



Participant Manual

McKinney, Texas

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2018 DIVISION II FOOTBALL CHAMPIONSHIP PARTICIPANT MANUAL

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2018-19 NCAA DIVISION II FOOTBALL COMMITTEE

Mr. Reid Amos, chair Commissioner Mountain East Conference 600 Marketplace Avenue, Suite 102 Bridgeport, West Virginia 26330 Phone: 304-924-1632 Email: commissioner@mountaineast.org	Mr. Mike Babcock Head Football Coach McKendree University 701 College Road Lebanon, Illinois 62254 Phone: 618-537-6847 Email: dmbabcock@mckendree.edu
Mr. Dick Christy Director of Athletics University of North Carolina, Pembroke 1 University Drive Pembroke, North Carolina 28372 Phone: 910-521-6227 Email: dick.christy@uncp.edu	Mr. Daryl Dickey Director of Men's Athletics University of West Georgia 1601 Maple Street Carrollton, Georgia 30118 Phone: 678-839-6534 Email: dddickey@westga.edu
Mr. Gary Goff Head Football Coach Tiffin University 155 Miami Street Tiffin, Ohio 44883 Phone: 419-448-3364 Email: goffg@tiffin.edu	Mr. Gary Pine Director of Athletics Azusa Pacific University 901 East Alost Avenue Azusa, California 91702 Phone: 626-815-5081 Email: gpine@apu.edu
Mr. Kent Weiser Director of Athletics Emporia State University 1 Kellogg Circle Emporia, Kansas 66801 Phone: 620-341-5350 Email: kweiser@emporia.edu	Mr. John Wristen Head Football Coach Colorado State University - Pueblo 2200 North Bonforte Boulevard Pueblo, Colorado 81001 Phone: 719-549-2075 Email: john.wristen@csupueblo.com

NCAA STAFF

Donnie Wagner Associate Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6813 Cell: 317-966-6447 Email: dwagner@ncaa.org	Jay Jay Rackley Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6834 Email: jrackley@ncaa.org
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SECTION 2 – Host Personnel

Co-Tournament Director <i>Banquet</i>	Jay Poerner, Commissioner Lone Star Conference 972.234.0033, ext. 101 (office) 972.897.4591 (cell) jay@lonestarconference.org (email)
Co-Tournament Director <i>Practice Sites</i> <i>Game Day Coordinator</i>	Shawn Pratt, Director of Athletics McKinney ISD 469.302.4119 (office) 972.832.4028 (cell) spratt@mckinneyisd.net (email)
Tournament Coordinator <i>Cheerleaders</i> <i>Bands</i> <i>Comm. Engagement Asst.</i>	Jennifer Frazier, Associate Athletic Director McKinney ISD 469.302.4119 (office) 214.551.3716 (cell) ifrazier@mckinneyisd.net (email)
Local Organizing Committee <i>Fan Fest/Marketing</i> Community Engagement	Lisa Hermes 214.886.1303 (cell) lhernes@mckinneychamber.com (email)
Media Coordinator	Melanie Robotham, Assistant Commissioner Lone Star Conference 972.234.0033 ext. 103 (office) 479-283-4054 (cell) melanie@lonestarconference.org (email)
McKinney ISD Stadium	Shawn Pratt, Director of Athletics, McKinney ISD McKinney ISD Stadium 469.302.4119 (office) 972.832.4028 (cell) spratt@mckinneyisd.net (email)
Athletic Training	Gary Hutto, Lead Athletic Trainer McKinney ISD 903.241.8696 (cell)

Drug Testing Site Coordinator (if necessary) Kim Vinson, Associate Athletic Director
Cameron University
580.583.6518 (cell)
kimv@cameron.edu (email)

Community Engagement Jill Willson
NCAA
717.360.3556 (cell)
jwillson@ncaa.org

SECTION 3 – Schedule of Events

NCAA 2018 DIVISION II FOOTBALL CHAMPIONSHIP SCHEDULE OF EVENTS

(ALL TIMES CENTRAL)

Thursday, December 13

Prior to Noon	Participating Team Arrival	
1-3 PM	Valdosta State Practice <i>*Inclement weather site is McKinney North High School (indoor, turf fields)</i>	McKinney North High School
1-3 PM	Ferris State Practice <i>*Inclement weather site is McKinney Boyd High School (indoor, turf fields)</i>	McKinney Boyd High School
5 PM	Kick-Off News Conference	Main Event, 9375 Dallas Pkwy, Frisco, TX Press Conference Room
6:00-8:00 PM	Championship Celebration Banquet <i>Attire: Casual/team colors</i>	Main Event, 9375 Dallas Pkwy, Frisco, TX

Friday, December 14

9:30-10:30 AM	Valdosta State Community Engagement Event	MISD School
9:30-10:30 AM	Ferris State Community Engagement Event	MISD School
11:00 AM-12:30 PM	Valdosta State Facility Walk-Through and Practice <i>*Inclement weather site is McKinney North High School</i>	McKinney ISD Stadium
1:00-2:30 PM	Ferris State Facility Walk-Through and Practice <i>*Inclement weather site is McKinney Boyd High School</i>	McKinney ISD Stadium
5:00 PM	NCAA Pre-Championship Meeting	McKinney ISD Community Event Center McKinney ISD Stadium
6:00 – 8:00 PM	Fan Fest	Tupps Brewery, 721 Anderson, McKinney, TX 75069

Saturday, December 15

9-10:30 AM Cheerleader Breakfast
 Attire: Casual

**McKinney ISD Community Event Center
4201 S. Hardin Blvd., McKinney, TX 75071**

3 PM Championship Game Kick-off

McKinney ISD Stadium

SECTION 4 – Bands/Cheerleaders/Mascots

The Lone Star Conference encourages the participating teams to bring their cheerleaders, band and uniformed mascot to McKinney. Involvement of all parties adds to the excitement of the championship game. Live animal mascots are not permissible.

The Lone Star Conference requests that the following information be sent to **Danielle Anderson** (danielle@lonestarconference.org), **no later than Monday, December 10, 2018.**

- Name(s) of Director and Assistant Director for the band. **Please include email addresses and cell phone numbers.**
- Arrival date and time and mode of transportation for the band.
- Copy of script and general plans for halftime shows for the band. Each school is tentatively allotted six minutes in the halftime performance (this includes on and off the field movement).
- Names of individuals who need field passes and those needing press box passes for halftime.

Due to a time constraint of painting logos on the field, the bands will not be able to practice on the game field.

The intermission will be 20 minutes. Eighteen (18) minutes will be allotted for the halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes allotted for halftime entertainment will commence when the teams leave the field. Under no circumstance will the intermission be extended for entertainment.

- **Band members**, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts and before and after the competition. Bands may only play when their team has the ball. Bands shall not play while the game is in progress. Halftime activities are the responsibility of the host; however, the participating teams may request an opportunity to participate. Bands will be dropped off on the north side of McKinney ISD Stadium.
- **Cheerleaders and/or dance team members**, not to exceed 24 in number, plus the uniformed mascot and one cheerleader coach, shall be admitted, if in uniform; all other institutional representatives will be admitted only upon presentation of a ticket. Live mascots are not permissible. Cheerleaders and/or dance team members will be dropped off on the north side of McKinney ISD Stadium and will enter the facility through the Fine Arts Plaza Gates.

Please notify Danielle Anderson at danielle@lonestarconference.org or 972.234.0033 ext. 102 if your cheerleaders will be in attendance.

Cheerleaders and bands are invited to participate in the following:

- Friday, December 14: Fan Fest – Tupps Brewery, McKinney, 6 - 8 PM

Cheerleaders are invited to participate in the following:

- Saturday, December 15: Cheerleader Breakfast, McKinney Community Event Center, 9 AM. Cheerleaders, mascots, & coaches will have free admission. Any additional guests wanting to attend the breakfast must purchase tickets for \$15, payable to Spoons Café. Please RSVP to DeeDee Guerra @ dguerra@visitmckinney.com or 972.547.2059 **by Wednesday, Dec. 12th @ 3pm CST.**

SECTION 5 – Celebration Dinner

Celebration Dinner

The championship celebration reception will be held at 6:00 p.m., Thursday, December 13, at **Main Event, (9375 Dallas Pkwy, Frisco, Texas, 75033)**. Complimentary dinner admissions will be provided for players and the official travel party. Requests from the general public will not be accommodated.

