



# MEMORANDUM

February 24, 2026

VIA EMAIL

TO: NCAA Division I Directors of Athletics  
NCAA Division I Head Men's Basketball Coaches  
NCAA Division I Head Women's Basketball Coaches.

FROM: Dan Gavitt, Senior Vice President of Basketball  
Lynn Holzman, Vice President of Women's Basketball  
JoAn Scott, Vice President of Men's Basketball.

SUBJECT: Travel for the Division I Basketball Championships.

Since we are just a few short weeks away from Selection Sunday and the subsequent start of the NCAA Division I Men's and Women's Basketball Championships, please take note of the pertinent tournament travel information outlined in this memo.

This information will focus on charter air and ground (bus) transportation and the challenges presented with postseason travel when moving 68 men's teams and 68 women's teams, all traveling within 12-72 hours after the brackets are revealed.

We understand these requests will have an impact on you. There are no other events at the national level that present the logistical travel challenges of these two tournaments, which are occurring at the same time compounded by an already busy travel season and spring break. As a result, adjustments to the realities of the current travel marketplace must be made, while at the same time providing the best possible travel experience for the participating teams. Extreme flexibility will be required this championship season. Participating schools should expect 100% screening, catering for flights over three hours, and assigned departure date and times based on game date and aircraft efficiency, for the first week of the tournament. New this year, participating institutions will not submit date or time preferences for outbound flights to First Four, First/Second round games.

Institutions could expect the following see their travel impacted in the following ways:

- Later confirmation of charter departure times when traveling to/from tournament sites;
- Use of a wide range of aircraft with multiple seating configurations and amenities;
- Different aircraft for in-bound and out-bound flights;
- Need for earlier submission of final passenger and equipment manifest;
- Increased security measures from the regular season;
- Payload restrictions and weight limitations;
- In-flight catering and coordination;
- Wi-Fi capabilities not guaranteed;
- Need for fuel stops or use of alternative airports; and
- Adjustment of departure dates and times.

We encourage you to read this entire document to help you prepare for championship travel. Additionally, the NCAA has distributed via Teamworks a detailed PowerPoint related to NCAA Division I Basketball Championships travel.

Please review the PowerPoint and this document to ensure all travel-related items are completed timely.

## Manifest Submission

**Submission Deadline.** Teams must use the [Short's Portal](#) to make arrangements for championship travel. For advanced preparations and efficient operations in the 18-72 hours between selections and travel, it is imperative that schools populate the portal with the following:

1. Primary contact, secondary contact and billing contact, as well as in-flight leader (located within the travel manifest).
2. Traveler manifest inclusive of all student-athletes, coaches, trainers, administrators, band and spirit members, and other nonathletes.
3. Equipment manifests. (See attachment below).

This information **MUST** be entered into the Short's Portal **no later than Friday, March 6**. This includes full legal names, birthdates, weight and gender of all official travel party members, along with equipment manifests, including band equipment. Due to the limited time between selections and travel, teams could face penalties as issued by the Division I Men's or Women's Basketball Committees, including fines, for not adhering to the deadline. Associated fines for not adhering to the deadlines and procedures mentioned will be at the discretion of the sports committee and may be up to \$10,000 per occurrence.

The March 6 manifest deadline must include anyone who may travel, and preferred departure and preferred arrival airports. **On Selection Sunday, the final travel party numbers may not fluctuate more than 10% from the bid submission to flight, and no additions to your passenger manifest will be permitted. To provide NCAA charter partners with adequate processing time, any PASSENGER REDUCTION to your approved manifest MUST be communicated to Short's Travel no less than six hours before the scheduled departure time or 10 p.m. Eastern time the night before a morning departure.** Associated penalties, including fines, may be assessed to teams at the discretion of the sports committee for not adhering to the above timeline.

**IMPORTANT NOTE:** Some carriers will not provide final flight details until a complete manifest has been submitted and verified against the No Fly List. To ensure timely receipt of a charter letter, manifests must be prepared by March 6.

If a school does not have its Short's Portal user ID and password, please email [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com) or [travel@ncaa.org](mailto:travel@ncaa.org). Please note this information was sent to the athletics director in November.

