



***PARTICIPANT
2018-19 MANUAL***



2018 KEY PERSONNEL
PRIMARY CONTACTS

NCAA Division III
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NCAA Staff

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City of Shenandoah

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University of Mary Hardin-Baylor

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Phone: 254-295-4618
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NCAA DIVISION III FOOTBALL COMMITTEE

The administration and conduct of the NCAA Division III Football Championship will be under the immediate jurisdiction of the NCAA Division III Football Committee. Members of the committee:

EAST	EAST
Edward Hottle Head Football Coach Stevenson University 1525 Greenspring Valley Road Stevenson, Maryland 21153 O: 443-352-4267 C: 443-226-4196 E: ehottle@stevenson.edu	Erick Hart Director of Athletics College at Brockport, State University of New York 350 New Campus Dr Brockport, NY 14420 O: 585-395-2579 C: 585-773-0492 E: ehart@brockport.edu
NORTH	NORTH
Michael Schulist Assistant Athletics Director Carroll University 100 North East Avenue Waukesha, Wisconsin 53186 O: 262-650-4847 C: 414-750-2469 E: mschulis@carrollu.edu	Kris Diaz Director of Athletics Baldwin Wallace University 301 West Wabash Avenue Crawfordsville, Indiana 47933 O: 440-826-2309 C: 216-315-0605 E: KDiaz@bw.edu
SOUTH	SOUTH
Tony Kunczewski Head Football Coach Berry College 2277 Martha Berry Highway Northwest Mount Berry, Georgia 30149 O: 706-378-2920 C: 706-957-1866 E: tkunczewski@berry.edu	Darla Kirby Associate Athletic Director/SWA University of Mary Hardin-Baylor 900 College Street Belton, TX 76513 O: 254-295-5046 C: 254-541-3735 E: dkirby@umhb.edu
WEST	WEST
Duey Naatz Director of Athletics University of Wisconsin-Stout 205 Sports Fitness Center 220 13th Avenue East Menomonie, Wisconsin 54751 O: 715-232-2758 C: 715-556-6088 E: naatzd@uwstout.edu	James (Jim) Catanzaro Head Football Coach Lake Forest College 555 N Sheridan Rd Lake Forest, IL 60045 O: 847-735-6137 C: 704-219-8955 E: catanzaro@lakeforest.edu



NCAA STAFF

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Natalie Steger
Ext. 6690

Merchandising

David Clendenin
Ext. 6496

Playing Rules

Ty Halpin
Ext. 6136

Media and Statistics

Sean Straziscar
Ext. 6122



CITY OF SHENANDOAH, TEXAS, KEY CONTACTS

City of Shenandoah
 Shenandoah, Tx 77381
 Ph: 281-298-5522; Fax: 281-367--2225

Tournament Manager	Debbie Pilcher	O- 281-298-5522 C- 832-585-2177
Promotions Director	Steffani Konzem	O- 281-292-5953
Host Media Coordinator	Jon Wallin	O- 254-295-4611 C- 254-721-8548
	Sarah Harborth	O- 254-295-5585 C- 214-316-7265
Stadium Manager	Danny Long	C- 936-672-1076
	Kim Loudenback	C- 302-359-1897
Ticket Manager:	Kim Loudenback	C- 302-359-1897
Merchandise Manager	Jackie Thompson	O-281-298-5522 C-936-232-3632

MISCELLANEOUS KEY CONTACTS

Headquarters Hotel
 Courtyard Houston
 North/Shenandoah

Contact: Laura Marks
 9255 David Memorial Dr.
 Shenandoah, TX 77385
[\(936\) 273-6600](tel:(936)273-6600)

Team Hotels
 Holiday Inn Hotel & Suites
 Shenandoah

Contact: Matthew Sellers
 19333 David Memorial Dr.
 Shenandoah, TX 77385
[\(281\) 298-2800](tel:(281)298-2800)

The Woodlands Waterway Marriott

Contact: John Otero III
 1601 Lake Robbins Dr.
 The Woodlands, TX 77380
[\(281\) 367-9797](tel:(281)367-9797)

Media Hotel
 Home2 Suites by Hilton Shenandoah
 The Woodlands

Contact: Tamara Sanford
 223 David Vetter Blvd.
 Shenandoah, TX 77385
[\(281\) 907-5700](tel:(281)907-5700)



GAME ADMINISTRATION & FACILITY

ARRIVAL TIMES

Both teams will arrive in Shenandoah by 10:45 a.m. Central time, Wednesday, December 12. During the Sunday, December 9, teleconference the arrival times will be confirmed.

AWARDS

An awards ceremony will be conducted immediately after the championship game on the field. The chair of the football committee will present the team trophy during the ceremony. A member of the football committee will deliver individual awards to the national championship team in the locker room after the game. At the conclusion of the championship game, the awards for the runner-up team will be given to administration to be placed on the bus.

The announcement of the trophy presentation will be made by the public-address announcer and coordinated with microphones on the field. An NCAA representative will coordinate the timing of the announcement with the public-address announcer. If ESPN elects to cover the awards ceremony, arrangements will be made to provide adequate security at the site of the presentation, and the timing of the presentation might be altered.