Team buses can drop off banquet attendees in front of the Main Event.

The doors for the event will open at 6:00 p.m. Casual/team colors are the recommended team attire. A buffet meal will be provided. There will also be a program in which players from each team will interact in competitions coordinated by the emcee. The Elite 90 Award will also be presented at this event. The program is expected to conclude around 8:00 PM.

SECTION 6 – Facility

Parking

Please see **Appendix D** for a map of game day parking. Parking on game day will be \$10. Cheerleader, band and fan buses will be directed by parking personnel to the north parking locations, by the Fine Arts Plaza. Team parking will be located on the south end of the stadium, in front of the Community Event Center in Lot S.

Bottled Water

Each participating team will be supplied with water on game day courtesy of Coca-Cola.

Ice

A supply of ice is available for both participating teams at McKinney ISD Stadium.

Footballs

The Wilson F1001, F1003, F1004 and F1005 footballs are the official footballs for the NCAA Division II Football Championship.

Kicking Net

The Lone Star Conference will provide a kicking net for both teams.

Facility Policies



Accessibility for Disabled Fans

For complete information on ADA Accessibility and Information at McKinney ISD Stadium, please visit <https://www.mckinneyisd.net/stadium/index.html>

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.

Bag Inspection

PROHIBITED BAGS	APPROVED BAGS
<p>PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none">• All purses, bags or containers larger than a small clutch bag• Backpacks• Briefcases• Camera bags• Drawstring bags• Coolers <p>All bags are subject to search</p> 	<ul style="list-style-type: none">• Plastic Storage Bag• Clear Vinyl or Plastic Tote (Mesh is NOT allowed)• Small Clutch Purse• Diaper Bag when accompanied by infant/young child <p>All bags are subject to search</p> 

All bags and/or items are subject to inspection. Animals are not allowed unless they are service-dogs. Aerosol cans or pressurized containers, Backpacks (Including Purse Back Packs), Professional cameras with detachable lenses & associated equipment (monopods, tripods), Laptops, Illegal drugs and substances, Laser Pointers, Video Cameras, Drones, Food or Beverage (including water bottles), Pamphlets, handouts, advertisements not approved by McKinney ISD Stadium management, Weapons, Fireworks of any kind including, but not limited to, flares, smoke bombs, incendiary devices, Noisemaking Devices (horns, bells, thundersticks, vuvuzelas, whistles), Recreational Vehicles (Bicycles, Skateboards, Hoverboards, etc.), Umbrellas, Selfie-sticks, and any item deemed dangerous by McKinney ISD Stadium staff are prohibited and will not be allowed in. All prohibited items subject to change.

Bottles & Cans

Fans may not be allowed to bring any type of bottle, can, thermos or beverage container inside McKinney ISD Stadium. Parents with small children may bring plastic bottles of formula or milk inside of the stadium.

Cameras

Fans may bring personal, still-photo cameras to capture the special moments from their visit to McKinney ISD Stadium. However, video cameras, monos/tripods and cameras with a detachable lens are not permitted inside the stadium.

Chewing Tobacco

Fans are not permitted to bring or use any type of chewing tobacco inside McKinney ISD Stadium during events. If chewing tobacco is discovered inside the stadium, ticket holder must dispose of it immediately or face possible stadium ejection.

Elevators

Elevators are located inside the McKinney ISD Stadium and have to be used for press box entry. A press box credential will be required for elevator access.

First Aid Locations

McKinney ISD Stadium has one First Aid location that is available to assist fans throughout the event. It is located on the home side concourse near sections 106.

Food and Beverage Policy

Fans are not allowed to bring any outside food or beverage items inside McKinney ISD. We ask that fans either leave these items inside their vehicles or dispose of them at the security checkpoint before entering the stadium. The only exceptions are food and beverage items for infants two years of age or younger. Fans are allowed to bring in empty water bottles but are subject to being checked at the gates. Concessions will be offered inside McKinney ISD Stadium.

Lost and Found

During your visit to McKinney ISD Stadium, should you misplace an item or find something that belongs to another fan, please visit the Spirit Stores located on the west and east sides of the stadium. Claim forms are available to report missing items. Items are held in storage for 30 days and then are donated to a local charity. McKinney ISD Stadium cannot be held responsible for lost or damaged items.

Security Procedures

All fans may be subject to security inspection prior to entry inside McKinney ISD Stadium, including a physical pat down and inspection of all items brought inside the facility. Fans can assist in this procedure by removing their hats and emptying their pockets of any items before reaching the security staff member. Fans that elect not to consent to this security screening may be denied entry inside McKinney ISD Stadium. Due to this security procedure, fans are encouraged to enter the stadium at least 45 minutes prior to kick-off.

Umbrellas

Per stadium safety policies, umbrellas are not permitted inside McKinney ISD Stadium. Please leave them inside your vehicles prior to entering the stadium.

Entry Gates

The tailgating areas on the west and east sides of McKinney ISD Stadium will be open for fans beginning at 11 AM on game day.

The west and east side gates of the stadium, will open 90 minutes prior to kick-off. Pass gates located at the north and south ends of the stadium will open 2.5 hours prior to kick-off.

Alumni/Pregame/Postgame Events

A supplemental sheet with information regarding alumni, pregame and postgame events has been previously provided to directors of athletics.

Tailgating

Fan tailgating is permitted within the McKinney ISD Stadium tailgating spots starting at 11 AM on game day. Please reserve a tailgating spot with Corey Homer at 469.302.3199 or chomer@mckinneyisd.net.

SECTION 7 – Lodging

Team Lodging

The hotel properties for the two participating teams are:

Valdosta State:

Westin Stonebriar

1549 Legacy Dr.

Frisco, TX 75034

Contact: Deb Skiles

Office: 972.668.8000

Email: deb.skiles@westinhotels.com

Ferris State:

Embassy Suites

7600 John Q Hammons Dr.

Frisco, TX 75034

Contact: Christina Ramirez

Office: 972.712.7200

Email: Christina.ramirez@atriumhospitality.com

Each institution will have access to 81 sleeping rooms. A rooming list template will be provided to the Directors of Athletics of all participating semifinal teams. **Completed rooming lists MUST be sent to DeeDee Guerra (dguerra@visitmckinney.com) by no later than Monday, December 10, 2018.** Please see Appendix C for additional lodging opportunities in the greater McKinney area.

Meeting room space has already been reserved for both teams within each property. Any catering or audiovisual needs should be requested through your respective contacts.

SECTION 8 – Medical Information

Medical Information

Student-athletes who are injured and who require hospitalization during the football championship will be transported to the following local hospital:

McKinney Medical Center

4500 Medical Center Dr.

McKinney, TX 75069

972.547.8000

Participating teams will have full use of the athletic trainer's facilities at McKinney ISD Stadium. Please direct any questions regarding athletic training matters to McKinney ISD Head Athletic Trainer, Gary Hutto at 903-241-8696.

The championship athletic trainer will be available during the game to assist each team's medical staff and to supervise the use of the athletic trainer's facilities at the stadium.

See Appendix A for locations of hospitals and pharmacies.

Ambulance service will be provided as needed throughout the championship game.

Please direct any questions regarding medical matters to McKinney ISD Head Athletic Trainer, Gary Hutto at 903-241-8696.

SECTION 9 – Media Services

Credentials

Phil Pierce, Assistant Director of Championships at the NCAA, will serve as the media coordinator for the championship game. All media credential requests should be submitted through the NCAA at www.ncaa.com/media-center/Credentials.

Additional media inquiries may be directed to Phil at ppierce@ncaa.org or 317/917-6976. Melanie Robotham, Assistant Commissioner for the Lone Star Conference, will support Phil with media coordination for the championship game. You may reach Melanie at melanie@lonestarconference.org or 972.234.0033 ext. 103.

Credentials can be picked up at the kick-off news conference, Thursday, December 13, at the Main Event in Frisco. Any remaining credentials not distributed on Thursday can be obtained on game day.

