion may occur at or in the site of NCAA championship competition. This does not preclude approved corporate identification or exhibits at an off-site facility in conjunction with an NCAA championship. Commercial identification at or in the competitive site of an NCAA championship is restricted as follows:

1. Advertisement or identification on ticket backs shall be permissible only for official NCAA corporate champions and/or partners, or the official ball or equipment entity for the championship, and it shall not include a coupon redeemable for merchandise at a discount. Any trade-out agreements, advertising or otherwise, must be approved in advance by the NCAA. All advertisements using the NCAA’s name or registered marks must be approved by the NCAA.
2. Manufacturers’ normal identification may appear on participants’ uniforms, per the provisions of Bylaw 12.5.4; manufacturers’ normal identification may appear on equipment and concession products, provided it conforms to the provisions of equipment specifications outlined in the management section.
3. Championships competition that will be televised by an NCAA-approved rights holder will not be permitted at a site that has advertising displays for liquor, tobacco, beer or wine companies; professional sports organizations; or organizations promoting gambling. By a two-thirds vote of the members present and voting, the Division II Championships Committee may grant a waiver of this requirement. The president shall be authorized to act on behalf of the committee in granting such a waiver if scheduling requirements preclude consideration of a waiver request by this group.
4. Contracts relating to advertising/signage within the championship venue must be disclosed to the NCAA before the time the NCAA designates the facility as a championship site. Except when expressly prohibited by contracts entered into before

the date the facility is selected by the NCAA, there shall be no advertising, banners, signs or displays of any kind, including those of NCAA corporate champions and/or partners, to be hung, posted or displayed anywhere within the facility proper (i.e., any place that can be seen from spectator seating areas), including the scoreboard, other than the NCAA banners and broadcast banners as approved in advance by the NCAA. Any permanently affixed or leased advertising, banners, signs or displays in the facility, including lighted displays or dioramas [Note: If these cannot be covered, they must not be back lit.], shall be covered by the facility at its expense, as designated by the NCAA. The facility must use its best efforts to negotiate the removal or coverage of advertising of those that contractually require signage to remain visible for all events. In particular, the facility will endeavor to have the following advertising obstructed from view:

- a. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.
 - b. Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
 - c. Advertising displays for liquor, tobacco, beer (including nonalcoholic beer) or wine products.
5. NCAA corporate champion and/or partner banners should be displayed on the concourse (for indoor championships) or at the entrance (for outdoor championships), preferably at eye level. They include grommets for hanging and will be shipped to the appropriate contact.
 6. A gift packet or other items that may be distributed shall not include a competitive product(s) of an official NCAA corporate champion, partner or licensee, or identify a professional sports team and/or organization, without prior NCAA approval.
 7. A host institution may permit a local contributor to purchase a limited number of tickets to the championship. Each host shall have its ticket-distribution policy approved in advance by the NCAA. In no instance shall any local contributor have the opportunity to purchase more or better quality tickets than an official NCAA corporate champion and/or partner.
 8. Identification of the official radio and television networks for the championship, as approved by the NCAA, is permissible.

Mementos. Mementos approved in advance by the NCAA may be distributed to participants and coaches by the host institution or sponsoring agency in conjunction with a championship, but official NCAA corporate champions and/or partners, and official licensees, shall be given the first opportunity to provide such mementos. Under no circumstances may a competitor of an NCAA corporate champion and/or partner, or official licensee, provide mementos.

Further Information. If you wish further information regarding corporate or local involvement at championships, contact your championships liaison or refer to the championship promotional manual online.

Crowd Control

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should provide a copy of their evacuation, security and emergency-response plans, as well as other crowd-control measures, for review by the sports committee. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship.

Host institutions must provide adequate security and ushers, preferably in uniform, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd-control problems. In addition, evacuation and emergency plans should be in place and should be reviewed with the games committee.

The tournament manager, or a designated representative, shall be prepared to use the public-address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. The following announcement should be made:

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and tobacco products is prohibited.”

Artificial Noisemakers. Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while the game is in progress. The tournament manager shall be responsible for enforcing these provisions.

Tobacco Products and Alcoholic Beverages. Alcoholic beverages and tobacco products shall not be sold or otherwise made available for public consumption at any championship event sponsored by or administered by the Association, nor shall any such beverages or products be brought to the site during the championship (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

Distribution of Materials

The sale or distribution of newspapers, handbills, flyers, memorabilia or promotional materials at the site of an NCAA championship without the advance written approval of the NCAA is prohibited.