**Allowable Travel Party Size.** The NCAA will provide flights for the NCAA-paid travel party size and a reasonable amount of equipment, estimated to be no more than 9,000 pounds (e.g., standard basketball equipment, one training table, one drum set, two tubas/sousaphones, personal luggage and carry-on). If a school takes additional passengers or exceeds this amount, it may incur fines, a delayed departure, and/or additional shipping costs on the return as the same size aircraft cannot be guaranteed on the return. Shipment of excess equipment must be arranged and paid for by the school.

It is imperative that teams enter their planned travel party and guests accurately as teams will be held accountable for the information provided on travel party size. Should a team knowingly enter a travel party size larger than it plans to take simply to obtain a larger aircraft and/or overstates its final travel party by more than 10% (e.g., requests a travel party of 130, actually travels with 95 individuals), that team may be subject to a penalty, including fines, by the respective basketball committee.

The NCAA-reimbursable travel party size for NCAA Division I men's and women's basketball is 75 for the preliminary rounds (52 for women's basketball first- and second-round on-campus hosts). To receive full reimbursement for transportation and per diem, each school's official travel party must include 29 band members, one band director, 12 spirit members, one spirit coach and one mascot. Should the travel party not include these 44 travelers, the school shall receive per diem and transportation expenses for the actual number of band members, spirit members, spirit coach and mascot who attend.

The NCAA will pay for one charter plane or two buses (three for the Final Four) for the official travel party to travel as one group. Should a school choose to travel separately and divide the travel party, the additional cost will be the school's responsibility.

**Additional Passenger Policy.** If a school elects to take more travelers than allowed by policy, it must pay for the additional passengers above the official travel party size. For commercial flights, that cost will be the actual cost charged by the airline. For charter flights, the school will be charged \$500, one way, per additional person.

In terms of additional passengers, the NCAA governance and member services staff has determined that a parent of a student-athlete is only able to purchase a seat on the team's NCAA charter if the individual is a member of a group other than parents of the athlete (e.g., alumni association, booster club). In other words, access to purchase a seat on a team's NCAA charter solely due to an individual's status as the parent of a student-athlete constitutes an impermissible extra benefit. Please reference the 2026 NCAA Final Four Travel Program FAQs for additional information for travel specific to the Final Four.

Schools that travel by charter are responsible for ensuring all members of their travel party meet the definition of "bona fide member" of their organization, as defined by Title 14 of the Code of Federal Regulations, Part 212.5.

**Update regarding the expanded NCAA Family Travel Program.**

Due to the challenging financial environment we are currently navigating, the NCAA Family Travel Program will not be expanded to include regional rounds as was previously communicated. As the national office continues to prioritize long-term sustainability, programs of this nature have come under renewed review. The Final Four Family Travel Program will not be impacted.

**Americans With Disabilities Act Needs.** If a member of your official travel party requires wheelchair assistance or has other special needs, please provide details on your Travel Acknowledgement form on Teamworks. NCAA Short's Travel and STM Driven may reach out for additional details. The **deadline to submit the form through Teamworks is Friday, March 6.**

Some buses secured by the NCAA through STM Driven for use at tournament sites will be equipped with wheelchair lifts and other ADA capabilities.

Charter air travel is different than commercial air travel in that the majority of fixed-base operators used by charter aircraft use air stairs and not a jet bridge. If ADA access is needed at the FBO, arrangements will need to be made in advance. If not, and if a jet bridge is necessary, please note the entire travel party will need to go through the public terminal and therefore go through terminal public screening.

**Charter Aircraft Payload.** If your travel manifest includes passengers above the allowed travel party of 75 prior to the Final Four and 100 for the Final Four, please keep in mind your charter aircraft payload is inclusive of passenger weights, carry-on luggage, personal checked baggage, and all additional equipment and cargo. Actual passenger weights may reduce baggage allowance, and therefore the recommended equipment weight should not exceed 9,000 pounds. Aircraft may exceed cubic capacity (bulk out) before reaching payload capacity. The team must guarantee that payload will remain within the maximum limitations specified by the air carrier for each flight. Additionally, please keep in mind payload carrying capacity may be reduced traveling to or returning from your tournament site due to airport runway usable length, length of trip, fuel requirements, weather and wind conditions, or other factors.

**Equipment.** Luggage and equipment payload should not exceed 9,000 pounds. Personal luggage should be limited to no more than two personal bags weighing less than 50 pounds each. It is strongly recommended that water, sports drinks and food/snacks be delivered or shipped to the hotel before arrival and not carried inside the cargo space under the aircraft.