The NCAA will offer institutions that participate in Division III Championship the opportunity to purchase awards (medals, mini-trophies or watches) 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 medals. Since the NCAA provides awards for the travel party (medals provided to squad size only), additional championship awards may only be purchased for student-athletes on the institution's certified squad list who did not receive an award provided by the NCAA. Since participant medals are only provided to the squad size, an institution may purchase medals for the remainder of the travel party and for student-athletes on the institution's certified squad list who did not receive an award provided by the NCAA at <http://services.mtmrecognition.com/ncaa/>. For more information, contact Nick Strah, at 317-917-6674 or nstrah@ncaa.org.

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 NCAA staff at elite90@ncaa.org or 317-917-6222. All documents, including eligibility, deadlines and nomination forms can be obtained at the following location – [Elite 90 forms](#).

The submission deadline for nomination for the Stagg Bowl is 5 p.m. Central time, Tuesday, December 11.



BAND COMMUNICATIONS

There will be a run of show given to each band director notifying them of the time they will be playing.

BAND PRACTICE

Band practice times must be scheduled and coordinated with Kim Loudenback (302-359-1897) so as not to interfere with team practices during championship week.

COMMUNITY ENGAGEMENT

As part of the Division III experience, we provide an opportunity for the student-athletes to participate in community service during the championship. In addition to our other attributes, like passion, sportsmanship, and comprehensive learning, we believe that citizenship is important to leadership. Each institution will be required to have a minimum of ten (10) participating football student-athletes involved in community service. It is permissible for cheerleaders and/or mascots to participate, but they would not count toward the mandatory ten (10) participating football student-athletes.

Community service will be at the following sites. A map and directions will be included in the team packets.

Readers Become Leaders – Mary Hardin-Baylor will attend Lamar Elementary (1300 Many Pines Rd, The Woodlands, TX 77380) and Mount Union will attend Houser Elementary (27370 Oak Ridge School Rd, Conroe, TX 77385).

The coordinator of the community service is Steffani Konzem (Shenandoah) and Dr. Debbie Phillips (CISD). Schools should contact Steffani Konzem with questions at 832-585-8093 or skonzem@shenandoah.tx.us.

CROWD CONTROL

Access to the competition area will be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals only. For the safety of participants and spectators alike, at no time before, during or after a contest will spectators be permitted to enter the competition area. It is the responsibility of each participating institution to implement procedures to ensure compliance with this policy.

1. Game Stoppages. In the event that a large number of spectators enter the competition area (e.g., playing field, sidelines, end zone areas) during a game, the Referee will be instructed to do the following:
 - a. Get both coaches together at midfield and let them know that the game is being suspended until the sidelines are cleared of everyone not authorized to be there.
 - b. Get the officiating crew together with two or three security people.
 - c. Announce via public address system that the game is being suspended until the sidelines are cleared of all unauthorized individuals.



- d. If necessary, take the officiating crew with appropriate security personnel to a safe location.
 - e. If the sidelines are not cleared within a reasonable period of time then the Referee may declare that the game is over.
2. Hosting Opportunities. An institution failing to keep its spectators and other unauthorized personnel out of the competition area before, during or after the championship game may, as determined by the football committee, be prohibited from serving as a host for the preliminary rounds the following year in which the institution participates in the championship.

DRUG TESTING

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.

FOOTBALLS

The Wilson GST1001, GST1003, GST1004 and GST1005 footballs are the official balls for the NCAA Division III Football Championship. The game balls will be stamped with the 2018 NCAA Division III Stagg Bowl logo.

Wilson will ship six stamped game balls to the semifinal site for the teams advancing to the championship game for their use in preparation for and during the championship game in Shenandoah. Six additional stamped game balls will be available in Shenandoah for each team, if needed.

FIELD COMMUNICATION PHONES

Teams are expected to bring their own field communication phones (coaches' headsets) for use during the championship game.

It is the committee's policy that if during the game one team's set of phones is not working; the other team is not required to disconnect its own headsets.



GAME PROGRAMS

IMG College will publish the official souvenir program for the championship game. Complimentary programs shall be distributed to each team in Shenandoah.

HALFTIME

The intermission will be 20 minutes; however, it can be adjusted to meet game administration situations. Eighteen minutes will be allotted for the halftime entertainment, with the understanding the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes will start when the teams have cleared the field. Under no circumstances will the intermission be extended for entertainment.

Each competing team's band will be granted six minutes of the 18-minute halftime entertainment period. Six minutes will be reserved for the host agency. If a competing team's band is not available, the NCAA may use its allotted time. The competing institutions must inform the Shenandoah Host Committee not later than noon Central time, Monday, December 10, if their bands will be available. A final halftime schedule will be shared with teams during the Thursday, December 13, pre-championship meeting.

HOME TEAM

The NCAA Division III Football Championship Committee will determine the home team before the semifinal round of competition.

HYDRATION EQUIPMENT

The NCAA will provide standardized drinking cups, water coolers and water bottles for the team bench areas. This equipment will be used for all practices and the championship game. Trainers of the participating teams who premix special fluid replacements will use the NCAA issued water bottles and other equipment on game day and during official team practices. No other cups, cans, coolers or squeeze bottles, including any provided by an NCAA corporate partner, may be used on the sidelines or in media areas.

LOCKER ROOMS

Locker rooms will be available for practice Wednesday, December 12, through Friday, Dec. 14.

Towels, soap, ice and water will be provided in each locker room. Teams should contact Kim Loudonback (302-359-1897) for their locker room supply needs.

MEDIA INTERVIEW ROOM

The media interview rooms are located in the Courtyard Hotel (Media Day) and the Natatorium (after the game interviews).