Drug Testing

[Reference: Bylaw 31.2.3.4 *NCAA Banned-Drug Classes 2008-2009*; *NCAA Drug-Testing Program 2008-09 booklet* and www.ncaa.org/health-safety]

All NCAA championships are subject to the drug-testing program. Student-athletes will all student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by

student-athletes are analyzed by a World Anti-Doping Agency (WADA) accredited laboratory and the results are then reported to the institution’s director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The Banned-Drug Classes List specifically includes stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, and anti-estrogens. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program 2008-09 booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event.

Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Additional information regarding the NCAA’s championship drug-testing program can be found at www.ncaa.org/health-safety.

Eligibility

[Reference: *Bylaw 31.2 in the NCAA Manual.*]

Protests. Any team that has been duly certified as eligible for an NCAA championship or any student-athlete duly certified by the institution for an NCAA championship shall not be withheld from participation because of any protest made or filed during the progress of the competition or during the 24 hours immediately preceding the beginning of the championship. If there is a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted, a team or the student-athlete may be withheld from further competition in the championship, provided the protest is made or filed at least 24 hours in advance of the beginning of the next segment of the championship.

Amateurism. If requested by the Division II Championships Committee, a student-athlete who participates in a National Collegiate Championship must sign an affidavit certifying the student-athlete’s amateur standing under the provisions of Bylaws 2.9 and 12. The affidavit will be administered by the chair of the games committee and taken on a form prescribed by the appropriate cabinet or committee. If the student-athlete fails or refuses to complete the affidavit fully and properly, the student-athlete may not be certified for participation in the championship.

Financial Penalty

[Reference: *Bylaw 31.1.9 in the NCAA Manual.*]

A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championship administration, subject to review by and appeal to the Division II Championships Committee. The institution may be assessed:

1. One hundred dollars per team or \$50 per individual, up to a \$300 maximum penalty, for

failure to adhere to published procedures for the submission of regular-season results, availability questionnaires and/or entry forms;

2. One hundred dollars, cancellation of all or a portion of the Association's travel guarantee, or all or a portion of the institution's share of revenue distribution for failure to adhere to published managerial and administrative policies and procedures;
3. Cancellation of all or a portion of the honorarium for hosting an NCAA championship for failure to submit the financial report within 60 days after the competition, as specified in Bylaw 31.4.1.1; or
4. Financial or other penalties different from Nos. 1, 2 and 3 above, but only if they have prior approval of the Division II Championships Committee.

Late-Entry Fines. Institutions shall not be charged entry fees for teams or student-athletes competing in NCAA championships, but governing sports committees may establish late-entry fines, subject to the approval of the Division II Championships Committee.

Insurance

[Reference: Bylaw 31.7.4 in the NCAA Manual.]

Liability. NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

[Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.]

Medical. Arrangements have been made to provide basic accident medical and catastrophic injury medical insurance for student-athletes in NCAA championships.

The basic coverage will pay all medical and dental expenses incurred as the result of an accident up to \$75,000 on each claim, subject to the deductible of \$250. Benefits would be afforded to a student-athlete while:

1. Actually practicing for or competing in an NCAA championship as an official representative of the institution;
2. Actually being transported in a group, under the supervision and personal direction of a coach, manager or other duly delegated authority of the institution, to or from practice or play in an NCAA championship; or
3. On a supervised team trip away from the city or town in which the institution is located for the purpose of participating in an NCAA championship.

This coverage also applies to athletics department staff representatives, faculty athletics representatives, coaches, student-managers, student-coaches and student-

trainers who are traveling with the team and representing the institution.

The catastrophic coverage will provide lifetime medical and rehabilitation benefits to student-athletes, student-coaches, student-trainers and student-managers who suffer injuries while participating under Nos. 1, 2 or 3 outlined above. Benefits would begin after the injured participant's medical and dental expenses exceed the deductible amount of \$75,000 (limit of basic program). The coverage will provide disability benefits and lifetime medical and rehabilitation benefits to all students incurring catastrophic injuries.

It should be noted that the insurance program covering participants in NCAA championships will reimburse expenses incurred in excess of the deductible amount as noted and not covered by other valid and collectible insurance plans, government programs or other sources. For additional information or to obtain a claim form, contact the travel and insurance department at the NCAA national office.