Should you travel with additional passengers and equipment, you will likely face delays. **For return flights, please note the NCAA cannot guarantee the aircraft/payload will be the same size as used on the outbound flight.** If a flight is delayed because a team is above the charter aircraft payload, the respective basketball committee will review the incident to determine if the action is a failure to adhere to policy and/or misconduct.

## Fly vs. Drive Determination

**Fly vs. Drive. First Four and First/Second Rounds.** Teams located 400 or more miles from the team's assigned site of competition are authorized to book a charter flight (fly teams) through the NCAA's travel service, Short's Travel Management. Teams located less than 400 miles from their designated site are eligible for ground transportation reimbursement (drive teams).

Teams eligible to fly will be scheduled to travel two days prior to competition for the First Four (except Men's First Four teams playing on Tuesday) and first-round competition. If a team is traveling across three time zones (Eastern to Pacific or Pacific to Eastern) and prefers to depart three days prior, the request must be made to the team's charter coordinator at Short's Travel within one hour of the conclusion of the selection show. Requests submitted by participating schools to travel three days in advance may not be approved.

**Fly vs. Drive. Regional Rounds and the Final Four.** Teams located 350 or more miles from the team's assigned site of competition are authorized to book a charter flight through Short's Travel Management. Teams located less than 350 miles from their designated site are eligible for ground transportation reimbursement.

All mileage is based on the NCAA mileage calculator at [travel.ncaa.org](http://travel.ncaa.org).

## Information for Teams Eligible for Ground Transportation Reimbursement (Drives)

**Bus Information for Teams Driving to a Tournament Site.** Teams driving to a tournament site, must arrange for their own ground transportation in accordance with [NCAA Ground Transportation Safety Standards](#). Bus equipment should be held for home airport transportation or a campus-to-campus trip.

The NCAA will provide a reimbursement of \$1,500 per bus for each per diem day. In the event a team's standard charter bus drastically exceeds the NCAA daily rate, an exception may be requested. The driver's hotel expenses should be included in the daily rate.

Reimbursement for eligible ground travel from campus to the tournament site or from campus to the home airport (and return) will be processed through the Travel Expense System at the conclusion of the round.

Due to challenges in the bus industry, teams anticipating postseason tournament play are advised to contact their regular-season provider in advance to let the provider know the team may need bus transportation to a tournament site or to/from the home airport.

Please reference the [NCAA travel policies](#) as these travel policies supersede any other documentation.

Should a school, eligible to drive to the site of competition, decide to charter an aircraft, the charter cost will be at the school's expense. The school can book on its own or use Short's Travel. Please note for safety and security protocol, the NCAA charter air program only uses Part 121 and 135 aircraft. Schools eligible to fly to the site of competition will be the priority with the held aircraft. Teams eligible to drive will only have access to those held aircraft if remaining availability exists after all teams eligible to fly are awarded flights.

### Information for Teams Eligible To Book a Charter Flight Through Short's Travel (Flies)

**Charter Flight Information for Teams Flying to a Tournament Site Using Short's Travel Management.** For those flying to a tournament site, the response and hold times for charter travel may be longer than normal due to the overall number of teams in both championships and the respective bracket announcements both being held Selection Sunday.

On Sunday night, after the selection shows, teams will contact their assigned charter coordinator to confirm key contacts, airports, and manifest numbers. **New this year, departure date and time will be determined by carrier availability. Teams eligible to fly will be scheduled to travel two days before competition.** If a team is traveling across three time zones (Eastern to Pacific or Pacific to Eastern) and prefers to travel three days prior, the request must be made to their charter coordinator at Short's Travel within one hour of the conclusion of the selection show. Requests submitted by participating schools to travel three days in advance may not be approved. Flexibility will be required, and the NCAA will do its best to accommodate the preferences. Note: Departure date may not be changed after the submission/bid is sent out.

Charter bids and charter confirmations will be based on game date and time, as well as departure date and time. Since they are the first to travel, the men's and women's First Four teams will receive priority. The same methodology will be applied for the first/second rounds, and as teams progress through the tournament. Teams can expect to have final charter confirmation letters no later than six hours before departure. Please note that finalized manifest and carrier play a role in charter confirmation timing.

The NCAA partners with large and small charter aircraft providers to create a dedicated fleet that meets the NCAA requirements for safety and operations. Charter availability may be limited due to Federal Aviation Administration, crew regulations, current staffing constraints (pilots, crew, ground handlers and screeners), weather, supply and demand. These challenges likely will impact team flight preferences, requiring teams to depart earlier or later than preferred.