Media Will Call will open 2.5 hours prior to the national championship game. All credentialed members of the media may enter the stadium at the pass gate on the South side of the stadium, 2.5 hours prior to game time.

For additional media information, please see the Media Information Packet in Appendix C.

Kick-off News Conference

The Kick-off news conference will begin at 5 PM on Thursday, December 13, at the Main Event in Frisco, Texas. Directors of Athletics, head football coaches and designated players of the participating teams are required to attend the news conference. More information will be distributed regarding a web stream of the kick-off news conference.

Postgame News Conference

The postgame news conference will be in the McKinney ISD Community Event Center located on the south side of the stadium. More information will be distributed regarding a web stream of the postgame news conference.

Postgame Interview Policy

Postgame press conferences will be held for the convenience of the media covering the NCAA Division II Football Championship. These will take place in the interview room at the south end of the stadium. **Coaches must report to these press conferences first before submitting to other interviews, with the exception of a television interview not to exceed four (4) minutes by the television producer(s) granted television rights by NCAA Productions. No other interviews by members of the participating institutions are permissible on the field after the game.**

Dressing rooms shall be open to the media 10 minutes after a competing team enters its dressing room. The head coach and a minimum of two student-athletes shall be available for interviews.

Press Box

Entrance into the McKinney ISD Stadium press box is by credential only for the news media and press box staff. Sufficient services will be available to the working press. The press box and media areas will open to the media approximately 2.5 hours before kick-off. Championship media guides, game programs and flip cards will be available. A pregame meal will be served to accredited media approximately 2 hours prior to kickoff. Coca-Cola beverages will be available throughout the game. The media work room will remain open until two hours after the trophy ceremony.

Multimedia

Please refer to the NCAA Media Coordination Manual for information regarding news media, press conferences, satellite feeds, television rights, footage licensing, radio and Internet audio coverage (www.ncaa.com/media).

Sports Information Director

Sports Information Directors of the teams participating in the NCAA Division II Football Championship Game should email the following information to Melanie Robotham (melanie@lonestarconference.org) as soon as possible after the semifinal contests to include in the championship game media guide and for local distribution:

- Updated team roster
- Updated probable starters and depth chart
- Updated game notes, statistics
- Statistics from the NCAA semifinal game

Additional information to bring for the Thursday press conference and championship game:

- Approximately 50 media guides/press kits
- Additional game notes, statistics, etc.
- Helmet for display.
- If needed, these items can be shipped to:

McKinney ISD Stadium
Attn: Shawn Pratt
4201 S. Hardin Blvd
McKinney, TX 75070

Sports Information Directors are requested to aid the NCAA Division II Football Championship Game Media Coordinator in planning pre-event radio/television/print interviews with head football coaches and/or selected players. Interview requests prior to or after practice will be granted at the discretion of the Sports Information Director. **PLEASE NOTE:** The policies and procedures in the championship handbook and media coordinator's manual are still applicable.

SECTION 10 – Merchandising

Merchandise

The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. They may be reached through Mr. Jared Hunt, 913/269-8251. Event 1, Inc. has purchased souvenir-merchandising rights to all sites of all National Collegiate Championships. All merchandising and

licensing matters must be discussed with and approved by Event 1, Inc. Participating schools are strongly encouraged to order commemorative team merchandise through Event 1.

Event 1, Inc. will have merchandise available at McKinney ISD Stadium on game day. Both participating schools are not allowed to sell any merchandise at the team hotel. Please advise your staff, institutional licensing director, alumni association contacts and institutional bookstore manager of NCAA Division II Football Championship plans for merchandising and refer them to Jared Hunt if they have any questions regarding this matter at the following location:

Jared Hunt
Event Coordinator
Event 1, Inc.
9700 Commerce Parkway
Lenexa, Kansas 66219
Cell: 913/269-8251
Work: 913/693-2108
Fax: 913/693-2654

SECTION 11 – Participant Expectations & Guidelines

Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Misconduct

[Reference: Bylaw 31.02.3 in the NCAA Division II Manual.]

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

Sportsmanship

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

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports

wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

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

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

Tobacco Ban

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

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

Community Engagement

All Division II championships will provide community engagement experiences for participating student-athletes and coaches. As a key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II's unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division's championship experience. Division II is committed to developing students-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

Please see the schedule of events for the time and location of your community engagement event. Once the championship final teams have advanced, Jill Willson from the NCAA will send a separate email with more specific language for your individual championship. Willson can be contacted at jwillson@ncaa.org and 717/360-3556.

SECTION 12 – Practices

Practices

Practices will be held at McKinney North High School and McKinney Boyd High School. Both fields have artificial turf. Please see the schedule of events for practice site assignments. Teams need to come dressed for practice as locker rooms for showering and changing will not be available. Water will be provided for teams.

The first practice session must be an open session, and the players and coaches must be available for interviews one-half hour before the practice.

The media will be informed when the interview schedules are available.

In case of inclement weather, teams will still practice at McKinney North High School and McKinney Boyd High School. Both facilities have indoor, turf fields.

SECTION 13 – Pregame Meeting

Pregame Meeting

The mandatory pregame meeting will be held at 5:00 p.m. on Friday, December 14, at the McKinney ISD Community Event Center (4201 S. Hardin Blvd., McKinney, TX 75070). The meeting includes the head coaches, directors of athletics (or a designated representative), sports information directors from both schools. In addition, the Lone Star Conference, Division II Football Committee, game officials, a chain crew representative, security, public address announcer, television representatives from ESPN, DVSPORT and NCAA representatives will be in attendance.

SECTION 14 – Squad Size

Squad Size

Participating teams are limited to no more than 58 players in uniform. However, the official travel party may consist of as many as 80 individuals, but should the party exceed this number, the institution, itself, must be responsible for the expenses of those in excess of that number.

SECTION 15 – Team Credentials

Team Credentials

The maximum number of team credentials issued to each team is 22 exclusive of players in uniform. The NCAA shall provide each team with a maximum of 22 team credentials that shall be distributed to only the coaches and those individuals in a working capacity that have performed these duties throughout the regular season. It should be noted that the 22 credentials should not include the coaches who will be working in the press box during the game.

Additional credentials also will be provided to authorized team medical personnel [(e.g., athletic trainers and/or team physician(s))]. There will also be a maximum of three credentials provided to each team for team administrators.

The team credentials will be provided to the director of athletics either Wednesday or Thursday of championship week at the team’s assigned hotel. It is anticipated that team credentials will be provided upon your arrival at the hotel.

SECTION 16 – Team Travel/ Transportation

Arrival

Teams participating in the National Championship game shall arrive no later than Noon on Thursday, December 13, 2018.

Exceptions to arrival times at competition sites must be approved by the Division II Football Committee.

Team Travel

The Lone Star Conference requests that each school designate a team travel coordinator to act as the main contact, on behalf of the institution. This individual is asked to contact Shawn Pratt at spratt@mckinneyisd.net with the following information:

- Mode of transportation, name of carrier, contact person with the carrier and time of arrival of the following groups:
 - Team
 - Athletics Department Staff
 - Band and Cheerleaders

GO Ground

Charter Bus Transportation Program. Participating institutions shall be required to make all ground transportation arrangements with the official NCAA provider, GO Ground Options. The NCAA will pay for the services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Institutions can contact GO Ground at 866/386-4951. Their online ground transportation portal can be accessed at www.gochampionships.com. The username and password is the same as that used for the Short’s Travel portal.

Rental Cars

Rental Car Companies	
Alamo	888.826-6893
Budget.....	214.353.4940
Dollar.....	877.283.0898
Enterprise.....	214.366.9591
Hertz.....	214.350.7071
Payless.....	972.505.2880

Short's Travel Management

Participating institutions are completely responsible for making their own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866/655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

Travel Exceptions. Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317/917-6757, or by email at travel@ncaa.org.