MEDICAL FACILITIES

Shenandoah Host Committee has arranged for access to Memorial Hermann The Woodlands Medical Center certified athletic trainers and Montgomery County Hospital District during practices.



Certified athletic trainers, EMT, orthopedic doctors, and Montgomery County Emergency District will be in attendance at the championship game with ambulance service, paramedics and a first aid room available. Nearby hospital facilities are:

Memorial Hermann The Woodlands Medical Center
9250 Pinecroft Dr,
Shenandoah, TX

Please direct any questions regarding athletic training matters to Dan Barnes, 713-897-7930.

MERCHANDISE

The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. They may be reached through Mr. Ross Hart, 913-579-8192 or ross.hart1@hanes.com. 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 both team hotels prior to game day and at Woodforest Bank Stadium on game day. Both participating schools are not allowed to sell any merchandise at either team hotel. Please advise your staff, institutional licensing director, alumni association contacts and institutional bookstore manager of NCAA Division III Football Championship plans for merchandising and refer them to Ross Hart.

PRACTICES

The football committee in consultation with Shenandoah Host Committee has developed a practice schedule. Practices are scheduled for Wednesday, Thursday and Friday. A team arriving Tuesday may request a practice time from the Shenandoah Host Committee.

Wednesday practice must be open to the media; student-athletes and coaches must be available for interviews one-half hour before or after the practice. Team photos will be taken Wednesday morning. Thursday practice will be closed to the press for interviews, but open for professional photography and video except for a designated segment to be determined in consultation with the participating teams. Friday practice will be closed to the public; however, because it is game day there may be event personnel in the venue during practice. Team practice arrangements may not be changed without NCAA approval. See schedule for exact practice times.

Kim Loudenback (302-359-1897) will be the team practice liaison and will be on-site before, during and after each team practice to address any team needs.

PRE-CHAMPIONSHIP MEETINGS

Teleconference. A teleconference with the NCAA Division III Football Championship Committee chair, NCAA representatives, representatives from Shenandoah Host Committee, athletics directors (or designated athletics administrator), head coaches and sports information directors of the



competing teams will be conducted at 6 p.m. Eastern time, Sunday, December 9. The NCAA national office will make the arrangements for the conference call. See Appendix A for agenda.

Pre-Championship Meeting. The NCAA Division III Football Championship Committee chair will conduct a pre-championship meeting Thursday, December 13, immediately following the Spotlight on Champions dinner at Holiday Inn Hotel & Suites/Shenandoah, at which all directors of athletics (or designated athletic administrators), head coaches, sports information directors, television personnel, officials, and Shenandoah Host Committee will be in attendance. Details of the championship game will be discussed and the games committee will be present to answer any questions concerning game administration. See Appendix C for agenda.

PREGAME SCHEDULE AND EVENTS

See Appendix D for the pregame schedule. (Note: This schedule is subject to change according to television programming demands. A final schedule will be provided during Thursday's pre-championship meeting.)

PLAYING FIELD

Mary Hardin-Baylor will be in the east-side locker room. They will use the bench area on the east side of the field and warm up at the south end of the field. Coaches will use the south end of the press box.

Mount Union will be in the west-side locker room. They will use the bench area on the west side of the field and warm up at the north end of the field. Coaches will use north end of the press box.

STADIUM ENTRANCES

- a. **General Public.** General public entrances will open 2 hours before the start of the game.
- b. **Team Bands and Spirit Squads.** Uniformed band members and spirit squads must enter the stadium as a group through the north gates. Mary Hardin-Baylor members will be seated at the north end of the east side stand and Mount Union members will be seated at the south end of the west side stand. An alphabetized list for band members must be provided upon arrival.
- c. **Team Buses.** Team buses will drop student-athletes and coaches at the field then park as directed north of the stadium.
- d. **Media Entrances.** The media will enter the press area through the north entrance on the west side stands.
- e. **Media Elevator.** The media may enter the press area through the elevator located on the west side. Credentials shall be required to use the press elevator.

TEAM INTRODUCTIONS

The teams will run from the locker rooms for pregame introductions.

TEAM PHOTOS

Shenandoah Host Committee will arrange for a team and staff photograph to be taken in the stands along the press box side of Woodforest Bank Stadium before team practices Wednesday, December



12. Mount Union will have its picture taken fifteen minutes before the beginning of its practice and the Mary Hardin-Baylor will have its picture taken fifteen minutes before the beginning of its practice. Teams should bring jerseys to wear. Team photos will be sent electronically to coaches.

TRAVEL PARTY/SQUAD SIZE

For the all rounds of the NCAA Division III football championship, the NCAA will reimburse a travel party of 68 persons.

The number of student-athletes in competitive uniform (58) will not exceed the prescribed number during pregame practice or at the start of the contest. Replacements are permitted up to 10 minutes before game time; after this time, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform to it promptly will automatically forfeit the competition. There will be no inordinate delay of the competition to allow the institution to conform to the rule.

UNIFORMS

The designated home team will wear dark jerseys and the visiting team will wear white jerseys. Any exceptions must be requested and approved by the Division III Football Committee.

Commemorative patches. The 2018 NCAA Division III Stagg Bowl logo has been created for the two participating teams. These patches will be provided to the teams immediately after the semifinal games. The patch should be affixed to the front of the jersey between the apex of the front neckline and the left shoulder seam line. NCAA staff and the football committee must approve any exceptions.