Accidental Death and Dismemberment. If an injury incurred by a student-athlete under the situations described in the medical section above results directly and independently of all other causes and, within 180 days from the date of the injury, in loss of life, an indemnity will be paid in the amount of \$10,000. Further, under the benefits of this policy, provisions are made for dismemberment and loss of sight. This coverage also applies to athletics department staff representatives, faculty athletics representatives, coaches, student-managers, student-coaches and student-trainers who are traveling with the team and representing the institution.

Medical Arrangements

Procedure to Medically Disqualify a Student-Athlete During an NCAA Championship. As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

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

- a. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant;
- b. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted;
- c. 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;
- d. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel;
 - e. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan;
 - f. An inclement weather policy that includes provisions for decision-making and evacuation plans; and
 - g. Certification in cardiopulmonary resuscitation (CPR) techniques, first aid, and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices and contests. New staff engaged in these activities should comply with these rules within six months of employment.

Merchandising

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 88 National Collegiate Championships; host institutions and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser.

The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. Event 1, Inc. may be reached through Jared Hunt, P.O. Box 14610, Lenexa, KS 66285-4610 (phone: 913/693-2108; fax: 913/693-2654). Event 1, Inc., has purchased souvenir merchandising rights to all sites of all National Collegiate Championships.

Event 1, Inc., will enter into an agreement with the official vendor of the host institution or sponsoring agency to vend product at the site of the championship event. Event 1, Inc., will supply merchandise, vending supplies, and inventory reconciliation forms as necessary to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory and, as such, must provide:

1. Inventory accounting upon arrival of merchandise from Event 1, Inc.
2. Immediate notification (within 24 hours of receipt) to Event 1, Inc., of any discrepancies in initial inventory counts (non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.).
3. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution or vendor.
4. At the conclusion of the event, the sum of all monies and inventory equal to the retail value of initial inventory, plus any additional merchandise supplied by Event 1, Inc., during the course of the event.
5. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
6. Selling locations that are well displayed and fully stocked before the public's access to them.
7. Strict adherence to the merchandising and display standards set below:

- a. Merchandise made available for sale at all times during the event.
 - b. Each item neatly displayed with correct prices clearly marked.
 - c. Neatly dressed personnel that are customer-oriented.
 - d. Skirted tables for display and checkout.
 - e. Display boards and grids.
 - f. Tents, sheltered areas, or other means of protection from inclement weather.
 - g. Keeping selling areas clean and neat at all times.
 - h. -Re-stocking of back-up inventory in a fast and efficient manner.
 - i. Calling Event 1, Inc., to request re-orders should sales warrant.
8. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., not later than 24 hours after the conclusion of the event.
 9. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 10 business days of the conclusion of the event.
 10. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the event

Having met each of the above requirements, Event 1, Inc., will pay to the host institution, sponsoring agency or its assigned vendor, a commission equal to 20 percent of sales net of taxes and credit card service fees. Commissions will be paid within 30 days of receiving all revenues and inventory, and having satisfied full audit and compliance.

The host institution may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

The host institution may sell merchandise that features the host institutional mark or logo at NCAA competition under the conditions that the host institution or official vendor has guaranteed to purchase all product from the NCAA event merchandiser at the site of the competition, and the host institution or official vendor has agreed to provide the NCAA championships department 25 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

Should a championship site have a prior contractual relationship with vendors that cannot be waived for NCAA championship competition, Event 1, Inc., when supplied with written proof of the contract, is required to make the vending opportunity available to the facility's vendor.

The host institution must notify Event 1, Inc., if it has an existing contract that will prohibit Event 1, Inc., from supplying vendors for this event.

Questions relative to merchandising should be directed to Jared Hunt at Event 1, Inc. (phone: 913/693-2108; e-mail: jhunt@gearforsports.com) or Erika Austin at the NCAA national office (phone: 317/917-6222; e-mail: eaustin@ncaa.org).

Teams Preorders

Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round event 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. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 888/745-3058.

Misconduct

[Reference: Meetings (see pages in sports-specific handbooks) and Bylaws 31.1.1.2 and 31.1.8 in the NCAA Manual.]

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

Coaches Meeting. Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

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

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

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;

5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the Division II Championships Committee.

Ban From Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee upon request of any institution participating in the championship.

Per Diem

[Reference: Squad Size (see pages in sports-specific handbooks) and Transportation in the Division II General Section.]

A per diem allowance is guaranteed for all Division II championships. Exceptions to this policy may be approved by the Division II Championships Committee. For approved exceptions, refer to the championships information section of this handbook.