SECTION 17 – Tickets

Tickets

ALLOTMENT

Each participating school will have access to 2,000 reserved and general admission tickets, with all tickets being located in prime locations directly behind their team bench. Each participating institution will be provided with an Access code to pass along to their fans once they have won their semifinal contest. There are reserved seating sections, as well as general admission seating sections. Tickets are \$25-Reserved, \$20-General Admission (ages 2 and under are free, and must be accompanied by a person with a valid ticket). Any individual appearing at the admission gates on game day with a questionable ticket type will be directed to the nearest ticketing supervisor.

Also available for each school is a presidential suite for up to 75 guests at the south end of the stadium. Each of these rooms have viewing access to the field, private bathrooms, access to a patio for game enjoyment, and a video screen to view the game. Schools have the option to purchase select buffets for their guests at \$20 per person. Checks made payable to MISD Athletics. RSVP's for the presidential suite and choice of menu must be sent to Connie Dowell at cdowell@mckinneyisd.net or 469.302.4182 by Monday, Dec. 10th @ 4pm CST.

TICKET BLOCK ACCESS

The online code for any blocks and sub-blocks will expire on **Wednesday, December 12 at 12 p.m. Central time** and the remaining available tickets will be released to the general public.

MISCELLANEOUS

The Will Call window will open 2.5 hours prior to kick-off and closes at halftime. Will Call tickets can be claimed only by the person whose name appears on the will call ticket envelope and state or government identification is required.

McKinney ISD Stadium ticket offices are located on both the east and west sides of the stadium. Both ticket offices will open at 1:30 PM on game day. GATES OPEN AT 1:30 PM.

SEATING POLICIES

- Seats are both reserved and general admission. Each individual with a reserved seat ticket (including children of all ages) must sit in the seat for which he or she holds a ticket.
- No one is allowed on the playing field without proper credentials.
- Should patrons experience any discomfort because of the action of others, please report any incident to the nearest usher. The usher will then seek assistance to alleviate the problem. McKinney ISD Stadium provides all ushers and usher supervisors.

If you have any questions, or require any additional information, please call Shannon Frazier at 469.302.4186.

DISABLED TICKETS

Tickets for disabled individuals are identified and may be purchased online.

Scouting

Live scouting is prohibited during all rounds of NCAA championship play. No professional scouts shall be allowed in the press box, and no complimentary tickets are to be issued to professional football scouts.

SECTION 18 – Trophies/Awards

Awards/Trophy

The championship trophy will be awarded to the winning team immediately after the championship game. The presentation will take place at the 50-yard line of McKinney ISD Stadium.

The NCAA will provide team and individual awards. No additional awards are to be presented in connection with the championship, except recognition or appreciation awards may be presented to organizations or individuals that have contributed to the development and/or management of the championship. Any such presentation must be separate from, and cannot occur in sequence with, the presentation of the official NCAA championship awards.

The NCAA will distribute the following:

- 1 – Team trophy for the national champion and runner-up
- 80 – Watches and mini trophies for the national champion
- 80 – Mini trophies for the 2nd place team

Student-Athlete Participation Award

For 2018-2019, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:

Sony Headphones



Roku Streaming Stick



Bluetooth Speaker & Powerbank



Coleman Chair



PhoneSoap



Jacket + Backpack Bundle

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.



Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least

one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright at elite90@ncaa.org or 317/917-6222. All documents, including deadlines and nomination forms can be obtained at the following location – [Elite 90 forms](#). You must be logged into the site to access the page. The submission deadline for nomination for Division II Football is Tuesday, December 11 at 5 p.m. Eastern.

Additional awards

Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. The additional award(s) order can be submitted at the following link: <http://www.mtmrecognition.com/ncaa/>.

SECTION 19 – Uniforms

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

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

- a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- b. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Patches

At the semifinal site, each team will receive 108 NCAA blue disk patches for their student-athletes. The preferred location for the patch is on the upper left corner of the jersey; however, the left sleeve is an acceptable alternative.

SECTION 20 – Videotape Exchange

Videotape Exchange

Participating institutions desiring to film or videotape any NCAA championship games in which they participate must receive prior approval from the NCAA. McKinney ISD will video the championship game in its entirety and make available to both schools through HUDL.

Hospitals and Pharmacies near McKinney ISD Stadium

Medical City McKinney
4500 Medical Center Dr.
McKinney, TX 75069
972.547.8000

Baylor Scott & White Medical Center
5252 W. University Dr.
McKinney, TX 75071
469.764.1000

Baylor Scott & White Medical Center-Frisco
5601 Warren Pkwy
Frisco, TX 75034
214.407.5000

Walgreens Pharmacy
3001 Eldorado Pkwy
McKinney, TX 75070
972.540.6667

CVS Pharmacy
3201 Preston Rd.
Frisco, TX 75034
972.668.6909

Additional Media Lodging Options

Best Western 480 Wilson Creek Blvd McKinney TX 75069 972-548-3000 Contact: Cindy Reeder	Comfort Suites 1590 N Central Expressway McKinney, TX 75069 972-548-9595 Contact: Rej & Varsha Patel
Grand Hotel 107 N Kentucky McKinney, TX 75069 214-726-9250 Contact: Jacque Meek	Holiday Inn Hotel & Suites 3220 Craig Drive McKinney, TX 75070 469-952-2044 Contact Shermeen Farrukh **Mention NCAA for special rates
Holiday Inn Express McKinney/Frisco East 6601 Henneman Way McKinney, TX 75070 214-495-0029 Contact Mike Rana	LaQuinta Inn & Suites 6501 Henneman Way McKinney, TX 75070 972-908-2370 Contact: Eloisa Sanchez
Sheraton 1900 Gateway Blvd. McKinney, TX 75070 972-549-4000 Contact: Hilda Needham	McKinney Townplace Suites by Marriott 1832 Marketplace Dr. McKinney, TX 75070 214-726-9030 Contact: Maghy Denisov

For additional information on things to do, places to eat and where to stay, call Visit McKinney at 214-554-1407 or visit www.visitmckinney.com



Media Information/Manual

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Additional Information/Contacts

For additional information about covering this championship, please visit www.ncaa.com/media or contact the following:

Phil Pierce

Assistant Director, Championships and Alliances
NCAA
Email: ppierce@ncaa.org
Cell: 317-263-4475
Office: 317-917-6976

Melanie Robotham

Assistant Commissioner
Lone Star Conference
Email: Melanie@lonestarconference.org
Office: 972-234-0033 ext. 103

Welcome media and sports information directors to the 2018 NCAA Division II Football Championship game at McKinney ISD Stadium and Community Events Center. The NCAA, the Lone Star Conference and McKinney ISD are happy to serve as your hosts. Included in this book you will find valuable information pertaining to your coverage of the championships from general information to more detailed maps and issues that pertain to photographers, etc. It is encouraged that members of the media review the **entire** book before arriving in McKinney, Texas, as several sections pertain to functions that cross over your typical mainstream media. I look forward to working with each of you this year.

Phil Pierce

Asst. Director Championships and Alliances
NCAA

Quick Facts

NCAA Championship		McKinney ISD Stadium & Community Events Center	
First Championship	1973	Capacity	12,000
No. of Championships	45	Surface	Turf
2017 Champion	Texas A&M-Commerce	Location.....	4201 S. Hardin Blvd., McKinney, TX 75070
2017 Runner-Up	West Florida		
2017 Score.....	37-27		

[NCAA DII Football Championships Record Book](#)

[NCAA DII Football Records Book](#)

[NCAA DII Football Statistics](#)

[McKinney ISD Stadium & Community Events Center](#)

General Information

Credentials and Media Will Call

Media Will Call opens 2.5 hours prior to the national championship game. Media Will Call (if you did not get your passes at the Kick-Off press conference) is located on the south side of McKinney ISD Stadium in the Community Events Center. All credentialed members of the media may enter the stadium from the same location.

Credentials must be worn in plain sight at all times. Standard rules concerning credentials apply. Credentials are issued for the sole purpose of providing facility access to the bearer with a legitimate working function in connection with this event. **IT IS NONTRANSFERABLE.** Any unauthorized use of this credential subjects the bearer to having the credential revoked. We cannot replace lost or stolen credentials.