The most challenging days for travel will occur Tuesday, Wednesday and Thursday (March 17, 18 and 19) after selections, as well as Saturday and Sunday returns from competition (March 21 and 22).

## Women's Team Travel Policy: Flights

### First Four.

- Outbound. Teams playing Wednesday will travel Monday, and teams playing Thursday will most likely travel Tuesday and should be prepared to travel as early as Monday. Teams will be assigned a departure time based on charter flight efficiency. Teams must be prepared to leave as early as 8 a.m. to as late as 9 p.m. local time. Contracted hotel blocks do not begin until two days before the First Four game.
- Return. Nonadvancing teams will depart the day after competition to return home to campus. Departures may be scheduled as late as 11 p.m. local time. Nonadvancing teams with late departure times should contact their hotel to secure rooms for late checkout and will be paid per diem for the additional day, should they be charged.

### First Round.

- Outbound. Teams competing Friday in the first round will travel Wednesday and will be assigned a departure time based on charter flight efficiency. Teams must be prepared to leave as early as 8 a.m. to as late as 9 p.m. local time. Should a team be traveling three time zones (Eastern to Pacific or Pacific to Eastern) and prefer to travel three days prior, the request must be made to the team's charter coordinator at Short's Travel within one hour of the conclusion of the selection show. Requests submitted by participating schools to travel three days in advance may not be approved. Should teams depart three days prior to competition, per diem will be paid for the additional day. Contracted hotel blocks do not begin until two days prior to the first-round game. If permitted to leave a day earlier, teams must contact the tournament manager and assigned hotel to request additional rooms, if available. Teams choosing to leave Tuesday should plan for a departure time as late as 9 p.m. local time.
- Return (game times 3 p.m. or before). First-round nonadvancing teams that played games with a tipoff scheduled at 3 p.m. local time or earlier Friday or Saturday may be required to travel home postgame. Departures for these teams will be scheduled for as early as seven hours after scheduled tip and up to as late as 11 p.m. local time, so there will be ample time for the team to visit with family members, check out of the hotel and have a team meal. Flexibility will be required based on aircraft availability. Additional considerations will have to be made when a team that flew to the tournament site is playing a team that drove to the site, which may result in a next-day departure.
- Return (game times after 3 p.m.). Nonadvancing teams with a scheduled tipoff of 3:01 p.m. local time or later will have return flights scheduled for the next day. Departures for these teams will be scheduled as early as practical based on the team's game time, but teams should be aware that departures may be scheduled as late as 11 p.m. local time. Teams with late departure times will be paid per diem for the day and have hotel rooms secured for late checkout.

### **Second Round.**

- Return. Short's Travel will make every attempt to accommodate the preferences of teams for their return to campus; however, availability of aircraft and crew will be the determining factor. Flexibility will be required. These trips could be the next day or as early as five hours post-tipoff, regardless of game time. Please note that whatever is submitted at the time of bid — postgame or next day — may not be changed.
- After Sunday and Monday games, teams will go home postgame if possible. Since travel schedules must be set in advance of the game's outcome, every effort will be made to proactively schedule the highest seeded team five hours post-tip and the lower-seeded team six hours post-tip; however, flexibility will be required based on aircraft and crew availability.
- Should only one aircraft be available after any second-round game that requires both teams to depart via aircraft postgame, the advancing team's departure will be prioritized.
- When multiple teams are departing from one FBO, the NCAA/charter carrier will request one screening team be assigned to each flight. However, location and staffing could require a screening company to screen multiple teams.

### **Regional Round.**

- Outbound and Return. Preferences will be collected for travel dates and time frame; however, flexibility will be required to travel as early as 8 a.m. to as late as 11 p.m. local time. Please work with your charter coordinator.

### **Final Four.**

- All Women's Final Four teams must arrive in Phoenix no later than Tuesday, March 31.
- Teams advancing from regionals can return to campus and then fly to Phoenix.