VIDEO LOCATIONS

TEAM staff will put film onto a Zip Drive at the end of the game and distribute to the teams. Game film will be uploaded to HUDL within two weeks after the game.

LODGING

TEAM HOTELS

The participating teams have been assigned to the Holiday Inn Hotel & Suites/Shenandoah and the Marriott Waterway. Mary Hardin-Baylor will be assigned to the Holiday Inn Hotel & Suites/Shenandoah and Mount Union will be assigned to the Marriott Waterway.

A minimum of 60 rooms have been reserved at each hotel for the participating teams for the nights of December 12-14 at the minimum. It should be noted that some teams might arrive in Shenandoah Tuesday, December 11. Although the Shenandoah Host Committee will make the preliminary arrangements, each team will be responsible for finalizing all arrangements and for making payments.



HEADQUARTERS HOTEL

The Courtyard Houston North/Shenandoah will serve as championship game headquarters.

Each hotel will provide complimentary bus parking. Shenandoah Host Committee will make preliminary arrangements for team meeting rooms.

Although Shenandoah Host Committee will make the preliminary arrangements, each team will be responsible for finalizing all arrangements (e.g., room assignments, meeting room scheduling, food and beverage services) and for making payments.

MEDIA HOTEL

The media will be housed in the Home2 Suites.

Credentials for the 2018 NCAA Division III Football Championship Game will be picked up at the Courtyard beginning at 10 a.m. Central time, Thursday, December 13.

CHARTER TRAVEL INFORMATION

Sideline heaters will not be allowed on NCAA charter aircraft. The host institution will be responsible for providing heaters to all visiting teams. NCAA will not reimburse the cost for a visiting team to ship their own heaters. Please see your championship manuals for further information.

Any institution that travels by charter is expressly prohibited from advertising the sale of seats on that charter in any form. This includes, email, website, newspaper, television, radio, etc. Advertising seats on a charter changes the designation of the charter in the eyes of the Department of Transportation. Due to time constraints in arranging NCAA charter flights, any charter that is found to have been advertised will be canceled. The team involved will then be required to travel by commercial air and to reimburse the NCAA for any cancellation fees related to the canceled charter.

Institutions 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.

TICKETS

ADMISSION POLICY

All tickets must be accounted for at face value, and **there will be no complimentary tickets.**

The only exceptions to this policy are that cheerleaders in uniform, not to exceed 12 in number, and a uniformed mascot may be admitted without charge. Also, band members in uniform and participating in the pregame, halftime or postgame activities will be admitted without charge. Children four-years of age and younger may be admitted free if not occupying a seat.



CREDENTIALS

BENCH PASS (LIGHT GREEN): This credential will be issued to all non-uniformed personnel on each bench. Generally, that includes the head coach, assistant coaches, athletic-trainers and managers (20 per team maximum). A bench pass should not be issued to an individual who will be wearing a uniform. It should be noted that the coaches who will be working in the press box during the game are not counted against the 20 bench passes.

CHEERLEADERS/PEP SQUAD/MASCOT (MAROON): This credential is good for admittance and will be issued to cheerleaders and/or pep squad members, not to exceed 12 per team, plus a costumed mascot and a cheerleader coach. Band members who are in uniform and performing at the championship will be admitted free of charge.

GAME OFFICIALS PASS (GRAY): This credential will be distributed to championship game officials. This credential grants the individuals unlimited access to all areas of the facility.

OFFICIAL PARTY (LIME): This credential (10 per team maximum) will be distributed to participating institutional representatives (e.g., presidents, regents, conference commissioners, etc.). This credential grants the individuals access to the team locker rooms and the interview room. This credential is for special access only. **It does not provide access to the game.** The credential is **not** good for access to the sidelines while the game is in progress.

STADIUM PASS (YELLOW): This credential (six per team maximum) will be issued to auxiliary stadium personnel and coaches who are in the press box. This credential is good for stadium admittance and access to all areas.

INSTITUTIONAL PASS (WHITE): This credential (ten per team maximum) will be distributed to credentialed representatives of the participating teams (such as athletics directors, assistant athletics director and sports information directors). This credential grants the individuals unlimited access to all areas of the facility. This credential is for admission and special access only.

VIP (GOLD): This credential will allow VIP personnel access to hospitality throughout the championship. This credential is for special access and grants admission to the facility.

MEDICAL (NAVY): This credential is good for admission and access to the sidelines, field and locker rooms and will be distributed to team doctors (licensed physicians M.D. or O.D.) and local medical personnel.

EVENT MANAGEMENT (BROWN): This credential will be issued will be issued working personnel. This credential for stadium admittance and access to all areas.

STUDENT ATHLETE (LILAC): This credential will be issued to uniformed student-athletes and good for stadium admittance.



TICKET DEADLINES

Game Tickets. Institutional tickets will be delivered to each semi-final participating team at the conclusion of its game December 8.

Spotlight on Champions Banquet Tickets. Tickets to the banquet will not be sold to the public.

TEAM TICKET ALLOCATIONS

Game Tickets. All tickets are general admission. Each competing team will have access to 300 tickets.

Spotlight on Champions Banquet Tickets. Each team will be provided 100 tickets for the “Spotlight on Champions” dinner.

PRICES

Tickets for the 2018 championship game will be \$20.00 in advance and on game day. Game tickets provide access to FanFest Tailgate Party. Payment types include online payment by credit card and credit card and cash at the game. No checks will be accepted. Tickets will be required for everyone five-years-old and older.