Kick-Off Press Conference

The Kick-Off Press Conference will begin at 5 p.m. on Thursday, December 13, at the Main Event (9375 Dallas Pkwy, Frisco, TX 75034) located in Frisco. Directors of athletics, head football coaches and designated players of the participating teams will be in attendance. After a formal question and answer session, participants will be available for one-on-one sessions.

Parking

Media parking for the championship game will be available in lot S on the south side of McKinney ISD Stadium. Access to the lot will be granted to those individuals who are approved for parking through the credential approval process and not assigned to organizations. Directions to McKinney ISD Stadium and its parking lots can be found in Appendix 2.

Security

All media entering McKinney ISD Stadium are advised that bags, backpacks, briefcases and equipment will be searched. Please plan your arrival at the stadium accordingly.

Post Game Press Conference

The post-game press conference will be held in the Community Events Center located on the south side of McKinney ISD Stadium. The interview room is accessible by walking south on the concourse to the stairs.

Hotels

There is no assigned media hotel for the championships. A list of local properties is located in Appendix 4.

Hospitality

A media meal will be served at 1 p.m. in the press box area. Your credential is required for the meal.

Internet Access

Password protected wireless internet is available in the press box and photo work room the day of the game. Login information will be provided to the media the day of the game.

Broadcast/Webcast Schedule

ESPN has exclusive broadcast rights for the NCAA Division II Football Championship. The game will be broadcast live on ESPN2 at 4 p.m. Eastern and on WatchESPN.

Social Media

Join the championship conversation by using #NCAAD2 or #D2FB. Other ways to connect to activity in Division II Athletics are: Facebook: <http://facebook.com/ncaadivisionii>, Twitter: <http://twitter.com/ncaadii>, Instagram: <http://instagram.com/ncaadii> and YouTube: <https://www.youtube.com/user/NCAADivisionII>.

Media Workroom

The media workrooms are limited to the area press areas at McKinney ISD Stadium as well as the press conference/workroom in the Community Events Center. The media work rooms will remain open until two hours after the trophy ceremony. Assigned seating will be used in the press area while the Community Events Center is open seating during and after the game on a first-come, first-serve basis.

Press Row Seating

Press row seating is limited. Requesting a seat does not guarantee a seat. Priority will be given to national media with a large circulation, local media with a daily circulation, media who have covered a participating team on a regular basis throughout the season and participating SID's. Overflow seating is available in other areas of the press box, but be advised, some of this seating is outside. Please dress accordingly.

Press Room Services

Pregame notes, current statistics, media guides and programs are available in the press box prior to the contest. Halftime stats, play-by-play, final box scores, notes and quotes are distributed in the press box and via email.

Press Row/Box Decorum

Please sit in your assigned seat on press row. This will allow us to contact you easily, should the need arise. Cheering by accredited media is not permitted on press row or in the press box. If someone around you is causing a disturbance, please report it to Phil Pierce or Melanie Robotham. Violators risk forfeiture of credentials for this and future events.

Practice Media Policy

The teams initial practice in McKinney, Texas, is open and players and coaches are available to the media one-half hour before the scheduled practice time on Thursday. For practice times and locations, please see the schedule in appendix 3. In the case of inclement weather, the practice will be moved to the one of the local high school facilities. Emails will be sent to credentialed media with specific times.

Truck Feeds

Television stations/institutions that are present at the championships may take a live feed of the ESPN broadcast. If desired, outlets must provide all of their own HDSDI recording equipment including cables. Native format is 720p with 4 channels of embedded audio.

Video Footage - What You Can and Can't Shoot

ESPN owns the exclusive broadcast rights to the NCAA Division II Football Championship. Media outlets may shoot their own footage up to 2:30 p.m. local time on Saturday, Dec. 15. Once the ESPN blackout window opens, outlets may not shoot again until ESPN has concluded their live broadcast, this usually ends after the trophy presentation. A member of the media coordination staff will let outlets know when they may begin to shoot their own footage.

Team Videographers

Team Videographers are permitted to capture competition footage from designated areas that serve all photographers. Each institution is permitted to have ONE videographer for this purpose. Video highlights may NOT be used on the institution's website unless licensed through Wazee Digital. Institutions may contact Wazee about licensing footage at sports@wazeedigital.com or (866) 825-6599.

Photographers Meeting

There is a meeting for all photographers/team videographers in the photo workroom beginning at 1:30 p.m. on Saturday, Dec. 15. While not mandatory, all photographers/team videographers are encouraged to attend this 15-minute session to get last minute instructions on shooting locations, policies and post-game procedures.

Photographers/Photo Workroom

Photographers are asked to use the workroom in the Community Events Center accessible from the field in the southwest corner of the facility. Photographers will receive their armbands in the Community Events Center and then be directed to field level. There is no space allotted in the main press area for photographers to work. Photographers are allowed in the press box to access media hospitality.

When at the field level, photographers must wear armbands provided at all times. Photographers not wearing armbands will be asked to put them on, or will be escorted to the Community Events Center in order to retrieve them. Photographers are asked to adhere to all on-field markings as to where they may stand and where photographs may be taken from. Photographers not taking photographs are asked to move to the back to allow room for more photographers close to field level.

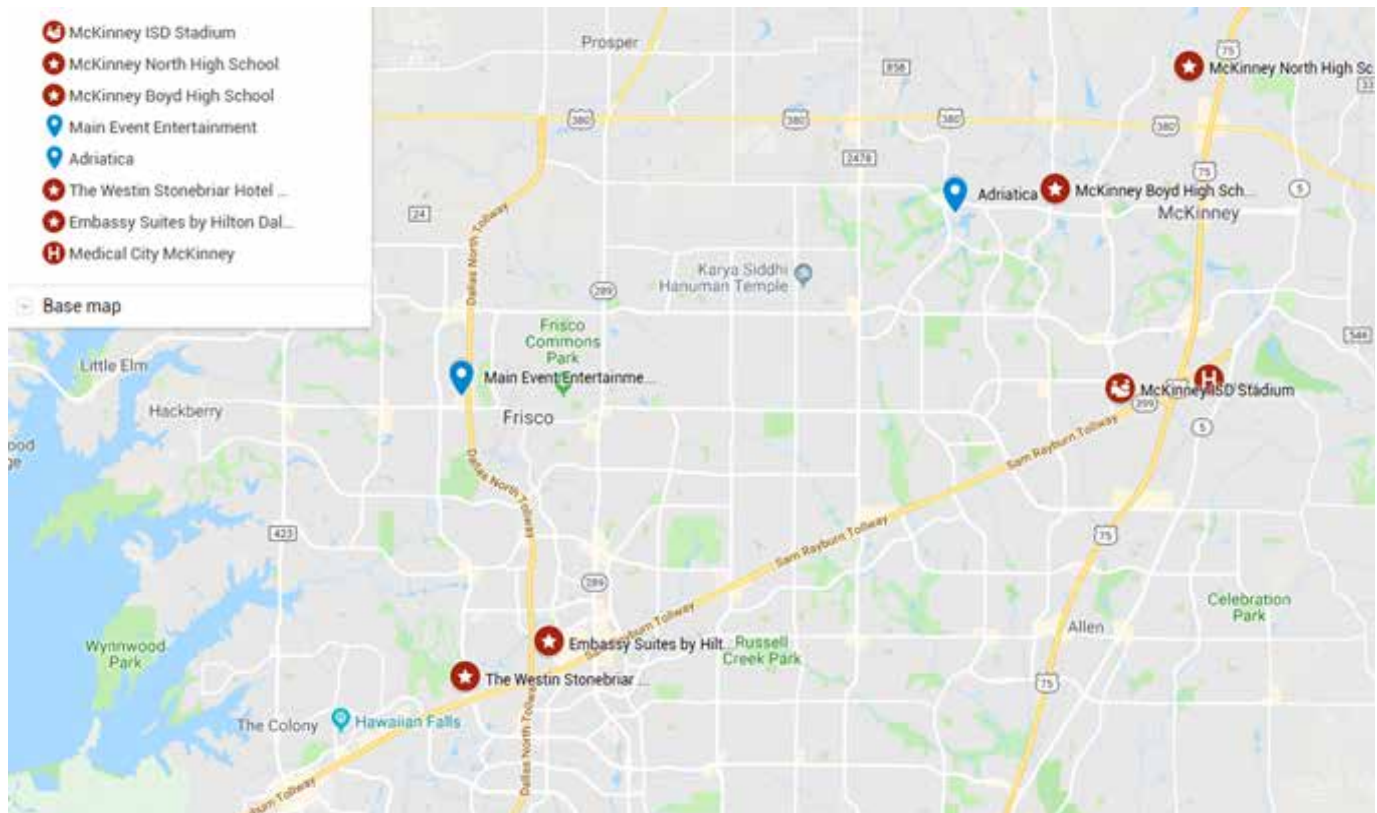
Videography/Local Television Stations & Highlight Feeds

MEDIA: Please refer to the link regarding the NCAA's video policy for usage on air AND on websites. [Policy Link](#). Also please refer to the handout regarding videography.