Per diem allowances will vary by championship. Please refer to the NCAA travel policies for specific details. The travel policies are at <http://www.ncaa.org>, click on sports and championships, then travel and reimbursement information.

1. If approved in advance by the NCAA travel department, member institutions may be provided additional per diem due to transportation circumstances that prevent teams from arriving at the site of competition in time to meet administrative requirements of the championship (e.g., practice, pretournament meetings or media conferences). Please contact the NCAA travel department (phone: 317/917-6757; e-mail: travel@ncaa.org) to receive such approval.
2. If approved in advance by the NCAA travel department, institutions may be provided additional per diem to travel from one preliminary-round site to the next site, rather than return to campus between rounds.

Regional Advisory Committees

Regional advisory committees are advisory only and may submit recommendations; however, the final authority for the ranking and selection of teams to the championships rests with the sports committees.

The advisory committees should be representative of a cross section of the region's membership and reflect a broad geographical distribution. The following guidelines will be used by sports committees when appointing regional advisory committees:

1. Advisory committees should comprise a minimum of three members.

2. Each conference sponsoring the respective sport should be represented, if possible, without creating disproportionate representation; however, more than one individual may represent the same conference.
3. At least one person should represent independent institutions, if the number of independent institutions in a region warrants such representation.

Individuals whose institutions belong to both the NCAA and NAIA shall not participate as members of NCAA regional advisory committees in decisions regarding NCAA championships if their institution declares its intention to participate in the NAIA championship only.

In accordance with Bylaw 4.02.3, all advisory committee members must receive a regular salary from a member institution or organization for the performance of a regular staff function representing at least 50 percent of the normal workload for a staff member at that institution or conference.

Terms of Members. Terms of regional advisory committee members will be limited to three consecutive years. A member may be reappointed only after having been off the committee for three consecutive years.

Team/Individual Under Consideration. Regional advisory committee members may not participate in discussions or vote on decisions affecting their own teams or individuals, but they need not be removed from or replaced on regional telephone conferences at any point.

Results on ncaa.com

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's Web site, ncaa.com:

For preliminary competition, please specify the division, sport, region, date of competition, round and official result(s) (including any overtimes, etc.).

For championship finals competition sites, please specify division, sport, round, date, official results, photos and provide a brief game summary.

Host institutions and sponsoring agencies should use the following method to report:

E-MAIL. Send all information in the following manner:

- E-mail the information to: updates@ncaa.com; immediately following competition.
- Specify the division, sport and region in the SUBJECT area
- Paste the text (official results, including date of competition, round, etc.) directly into an e-mail or;
- Send e-mail as an attachment in a MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to an e-mail.

If you are delayed in reporting results by one of these methods, have problems sending the e-mail or if the e-mail is returned, please contact Eric Mirlis.

emirlis@cbs.com; 212/342-8782

Risk Management Statement

The NCAA recognizes that an institution or sponsoring agency is familiar with the

facilities, grounds and equipment it will be providing for use in championships and that the institution's or sponsoring agency's staff members are in the best position to oversee safety preparations and inspections. Accordingly, on behalf of the institution or sponsoring agency, its staff members must agree to perform such preparations and inspections, and to provide such facilities, grounds and equipment free from all defective or hazardous conditions that are known or reasonably detectable. If any such conditions cannot be cured before the championship(s), specifics must be provided to the NCAA staff liaison in writing (fax: 317/917-6826) as far in advance of the championship(s) as reasonably possible. Receipt of any such notice will not obligate the NCAA either to cure the conditions in question or to relieve the institution or sponsoring agency of its legal duties with respect thereto.

Selection of Participants

[Reference: Championship Selection or Qualifying Procedures (see pages in sports-specific handbooks) and Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Manual.]

Division II Championships Regionalization Statement

Regionalization is a policy that requires governing sports committees to select a predetermined number of teams in each of the regions of the sports involved. It is based on the assumption that due to the regional nature of most Division II athletics competition, governing sports committees should evaluate and select championship participants based on regional results, as opposed to a national evaluation where head-to-head and common opponents results are less prevalent. Regionalization also encourages member institutions to compete against opponents within their regions instead of teams outside of their region, which results in a cost savings in regular-season transportation expense and less missed class time.

Regionalization requires all governing sports committees for Division II championships in which teams are selected to assign an equal number of team berths per region, with the exception of the sports of men's and women's cross country, men's golf, and men's and women's tennis. Team allocations for the sports of men's and women's cross country, men's golf, and men's and women's tennis are determined by considering the number of participating institutions within each region and the performance of the regional teams in previous championships. The regional allocations are published annually in the respective championship handbooks.