## **Men's Team Travel Policy: Flights**

### **First Four.**

- Outbound. Teams playing Tuesday and Wednesday will travel to Dayton on Monday. Teams will be assigned a departure time based on charter flight efficiency. Teams must be prepared to leave as early as 8 a.m. to as late as 9 p.m. local time. Contracted hotel blocks do not begin until two days before the First Four game.
- Outbound to First/Second Round. Teams advancing from the First Four will depart Dayton postgame for their first-round site. Departures will be scheduled as early as practical after scheduled tipoff, typically seven hours post-tip. Per diem will be granted to cover two hotels for one night, both in Dayton and at the first-/second-round site, should the school incur this expense.
- Return. Nonadvancing teams will depart the day after competition to return home to campus. Departures may be scheduled as late as 11 p.m. local time. Nonadvancing teams with late departure times should contact the hotel to secure rooms for late checkout and will be paid per diem for the additional day, should they be charged.

### **First Round.**

- Outbound. Teams competing Thursday in the first round will travel Tuesday and be assigned a departure time based on charter flight efficiency. Teams must be prepared to leave as early as 8 a.m. to as late as 9 p.m. local time. If a team is traveling three time zones (Eastern to Pacific or Pacific to Eastern) and prefers to travel three days prior, the request must be made to the team's charter coordinator at Short's Travel within one hour of the conclusion of the selection show. Requests submitted by participating schools to travel three days in advance may not be approved. Should teams depart three days prior to competition, per diem will be paid for the additional day. Teams choosing to leave Tuesday should plan for a departure time as late as 9 p.m. local time.
- Return (game times 3 p.m. or before). First-round nonadvancing teams that play games with a tipoff scheduled at 3 p.m. local time or earlier Thursday or Friday may be required to travel home postgame. Departures for these teams will be scheduled for as early as seven hours after the scheduled tip and up to as late as 11 p.m. local time, so there will be ample time for the team to visit with family members, check out of the hotel and have a team meal. Flexibility will be required based on aircraft availability. Additional considerations will have to be made when a team that flew to the tournament site is playing a team that drove to the site, which may result in next-day travel.
- Return (game times after 3 p.m.). Nonadvancing teams with a scheduled tipoff of 3:01 p.m. local time or later will have return flights scheduled for the next day. Departures for these teams will be scheduled as early as practical based on the team's game time, but teams should be aware that departures may be scheduled as late as 11 p.m. local time. Teams with late departure times will be paid per diem for the additional day and have hotel rooms secured for late checkout.

### **Second Round.**

- Return. Short's Travel will make every attempt to accommodate the preferences of advancing and nonadvancing teams for their return to campus; however, the availability of aircraft and crew will be the determining factor. Flexibility will be required. These trips could be the next day or as early as five hours post-tipoff, regardless of game time. Please note that whatever is submitted at the time of bid — postgame or next day — may not be changed.
- After Saturday and Sunday games, teams will go home postgame if possible. Since travel schedules must be set in advance of the game's outcome, every effort will be made to proactively schedule the higher-seeded teams five hours post-tip and the lower-seeded teams six hours post-tip; however, flexibility will be required based on aircraft and crew availability.
- Should only one aircraft be available after any second-round game that requires both teams to depart via aircraft postgame, the advancing team's departure will be prioritized.
  - When multiple teams are departing from one FBO, the NCAA/charter carrier will request one screening team be assigned to each flight. However, location and staffing could require a screening company to screen multiple teams.

### **Regional Round.**

- **Outbound and Return.** Preferences will be collected for travel dates and time frame. Once a team submits its preference, it cannot be adjusted; however, flexibility will be required to travel as early as 8 a.m. to as late as 9 p.m. local time. Please work with your charter coordinator.

### **Final Four.**

- All Men's Final Four teams must have a scheduled arrival time into Indianapolis no later than 6 p.m. local time Wednesday, April 1.
- At all predetermined sites, we have assigned a staff member from the host to meet all incoming and outgoing charters during the preliminary rounds and serve as an additional point of contact at the FBO. This will streamline any concerns with arrival and departure, including special requests for all team travel parties. Your team arrival and departure contact's information will be posted in the participating team manuals. We highly suggest you contact your team arrival and departure contact before arrival.

## **Men's and Women's Championships Travel Information**

### **Additional Guidelines for Charter Flights.**

**Reporting for the Team Charter Flight.** It is likely the same plane will be used to transport multiple teams back-to-back. Therefore, teams are **required** to report to the airport for charter flights no later than **one hour before** their scheduled departure time.

If a flight is delayed because a team fails to arrive at the airport as scheduled, the respective basketball committee will review the incident to determine if the action is a failure to adhere to policy and/or misconduct and potential fine.