PARTICIPATING TEAMS: Please refer to the link regarding the NCAA's video policy for usage on air AND on websites. [Policy Link](#). Also please refer to the handout regarding videography.

*For Stadium parking maps, please visit
<https://www.mckinneyisd.net/stadium/directions-and-parking.html>

For stadium, hotel, banquet and practice facilities, please visit
https://drive.google.com/open?id=1vHKjyf1ZpRTzr7LRdwUS_j4DYi87-nVt&usp=sharing



Appendix 3: Schedule of Events

Start	End	Event	Location
Thursday, December 13			
1:00 p.m.	3:00 p.m.	Team 1 Practice/Walk-thru <i>(Coaches and Players will be available to media one-half hour prior to practice time)</i>	McKinney North High School
1:00 p.m.	3:00 p.m.	Team 2 Practice/Walk-thru <i>(Coaches and Players will be available to media one-half hour prior to practice time)</i>	McKinney Boyd High School
5:00 p.m.	6:00 p.m.	Kick-Off Press Conference	Main Event, Frisco
6:00 p.m.	6:30 p.m.	Video Availability of Championship Celebration.....	Main Event, Frisco
Friday, December 14			
9:30 a.m.	10:30 a.m.	Team 1 Community Engagement.....	TBD
9:30 a.m.	10:30 a.m.	Team 2 Community Engagement.....	TBD
11:00 a.m.	12:30 p.m.	Team 1 Practice/Walk-thru <i>(Closed to the Media)</i>	McKinney ISD Stadium
1:00 p.m.	2:30 p.m.	Team 2 Practice/Walk-thru <i>(Closed to the Media)</i>	McKinney ISD Stadium
6:00 p.m.	8:00 p.m.	Championship Pep Rally	Tupps Brewery
Saturday, December 15			
1:30 p.m.	1:45 p.m.	Photographers Meeting	Community Events Center
3:00 p.m.		National Championship Game	McKinney ISD Stadium
Post Game		Press Conference	Community Events Center

Appendix 4: McKinney, Texas Lodging Options

Best Western

480 Wilson Creek Blvd
McKinney TX 75069
972-548-3000
Contact: Cindy Reeder

Grand Hotel

107 N Kentucky
McKinney, TX 75069
214-726-9250
Contact: Jacque Meek

Holiday Inn Express McKinney/Frisco East

6601 Henneman Way
McKinney, TX 75070
214-495-0029
Contact Mike Rana

Sheraton

1900 Gateway Blvd.
McKinney, TX 75070
972-549-4000
Contact: Hilda Needham

Comfort Suites

1590 N Central Expressway
McKinney, TX 75069
972-548-9595
Contact: Rej & Varsha Patel

Holiday Inn Hotel & Suites

3220 Craig Drive
McKinney, TX 75070
469-952-2044
Contact Shermeen Farrukh
**Mention NCAA for special rates

LaQuinta Inn & Suites

6501 Henneman Way
McKinney, TX 75070
972-908-2370
Contact: Eloisa Sanchez

McKinney Townplace Suites by Marriott

1832 Marketplace Dr.
McKinney, TX 75070
214-726-9030
Contact: Maghy Denisov

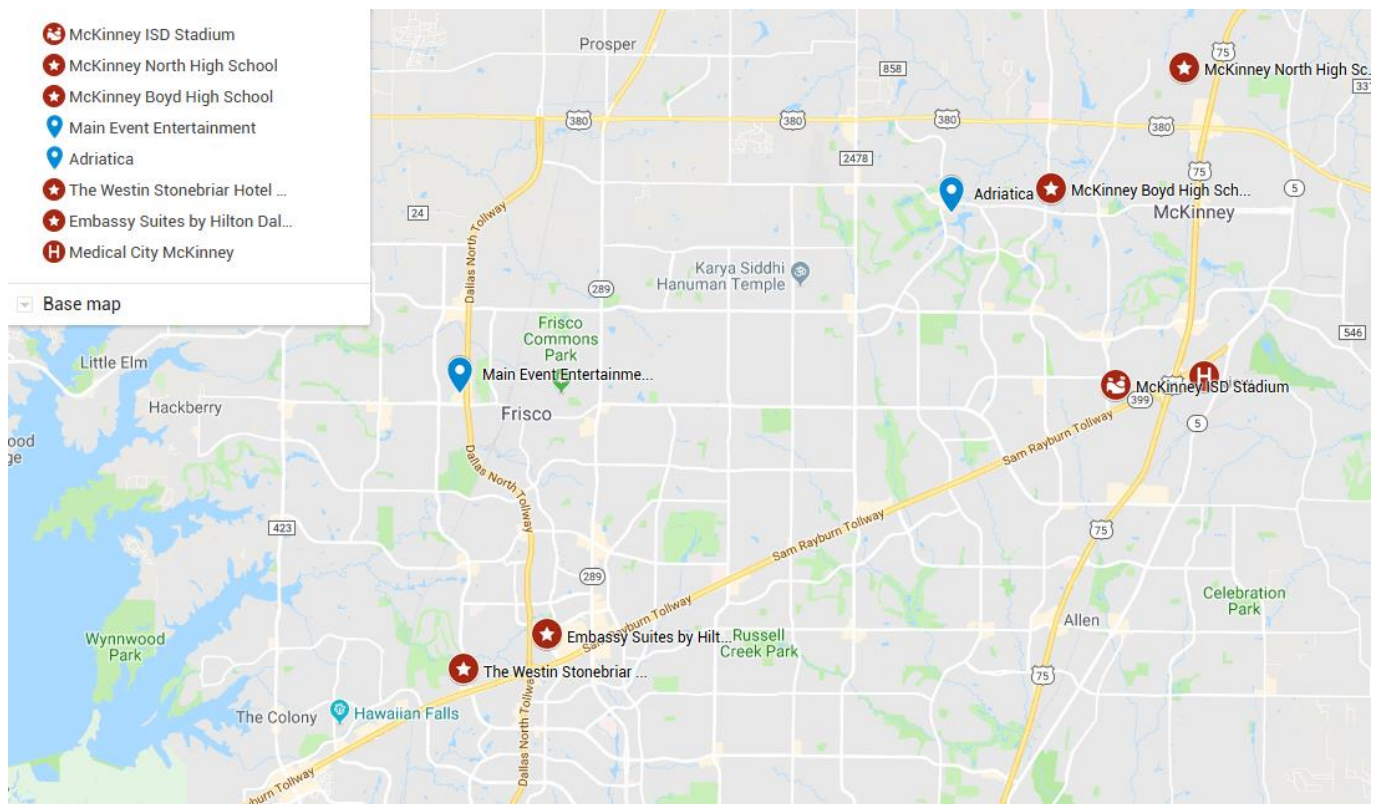
For additional information on things to do, places to eat and where to stay, call Visit McKinney at 214-554-1407 or visit www.visitmckinney.com

*For Stadium parking maps, please visit

<https://www.mckinneyisd.net/stadium/directions-and-parking.html>

For stadium, hotel, banquet and practice facilities, please visit

https://drive.google.com/open?id=1vHKjyf1ZpRTzr7LRdwUS_j4DYi87-nVt&usp=sharing



McKinney Ranch Parkway

South Hardin Blvd.

Collin McKinney Blvd.