Pairings. For all preliminary competitions, governing sports committees shall pair teams within their regions according to seed.

Site Selection

[Reference: Dates and Sites (see pages in sports-specific handbooks) and Bylaw 31.1.3 in the NCAA Manual.]

The governing sports committees shall evaluate prospective sites for NCAA championships in terms of the specific criteria approved by the Division II Championships Committee. The committee may assign specific priorities to these criteria for its championships. A governing sports committee that desires to use additional criteria shall obtain Division II Championships Committee approval before doing so.

Criteria for Site Determination. The following criteria are to be used in the evaluation of sites for all competition in NCAA championships:

Division II

Criteria for Regional Site Determination. The top-seeded team, as determined by the governing sports committee, shall be provided the opportunity to host the regional competition, provided the specific criteria developed by the governing sports committee have been met as well as the following general site selection criteria:

1. Quality and availability of the facility and other necessary accommodations;
2. Revenue potential (e.g., a financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event, as recommended by the governing sports committee and approved by the Division II Championships Committee); and
3. Attendance history and potential.

Criteria for National Championship Site Determination. The following criteria are

to be used in the evaluation of sites for all national championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Revenue potential (e.g., financial guarantee or guideline that ensures fiscal responsibility) and is appropriate for the particular event, as recommended by the governing sports committee and approved by the Division II Championships Committee;
3. Attendance history and potential; and
4. Geographical location (e.g., a site that minimizes travel)

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

Confederate Flag. In addition to quality facilities that provide a superior competitive venue, sites must provide the student-athletes, coaches and spectators with an atmosphere that creates a comfortable, non-threatening and non-offensive environment. The NCAA has developed site selection policies that specifically address the use of the confederate flag of several states. These policies include a moratorium of selecting pre-determined sites in South Carolina and Mississippi.

Mascot Policy. The NCAA is committed to providing an open environment that does not infringe on the rights of any individuals at the site of competition. The NCAA policy on Native American mascots does not require member institutions to change their names or mascots. The policy precludes member schools with Native American nicknames, mascots, or imagery from hosting NCAA championships. These schools are still eligible to participate in championships, but the policy restricts them from wearing uniforms or other paraphernalia that depict nicknames or images while competing in NCAA championship events.

Reconsideration of Host Institution. The Division II Championships Committee may reconsider the designation of a host institution for an NCAA championship if that institution's team or individual student-athletes are not eligible to compete in the championship.

Tickets

[Reference: Tickets (see pages in sports-specific handbooks).]

Admission shall be charged at all NCAA championships, unless a governing sports committee determines that charging admission is not feasible due to facility configuration or the expense relative to the event's attendance history. The respective games committees, with the approval of the governing sports committee, shall determine ticket prices. Ticket prices may be "scaled" according to the location of the seats.

Faculty members shall be charged regular admission prices. Cheerleaders in uniform, not to exceed 12 in number, and a uniformed mascot may be admitted without charge. Properly identified grade school, high-school and college students may purchase admission tickets at a reduced rate to be recommended by the sports committee and approved by the Division II Championships Committee.

The solicitation of donations from spectators at an NCAA championship shall be prohibited without the prior approval of the Division II Championships Committee.

Tobacco Ban

The use of tobacco products by any individuals on the field of play—as well as during other championship activities such as banquets, autograph sessions, media conferences and postgame interviews—at NCAA championships is prohibited. Violations of this policy shall be dealt with by the appropriate sports committee in accordance with the misconduct provisions of Bylaw 31.1.8. Further, in the sport of baseball, dugouts are considered to be on the “field of play.”

Transportation

[Reference: Squad Size (see pages in sports-specific handbooks) and Per Diem in the Division II General Section, and Bylaw 31.4.6 in the NCAA Manual.]

For purposes of these policies, baseball, basketball, bowling, field hockey, football, ice hockey, lacrosse, women’s rowing, soccer, softball, volleyball and water polo are considered team championships. Cross country, fencing, golf, gymnastics, rifle, skiing, swimming, tennis, indoor and outdoor track and field, and wrestling are considered individual-team championships.

The transportation-expense guarantee will apply only to one round trip to the site of competition for each team or individual within the required guidelines.