We recommend having your home transportation company reach out to the FBO ground operations contact listed on your initial charter letter to minimize delays. On-site ground transportation companies have worked with the local FBO and should be aware of staging areas and tarmac access requirements.

Please note crew call times can vary by carrier, but typical requirements are 60 minutes before departure. Screeners arrive 90 minutes before departure to be in place to process teams for on-time departures.

**Security Screening.** Due to FAA and Transportation Security Administration regulations, **100% screening is required for postseason championship travel.** This will include screening for all carry-on bags and passengers on the manifest. Teams should plan for this additional security screening and arrive at least one hour before departure. If you have more than one bus, it is recommended to send the band/spirit squad/administrator bus first and send the team as quickly as possible after the first bus.

Due to staffing and timing issues, a team may be required to go through the terminal if private screening cannot be secured at the FBO.

All travelers must carry a government-issued picture ID, such as a driver's license. The name on the government picture ID must match the name on the flight manifest. Members of the official travel party must have Real ID compliant identification for charter travel as required by TSA. The NCAA will not reimburse any fees associated with noncompliant travelers.

**Bus Information for Teams Flying to a Tournament Site.**

Bus transportation from campus to the departing airport is the responsibility of the school. Ground transportation must be arranged in accordance with [NCAA Ground Transportation Safety Standards](#). Bus equipment should be held for home airport transportation or a campus-to-campus trip.

Should an school's mileage exceed 25 miles from campus to the departing airport, a bus allotment of \$750 per bus will be reimbursed. In the event a team's standard charter bus drastically exceeds the NCAA daily rate, an exception may be requested.

In addition, teams flying to a tournament site are required to use STM Driven, a division of Short's Travel Management, for bus transportation needs at that site. Buses in each tournament city have been reserved, and teams should call STM Driven at 844-814-3939 or email [ncaachamps@stmDriven.com](mailto:ncaachamps@stmDriven.com) to secure tournament-site bus service. Nonuse of equipment will likely result in a cancellation penalty. Should a school decide to use its own equipment, a cancellation fee could be assessed to the school.

In the event you have questions, concerns and/or emergencies, the STM Driven team can be reached 24/7 at 844-814-3939. Please do not hesitate to reach out to them should something come up while you are on the road!

**IMPORTANT NOTE: Bus driver hotel room costs are the responsibility of the school, and bus driver rooms should be included in the team room block. Any baggage or equipment left on buses requiring shipment will be shipped at the participating school's expense.**

**Wi-Fi on Charter Aircraft.** Wi-Fi capability is not guaranteed on charter flights. Many charter carriers are not equipped with Wi-Fi capability. Some scheduled service carriers are unable to provide Wi-Fi on charter flights booked at the last minute, which is the way flights are arranged during both tournaments.

If Wi-Fi is available, it will be provided at no cost to the team. However, teams should plan travel as if there will be no Wi-Fi.

**Catering and Beverage Service on Charter Aircraft.** Beverage service will be provided on all flights. If the flight time is three hours or longer, the NCAA will provide a catered box meal. Alcoholic beverage service is not allowed during NCAA travel.

Should a school wish to provide catering for flights under three hours, the school must arrange this on its own and provide food items before boarding. Please note, if the food is distributed after the passenger screening, ALL food must be prescreened, which can delay the passenger screening process. Please ensure timely and accurate delivery address inclusive of charter carrier, flight number and team to arrive in ample time to allow for screening or have the passengers pack food in their carry-on. Also note, no drinks can be carried through screening and onto the aircraft. Drinks will be distributed in flight.

**Service Animals/Armed Law Officers on Charter Aircraft.** Please advise the NCAA and Short's Travel if traveling with a registered service animal or an armed law enforcement officer on the NCAA charter flight. Additional paperwork must be completed before the flight when flying with a service animal or an armed law enforcement officer. Please note that live animal mascots are not permitted on NCAA charter aircraft or at the competition venue during the tournament.

**Baggage Handling for Charter Air Travel.** The equipment manager should closely coordinate with ground transportation and FBO ground staff during the loading process to ensure that no luggage or equipment is left on the buses before flight departure. Upon landing, the equipment manager must also verify that all appropriate cargo is removed from the aircraft and placed onto the buses. It is imperative that no aircraft crew luggage or mechanic/maintenance equipment is removed from the aircraft cargo compartments and loaded onto buses. Failure to collaborate effectively with FBO ground staff on proper baggage distribution could affect the aircraft's weight and balance, leading to issues that may disrupt passenger seating arrangements and cause flight delays.