The public can purchase Stagg Bowl tickets by using [etix](#) or at the game, Dec. 14. Stagg Bowl tickets provide access to the game as well as the pre-game FanFest Tailgate Party. Attendees at the FanFest Tailgate Party will also receive a wristband that MUST be worn even into the stadium for the game. Tickets will be scanned at the FanFest Tailgate Party and holders will be given bracelets that admit them to the party as well as to the game. If the bracelet is removed before admittance to the game, an additional ticket purchase will be required. If you do not attend the party, tickets will be scanned at the game entrance and no bracelet will be needed.

GAME ADMINISTRATION & FACILITY

COURTESY CARS

Championship Participants. The Shenandoah Host Committee will provide two courtesy cars for each team. These vehicles should be allocated to the directors of athletics and head coaches of each participating team, members of the governing sports committee, etc. The host institution may attempt to make arrangements for participant courtesy cars through a corporate champion/partner, or any other dealer if the corporate partner is not able to provide vehicles. If vehicles are not available through Enterprise, the next option is through National. For vehicles not arranged through Enterprise or National the following must occur:

- The courtesy car provider must provide a minimum of \$1 million in primary liability insurance and physical damage coverage.
- The host institution must forward proof of coverage to the NCAA 60 days before the start of the championship.



- The host will be responsible for the pickup and return of any courtesy cars from the designated team hotels.

LOCAL TEAM TRANSPORTATION

Teams are responsible for coordinating local ground transportation.

PARKING

- General Public.** Park in the main lot on East (Mary Hardin-Baylor) and West (Mount Union) sides.
- Team VIP.** Directed toward the VIP lot designated on each side.
- Recreational Vehicles.** Fans with Recreational Vehicles (RVs) will have the opportunity to park in the stadium lots the night before the event or earlier than noon on game day. Designated area is on the southeast section of stadium parking. Please note: there are no hookups. The lots will be locked each night with no leaving or readmission.
- Team Buses.** Team buses will drop student-athletes and coaches at the field then park as directed in the north parking lot.
- Team Band Buses.** Team Band Buses will park as directed in the north parking lot.
- ADA Parking.** Handicapped parking is available. Space is available on a first-come, first serve basis. A hanging tag or license plate is required to park in these spots.

Tailgating is a longstanding college football tradition and important component of game day activities. To ensure that fans have a safe and enjoyable experience, fans are asked to adhere to the following regulations on game day, unless specifically authorized to do otherwise by the NCAA. All ticket holders are invited to participate in the FanFest Tailgate Party provided by the City of Shenandoah.

- Possession and consumption of alcohol in the Stadium parking areas is subject to the laws and regulations of the Conroe Independent School District and is NOT allowed. Police will patrol these areas and enforce all applicable laws.
- No tobacco products of any kind are allowed on school district property. This is a state law in Texas and is strongly enforced.
- No tents larger than 10' x 10' may be located in front of a parked car or within the four spaces allocated to a recreational vehicle. Personal tents will not be allowed in the FanFest Tailgate area.



- d. Tailgating activities that take up vacant parking spaces or interfere with pedestrian or car traffic flow within or around a parking lot are prohibited.
- e. Open flames, other than grills, are not permitted. These are not permitted in the FanFest Tailgate area.
- f. Pop-up tents and canopies must be secured or dismantled if left unattended. These are not allowed in the FanFest Tailgate area. No couches or upholstered furniture.
- g. No corporate signage is permitted at any time unless prior written approval by the NCAA has been obtained.
- h. Fans who want to watch television or use other entertainment devices that require electricity are allowed to do so as long as they provide their own power and video sources.
- i. No outside food vendors are allowed without the permission of the Shenandoah Host Committee. Outside food, drinks and coolers shall not be brought into the stadium.
- j. Live mascots, firearms, knives, pyrotechnic devices, balloons, live animal mascots, cannons, fireworks, etc., are prohibited.
- k. Due to security concerns backpacks and handbags may be searched.
- l. Spectators leaving the stadium will not be allowed to re-enter without paying again. A general admission ticket does not guarantee a seat on a specific side of the stadium.
- m. If you choose not to participate in the FanFest Tailgate Party, private tailgating is permitted as long as it is not done for commercial/promotional purposes. There will be no school-sponsored tailgate parties or organized promotional gatherings or giveaways involving food and drink in the parking lot unless approved by the Shenandoah Host Committee. Tailgating is permitted in designated areas only. Open flames are not permitted. Patrons are responsible for the safety of themselves and bystanders. Patrons are responsible for disposing of all of their trash.

AWARDS

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.



MEDIA ARRANGEMENTS

PLANNING CALL

The host media coordinator and sports information directors of the two participating teams will meet via teleconference on a date to be determined by the NCAA before the championship game to review and confirm media coordination needs and policies.

NCAA BLOGGING POLICY

A Bearer may blog during any Event, provided that such blog may not produce in any form a “real-time” description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event) as determined by the NCAA in its sole discretion. If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

All blogs must be free of charge to readers and must adhere to the conditions and limitations of the NCAA Blogging Policy.

The NCAA and its designated championship game personnel shall be the final authority on whether a Credential Holder or Credential Entity is following the NCAA Blogging Policy.

CREDENTIALS

All press credentials are authorized and issued by Jon Wallin (254-721-8548).