LOT R BAND, D.T. CHEER PARKING

LOT D VISITOR

LOT C VISITOR

LOT P HOME

LOT S CEC/STAFF PARKING

LOT E HOME

LOT H HOME

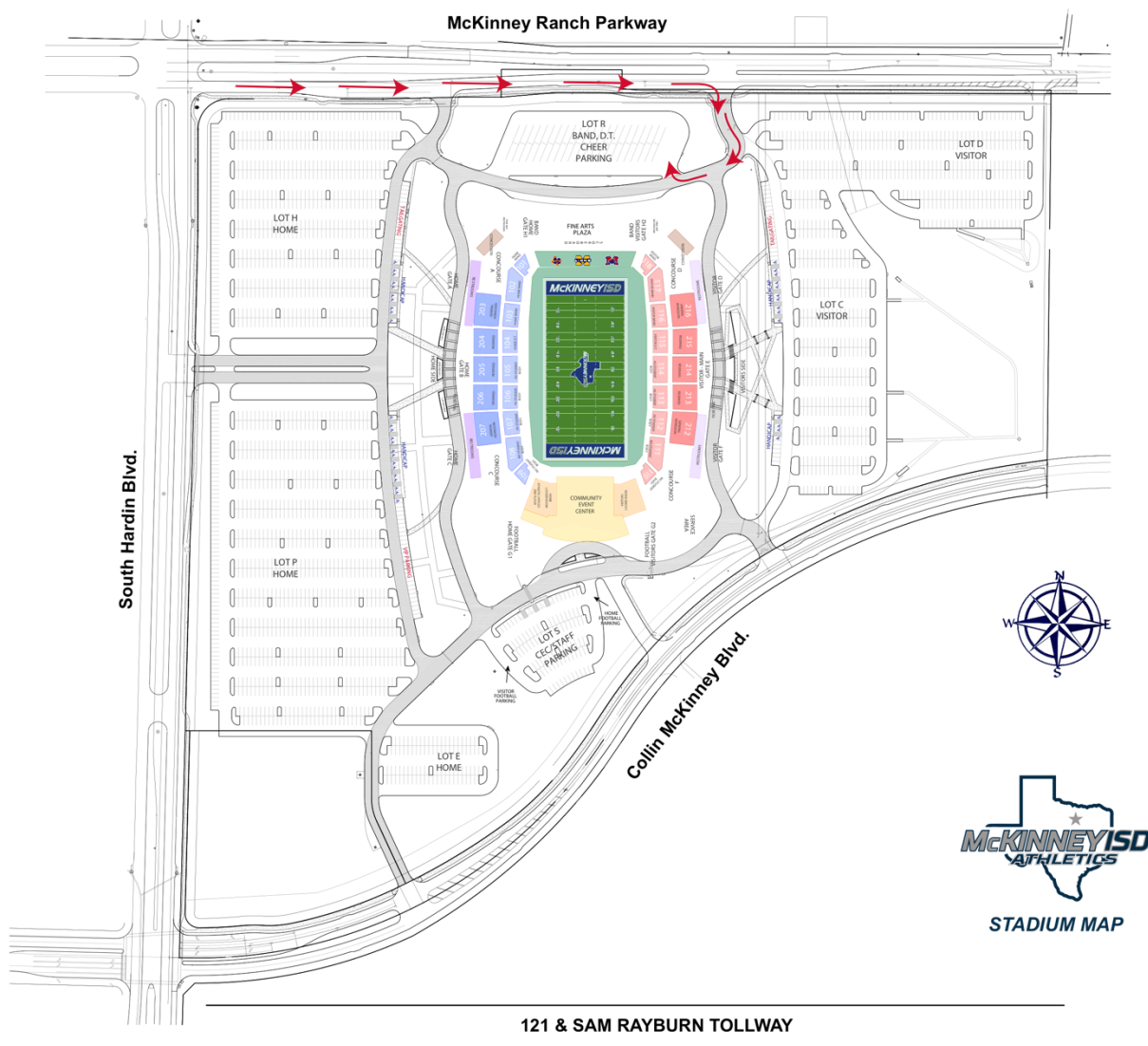
McKINNEY ISD

STADIUM MAP

121 & SAM RAYBURN TOLLWAY

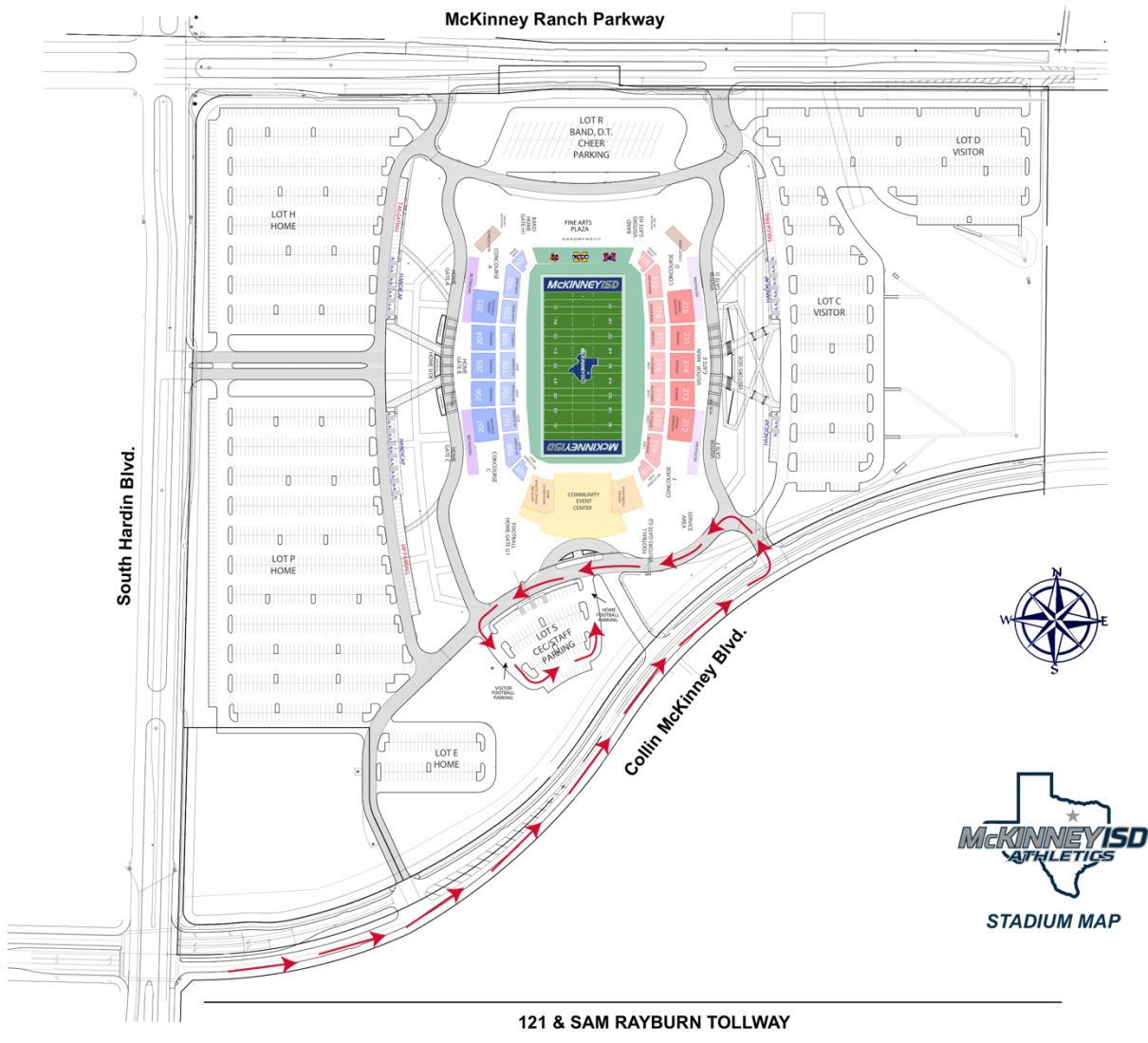
ATTACHMENT B: BAND, DRILL TEAM AND CHEER ENTRANCE