If you have any questions or comments, please contact us. We wish you good luck for the remainder of the season and hope to work with your respective programs in March.

Please reference the NCAA travel policies as they are updated annually [here](#). Travel questions can be directed to the NCAA travel department through email at [travel@ncaa.org](mailto:travel@ncaa.org) or phone at 317-917-6757.

DGG/LMH/JLS:lmg

Attachment

cc: Danielle Donehew, WBCA  
Craig Robinson, NABC  
NCAA Division I Conference Commissioners  
NCAA Division I Senior Woman Administrators  
NCAA Division I Men's and Women's Basketball Committees  
Selected NCAA Staff



# MEMORANDUM

Attachment

## Sample Team Equipment Manifest

EQUIPMENT (35)									
Description	Type	Weight	Qty	Total lbs	Outbound party	Return party	Add Equipment		
							Edit	Delete	
Alto Sax	Equipment	6.00	1	6.00	Unassigned	Unassigned			
Baritone	Equipment	10.00	2	20.00	Unassigned	Unassigned			
Basketball Bags	Equipment	20.00	2	40.00	Unassigned	Unassigned			
Catapults	Equipment	15.00	2	30.00	Unassigned	Unassigned			
Chair Bag	Equipment	35.00	1	35.00	Unassigned	Unassigned			
Cheer Flag Bag	Equipment	40.00	1	40.00	Unassigned	Unassigned			
Cheer Sign Bag	Equipment	40.00	1	40.00	Unassigned	Unassigned			
Clarinets	Equipment	3.50	2	7.00	Unassigned	Unassigned			
Drinks	Equipment	24.00	10	240.00	Unassigned	Unassigned			
Drum Set Bass Drum	Equipment	50.00	2	100.00	Unassigned	Unassigned			
Drum Set Case #1	Equipment	145.00	1	145.00	Unassigned	Unassigned			
Drum Set Case 2	Equipment	80.00	1	80.00	Unassigned	Unassigned			
Drum Set Floor Tom	Equipment	17.00	1	17.00	Unassigned	Unassigned			
Drum Set Rack Toms	Equipment	9.00	2	18.00	Unassigned	Unassigned			
Extra EQ Bag	Equipment	20.00	5	100.00	Unassigned	Unassigned			
Extras Bag	Equipment	25.00	1	25.00	Unassigned	Unassigned			
Game Bag	Equipment	50.00	1	50.00	Unassigned	Unassigned			
Mellophones	Equipment	6.00	2	12.00	Unassigned	Unassigned			
Personal Carry Ons	Personal carry-on baggage	15.00	105	1,575.00	Unassigned	Unassigned			
Personal Luggage	Personal checked baggage	35.00	115	4,025.00	Unassigned	Unassigned			
Piccolo	Equipment	2.00	2	4.00	Unassigned	Unassigned			
Practice Loop Bags	Equipment	30.00	2	60.00	Unassigned	Unassigned			
Projector Screen	Equipment	15.00	1	15.00	Unassigned	Unassigned			
Projectors	Equipment	5.00	2	10.00	Unassigned	Unassigned			
Shoe Bags	Equipment	35.00	2	70.00	Unassigned	Unassigned			
Snack Bins	Equipment	50.00	2	100.00	Unassigned	Unassigned			
Sousaphones	Equipment	50.00	2	100.00	Unassigned	Unassigned			
Sports Medicine Bags	Equipment	30.00	7	210.00	Unassigned	Unassigned			
Strength Bags	Equipment	70.00	2	140.00	Unassigned	Unassigned			
Stretching Tables	Equipment	30.00	2	60.00	Unassigned	Unassigned			
Tenor Sax	Equipment	8.00	1	8.00	Unassigned	Unassigned			
Trombone	Equipment	7.00	3	21.00	Unassigned	Unassigned			
Trumpets	Equipment	6.00	4	24.00	Unassigned	Unassigned			
Uniform Bags	Equipment	50.00	3	150.00	Unassigned	Unassigned			
Video Bag	Equipment	5.00	1	5.00	Unassigned	Unassigned			
<b>TOTALS</b>			<b>294.00</b>	<b>7,582.00</b>					