NCAA policy, as stated in the NCAA Division III Football Pre-Championship Manual, prohibits the issuance of press credentials to representatives of any organization that regularly publishes, or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Working credentials shall not be mailed. The credentials can be claimed at the Courtyard, Thursday, December 13 from 10 a.m. to 5 p.m. Credentials will be available at the Shenandoah Municipal Complex Friday morning but will be distributed at Woodforest Stadium at 4 p.m. on game day.

PRESS CREDENTIALS

All working credentials **MUST BE CLAIMED IN PERSON**. Credentials will be assigned to the individuals using them or their companies, and identification will be required for pickup. All credential requests will be made to the media coordinator at the NCAA national office.

All media requests for working press credentials for the national championship game shall be made online at <http://www.ncaa.com/media> before noon Central time, Wednesday, December 12, except for those agencies in the geographical areas and/or locale of the participating teams.



NCAA policy prohibits the issuance of press credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on collegiate sports events.

PRESS CRITERIA

A "press agency" for purposes of these press criteria will mean an authorized representative of a single daily, weekly or monthly publication, cable system, radio or television station or network. More than one representative per “press agency” may be authorized by the media coordinator.

Subject to limitations of space, credentials at the sites hosting the Division III Football Championship will be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or sports information director, who will represent all campus related publications and departments.
2. A press agency in the geographical area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season.
3. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspaper that do not otherwise meet the aforementioned criteria.
4. Space permitting, representatives of other weekly, specialty or college newspapers of the host or participating teams, magazines, telephone reporting services and AM/FM radio or public/commercial television stations.
5. Any press agency with a minimum daily circulation of 100,000 will be accredited for one working press credential at any site providing the request has been received prior to the deadline established by the media coordinator at that site.

Representatives of professional football teams and telephone reporting services will not be accredited for working press or photography credentials.

PHOTOGRAPHY CREDENTIALS

Sports editors or directors will request all photography credentials. Subject to limitations of space, photography credentials to the championship shall be assigned following priorities:

1. One photographer, certified by the director of athletics and/or the sports information director for each participating and host institution, who will represent all campus-related publications and departments.
2. A press agency or television station from the locale of a participating institution.



3. An individual or crew designated by a national television network or cable system that originates daily sports news programs.

Any photographer approved to work on the field at the championship game must secure an armband from the media coordinator.

Photographers working on the sidelines are restricted to behind the “limit lines” all around the playing field. No photographers are permitted in the “team areas,” which are in back of the limit lines between the 25-yard lines. No media personnel or their equipment will be in the team areas, and no media personnel may communicate in any way with persons in the team areas. Photographers may not place tripods on or beside the playing field nor attach strobes to goal posts.

HEAD COACHES MEDIA TELECONFERENCES

The head coach of each of the two teams will participate in a separate teleconference with national media Monday, December 10. Mount Union will call in at 11 a.m. Eastern time and Mary Hardin-Baylor will call-in at 11:30 a.m. Eastern time. Call-in information will be sent to sports information directors following the semifinal games.

INTERVIEW AREAS

Interviews will be conducted before and after the championship game. All coaches and student-athletes will be available for interviews.

Following the championship game, selected student-athletes may be required to register for drug testing. Student-athletes cannot delay drug-testing registration unless requested to grant a short interview (not to exceed four minutes) by ESPN, which has purchased rights to the contest. After the drug-testing registration procedure, each student-athlete will be available for interviews for up to ONE HOUR before he must report to the drug-testing facility. No interviews may take place with the student-athletes during the 10-minute cooling-off period or during registration for drug testing.

The championship game media coordination representative will escort the sports information director, the coach and a minimum of two student-athletes to the interview area after a 10-minute cooling-off period or sooner if the coach so desires.

All dressing rooms will be open to the media after a 10-minute cooling-off period, which begins when the coach enters the dressing room immediately after the game. The coach must proceed directly to the dressing room after the game unless requested to remain for a short interview (not to exceed four minutes) by ESPN, who will produce the game for airing on television. **THE DRESSING ROOM WILL BE OPEN TO THE MEDIA FOR UP TO ONE HOUR AFTER THE 10-MINUTE COOLING-OFF PERIOD HAS EXPIRED.**

The coach will designate a minimum of two starters to report to the interview area immediately after the dressing room opens. The media coordinator also may request the coach to include additional student-athletes to join the group in the interview room should the student-athletes’ performances merit.



THE POSTGAME PRESS CONFERENCE FORMAT SPECIFIES THAT THE LOSING COACH AND STUDENT-ATHLETES BE SCHEDULED IN THE INTERVIEW ROOM BEFORE THE WINNING COACH AND STUDENT-ATHLETES. The interviews with the losing coach and student-athletes generally will not exceed a maximum of 10 minutes.

Regardless of any personal regular-season radio and/or television contracts, the coach first is obligated to the entire press staffing the championship game and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a postgame interview with the covering press to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by ESPN. After fulfilling this commitment to the press staffing the championship game, the coach may participate in a special interview.

Coaches will not become available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, immediately report to the interview room and make themselves available to all media representatives staffing the championship game. Should a coach permit one media representative to enter the dressing room before the 10-minute cooling-off period has expired, the dressing room will be open to all other media representatives desiring access to the area.

PRESS CONFERENCE/MEDIA DAY SCHEDULE

Wednesday, December 12 – Media interviews with coaches and selected players at Courtyard by Marriott:

9255 David Memorial Drive
Shenandoah, TX 77385

2 to 3 p.m. Central time (Mount Union) Room: Lone Star 2
3:15 to 4:15 p.m. Central time (Mary Hardin-Baylor) Room: Lone Star 1

MEDIA SERVICES

For complete information regarding footage usage and licensing, audio policies, internet policy, live video streaming rights, and television rights please refer to www.ncaa.com/media.