Participants in all NCAA championships located within 500 miles of the competition site are required to travel via ground transportation rather than by air. If an institution is located within the appropriate mileage and requests permission to fly but is denied, the institution may travel by air and pay the difference between the allowable ground-travel and air-travel cost. In these cases, the institution would be reimbursed only for ground-travel cost.

If an institution is eligible to use air transportation to the site of the championship (i.e., if it is located more than 500 miles from the site), and there is a major airport located within 150 miles of the championship site, then the participating institution is required to fly into/out of that airport. This also applies if the originating airport is located within 150 miles of the participating institution’s campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff has the discretion to increase this mileage when reasonable and necessary.

In individual-team championships, transportation and per diem expenses shall be paid only for the finals competition and not for regional-qualifying meets or tournaments, except as noted in the sports-specific handbooks.

Air Travel

All airline reservations must be made through Short’s Travel Management in order to receive the NCAA guarantee for air travel. Airline reservations must match the name exactly as it appears on the photo identification. The Association pays for the tickets for official traveling party members and those individuals qualified to compete. Short’s maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations. The number is 866/655-9215, including calls from Alaska and Hawaii.

General Air Travel Information. Due to changes in the airline industry, many airlines have placed severe restrictions on their tickets. This means that if a participant misses

a flight, their ticket will most likely be worthless and a new ticket will have to be purchased. Therefore, it is imperative that any changes are made well before the scheduled departure time of the flight for which a participant is ticketed. In addition, stand-by options have also been restricted. Therefore, if a team or participant knows they will be unable to make their scheduled flight, they should contact Short’s at least 30 minutes prior to scheduled departure to make any changes.

As an added value to the membership, institutions may also make reservations through Short’s for persons not in the official traveling party. By doing so, institutions are able to take advantage of unpublished discounted fares available through Short’s. Upon presentation of an institution-issued purchase order number or major credit card to charge, the institution will be billed directly. The reservations agent should be provided the names of the individuals who have not qualified for the championships. In these cases, prompt payment by the institution is expected.

Charter Flights for Team Championships. All charter flights for a team’s participation in an NCAA championship must be arranged through Short’s. If an institution desires an unusually high seating capacity or it appears that a charter will not be economical, Short’s will advise the institution of the options available within the required guidelines. For all championships, the NCAA will pay the prorated cost for the official traveling party based on the charter’s total cost and the number of seats available on the aircraft, but not to exceed the regular coach fare. The institution must pay for additional passengers above the official traveling party size. The NCAA has final approval of any charter that is part of the NCAA travel guarantee. Please note, charter service to championships is limited. Institutions should be prepared to adjust departure and return time, to book commercial reservations, or to split the traveling party.

Ground Travel

Local Transportation. Local transportation must be paid by the institution. This includes transportation from the team’s hotel to the competition or practice site. In addition, if the institution is located less than 50 round trip miles from the airport of departure, or if the arrival airport is located less than 50 round trip miles from the site of competition, any transportation costs are the responsibility of the institution.

Reimbursable Ground Transportation. For team championships, if the institution is located more than 50 round trip miles from the site of competition or the departure airport, or if the arrival airport is located more than 50 round trip miles from the site of competition, the institution is eligible for reimbursement of ground transportation costs. The NCAA does not reimburse actual costs for ground transportation. Instead, a flat rate will be given to all eligible institutions. This amount may vary by championship, so please refer to the NCAA travel policies for specific details. The travel policies are at <http://www.ncaa.org>, click on sports and championships, then travel and reimbursement information.

For individual-team championships, mileage will be reimbursed at the rate of 43 cents per mile (round trip) per approved individual, not the actual cost of the ground transportation.

Expense Reimbursement

An online reimbursement system with instructions will be available on the NCAA Web site at <http://www.ncaa.org>, click on sports and championships, then travel and reimbursement information. Reimbursements requests must be received at the NCAA national office within 30 days of the final day of competition.

Teams and/or individuals should provide themselves with sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging, meals and all other miscellaneous expenses.

Travel Exceptions. Be advised that if extraordinary circumstances may warrant an exception to the Association's guidelines, you must contact the NCAA's travel department for approval BEFORE making any travel arrangements. The travel department can be reached at 317/917-6757, or by e-mail at travel@ncaa.org.

Web sites/Internet (video streaming)

[Reference: Bylaw 31.1.12.1 in the NCAA Manual.]

Please refer to the NCAA Broadcast Manual policies and guidelines at <http://www1.ncaa.org/eprise/main/Public/CBA/BrdcstMan/Index>