BAND, D.T. & CHEER ENTRANCE

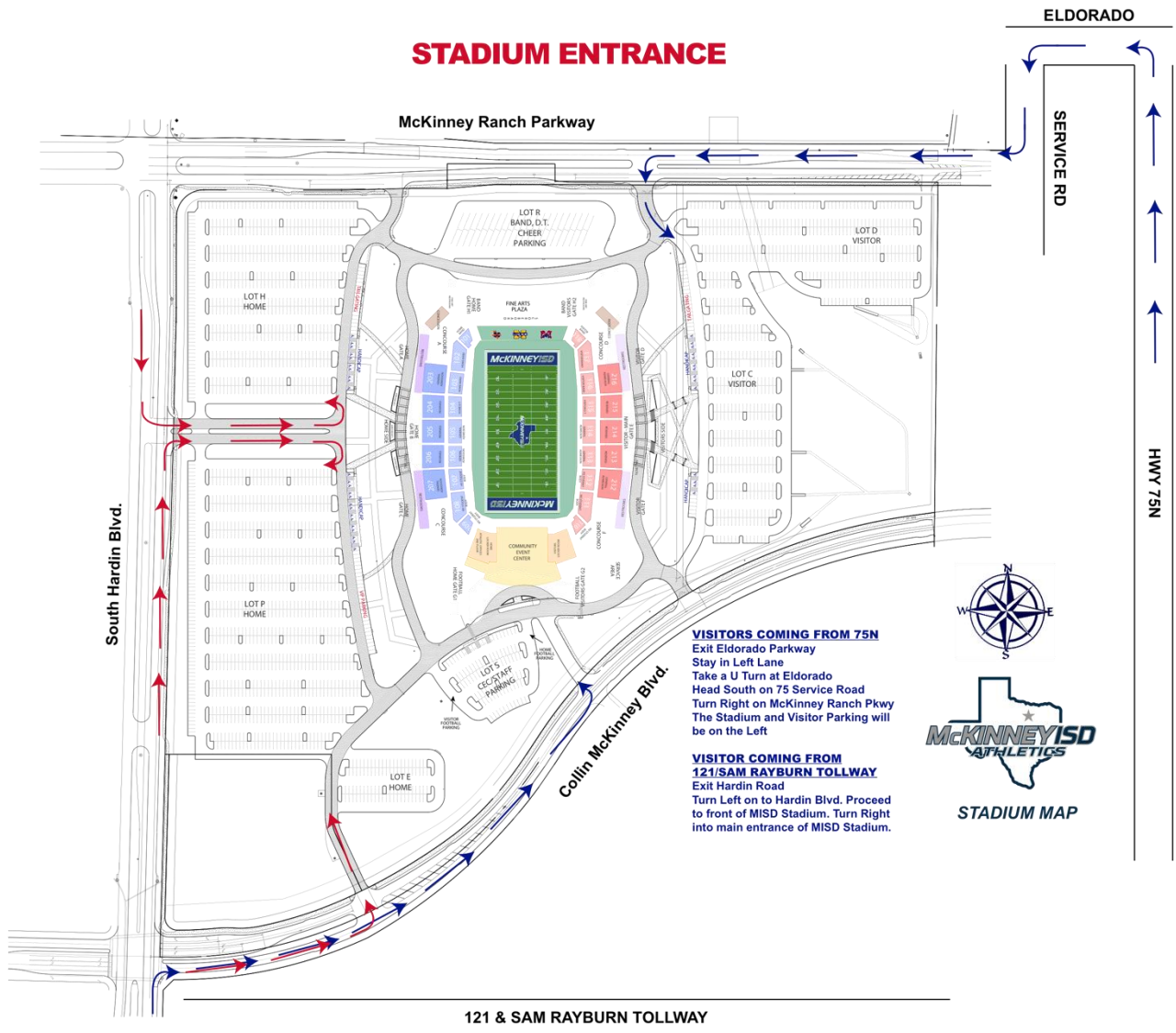


ATTACHMENT C: TEAM ENTRANCE AND BUS PARKING

TEAM ENTRANCE AND BUS PARKING

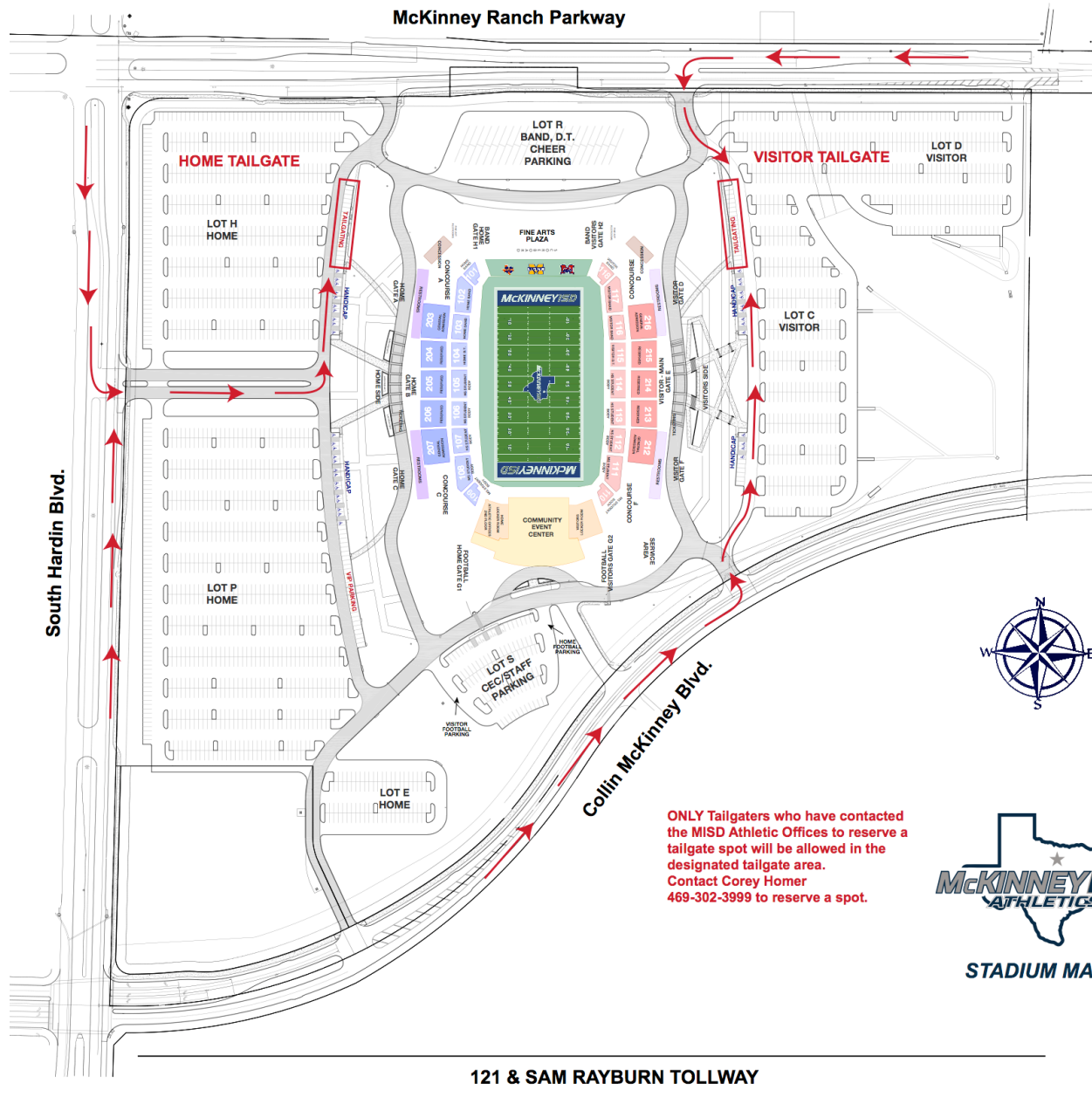


ATTACHMENT D: STADIUM ENTRANCE



ATTACHMENT E: TAILGATE PARKING

TAILGATE PARKING



ATTACHMENT F: VIP ENTRANCE AND PARKING

VIP ENTRANCE & PARKING