SPORTS INFORMATION DIRECTORS

Not later than the Saturday, December 8, each participant’s sports information director will provide his/her media with this website, <http://www.ncaa.com/media>, to apply for credentials and hotels.

The sports information director for each team advancing to the national final will meet before the national final to discuss responsibilities and the media obligations of the institution’s staff, coach and student-athletes.



TELEVISION RIGHTS

Exclusive television rights for the NCAA Division III Football Championship Game have been purchased by ESPN. No television station, network or cable system other than an ESPN affiliate may air live game action or a description of the game while it is in progress.

**2018 NCAA Division III Football Championship
Stagg Bowl Conference Call**

1. Key Contacts.

a. NCAA Championship Manager.

<u>Name</u>	<u>Office</u>	<u>Cell</u>
J.P. Williams Assistant Director, Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Email: jpwilliams@ncaa.org	PH: 317-917-6761	317-966-6354

b. Co-hosts. University of Mary Hardin-Baylor and the City of Shenandoah.

	<u>Work</u>	<u>Cell</u>
Tournament Manager: Debbie Pilcher	832-585-8109	832-585-2177
Host Athletics Director: Randy Mann	254-295-4618	254-541-8315
Promotions Director: Steffani Konzem	832-585-8093	346-413-4150
Host Media Coordinator: Jon Wallin	254-295-4611	254-721-8548
Stadium Manger: Danny Long		936-672-1076
Ticket Manager: Kim Loudenback		302-359-1897
Merchandise Manager: Jackie Thompson	281-298-5522	936-232-3632

c. Participants.

(1) Mount Union - _____ Work . Cell

(2) Mary Hardin-Baylor _____ Work Cell

2. Film/Video Exchange. Exchange film from November 17 and 24, December 1 and 8 play-off games.

3. Transportation.

a. Teams: Mount Union Depart _____ Arrive _____
 Mary Hardin-Baylor Depart _____ Arrive _____

b. NCAA representatives – J.P. Williams, Jim Catanzaro, – Monday; Committee – Tuesday.

c. Sports information directors’ arrival times.

d. Courtesy cars (Two for each team).

4. Tickets.

a. Tickets provided by Shenandoah representatives.

(1) Amount needed: Mary Hardin-Baylor _____ Mount Union _____

(2) Tickets: \$20.00+tax in advance and on game day, everyone five and older must have ticket

(a) Mary Hardin-Baylor – Opposite Press Box.

(b) Mount Union – Press Box.

(3) Return of allotment, if necessary.

b. Complimentary: None. Credentials refer to manual.

c. Pregame Friday: FanFest begins at 3 p.m.

5. Game Time.

a. Kickoff: 6:04 p.m. Central time.

b. Television: ESPNU HD/E360, live at 6 p.m. Central time. Commercial breaks during the game will be covered at the pre-championship meeting, following the championship banquet on Thursday evening at the Holiday Inn Hotel & Suites/Shenandoah.

c. Radio: Visit the web page, <http://web1.ncaa.org/radioRights/policy.html>, for the radio rights policy guidelines and the radio agreement form.

6. Team lodging.

a. Mary Hardin-Baylor: Holiday Inn Hotel & Suites/Shenandoah (281-298-2800; contact Matthew Sellers).

b. Mount Union: Marriott Waterway (281-367-9797; contact John Otero III).

7. Schedule of Events.

Wednesday, December 12, 2018

Mary Hardin-Baylor

12:45-1 p.m.	Team Picture	Woodforest Bank Stadium
1-3 p.m.	Practice	Woodforest Bank Stadium
3:15-4:15 p.m.	Media Day	Courtyard (Lone Star 1)
4:30-6 p.m.	Main Event	Main Event

Mount Union

2-3 p.m.	Media Day	Courtyard (Lone Star 2)
3:15-3:30 p.m.	Team Picture	Woodforest Bank Stadium
3:30-5:30 p.m.	Practice	Woodforest Bank Stadium
6:30-8 p.m.	Main Event	Main Event

Thursday, December 13, 2018

9:30-10:30 a.m.	Community Engagement Mary Hardin-Baylor Mount Union	Lamar Elementary Houser Elementary
1-2:30 p.m.	Mount Union Practice	Woodforest Bank Stadium
2:45-3:30 p.m.	ESPN Mount Union Interviews	Courtyard (Lone Star 2)
2-2:45 p.m.	ESPN Mary Hardin-Baylor Interviews	Courtyard (Lone Star 1)
3-4:30 p.m.	Mary Hardin-Baylor Practice	Woodforest Bank Stadium
6:30 p.m.	Spotlight on Champions Banquet <i>Emceed Event, Celebration of Teams, Video Presentation.</i>	Holiday Inn Hotel & Suites/Shenandoah

Dress attire is coat and tie.

*The NCAA Elite 90 Academic
Award will be announced
during the dinner.*

Immediately following the banquet will be the Administrative Meeting

****Mandatory attendance:*** *NCAA representatives, directors of athletics, head coaches, sports information directors, game officials, television personnel and local Stagg Bowl committee representatives.*

Friday, December 14, 2018

10-11 a.m.	Mount Union team walk-thru (optional)	Woodforest Bank Stadium
11:15 a.m.-12:15 p.m.	Mary Hardin-Baylor walk-thru (optional)	Woodforest Bank Stadium
3 p.m.	FanFest Tailgate Party (event gates open at 2 p.m.)	
3:30 p.m.	Field available to teams (no footballs)	
4:30 p.m.	Stadium gates open for ticket sales	
6 p.m.	Kickoff	

8. Friday pregame.

- a. Band.
- b. Cheerleaders.
- c. Anthem.

9. Facility.

- a. Woodforest Bank Stadium (10,000 capacity).
- b. Press box.
- c. Field phones: Both teams are responsible for providing their own field phones/communication system.
- d. Locker rooms: Available Wednesday and Thursday.
- e. Game film/video will be provided by a crew hired by the Stagg Bowl Committee. The film crew will shoot from the west side press box and scoreboard end zone. A tight and wide copy will be provided separately to both teams following the game. Thumb Drive of game film will be provided to each team along with shared through Hudl.

10. Official Game Ball. Wilson GST1001, GST1003, GST1004 or GST1005.

- a. 12 Game balls were shipped to each team at the start of the playoffs, and 6 additional sent prior to semi-final games. ***Stagg Bowl marked game balls must be delivered to game officials at Thursday night meeting.***

11. Game Uniforms.

- a. Mary Hardin-Baylor jersey _____ pants _____ helmets _____
- b. Mount Union jersey _____ pants _____ helmets _____

12. Game Officials. Officials will be assigned by the NCAA Division III Football Committee.

13. Eligibility Lists.

- a. Preliminary list to Jim Catanzaro at Friday pregame meeting (see attached roster form).
- b. May be updated up to 10 minutes prior to game time.
- c. Only 58 players may warm-up during pregame.

14. Halftime (20 minutes) begins after departure of teams. Bands from participating institutions/CISD
15. Medical Services.
 - a. Ambulance at practice and game sites.
 - b. Hospital – 1.5 mile from game site.
 - c. Team physicians (two) - on sidelines.
16. Instant Replay. Instant replay will be used during the 2018 Stagg Bowl.
17. Transportation. Clarification regarding provided buses and buses from Go Ground.
18. Elite 90 Award. Will be presented on Thursday evening at the Championship Banquet. The deadline to submit a nominee is Tuesday, December 11.
19. Patches. 78 Stagg Bowl Patches were provided to each team at the conclusion of the semi-final game.
20. School Videos. Each institution is encouraged to provide a 30 second video highlighting their institution that will be featured at the championship banquet and on the video board at the stadium.

AGENDA

National Collegiate Athletic Association
2018 Stagg Bowl Pre-Championship Meeting

Holiday Inn, Shenandoah

December 13, 2018

1. Introductions.
 - a. Host Personnel
 - b. NCAA Football Committee
 - c. Participating Teams
 - d. ESPN
 - e. DV Sport
 - f. Officials
2. DV Sports. (Lowe/Wilkens)
 - a. Instant replay protocol
 - b. Questions
3. ESPN (Tom Scofield/Wallin)
 - a. Television breaks
 - b. Schedule
 - c. Post-game interview
 - d. Questions
4. Games committee responsibilities. (Catanzaro)
5. Squad size. (Catanzaro)
 - a. Submit roster form
6. Confirm uniforms (Mary Hardin-Baylor = dark; Mount Union = white). (Catanzaro)
7. Credentials. (Konzem)
8. Pre-game schedule. (Williams, Long and Konzem)
 - a. Warm-up areas
 - b. Timeline distribution
 - c. National anthem
 - d. Officials' notification to teams in locker rooms
 - e. Captains on field—Special Olympics Honorary Captains
 - f. Coin toss
 - g. Introduction of student-athletes.
 - I. Team entry
 - II. Pre-game handshake

9. Halftime schedule. (Konzem/Pilcher)
 - a. Review halftime intermission policy.
 - b. Bands and other activities.
 - c. Officials' notification to teams in locker rooms.

10. Filming/videotaping arrangements. (Williams/Long)
 - a. Thumb drive will be provided to each team.
 - b. Games will be uploaded to Hudl.

11. Awards ceremony. (JP Williams/Konzem/Pilcher)
 - a. Location.
 - b. Awarding of national championship trophy for TV.
 - c. Runner-up mini trophies provided to team administrator following the game.

12. Officials. (Baltz)
 - a. Arrival time at stadium.
 - b. Meeting times with chain gang, timer and ball boys.
 - c. Review tiebreaker procedures.
 - d. Review proper uniform and equipment rules.
 - e. Footballs.

13. Media Coordinator (Wallin)
 - a. Location of ten-minute cooling off period – Team Locker Rooms.
 - b. Post-game interviews.
 - c. Press box seating.

14. Crowd control policies. (Shaw/Loudenback)

15. Drug testing statement. (Williams)

16. Misconduct statement. (Williams)

17. Merchandise/Programs. (Konzem/Pilcher)

18. Questions.

2018 STAGG BOWL SCHEDULE OF EVENTS

(Times and events subject to change)

*All times listed are Central Time***Sunday, December 9, 2018**

5 p.m. Conference call with representatives from participating teams.

Monday, December 10, 2018

10 a.m. Conference call – Mount Union coach with media.

10:30 a.m. Conference call – Mary Hardin- Baylor Team coach with media.

Tuesday, December 11, 2018

Teams arrive Tuesday evening or Wednesday morning

Wednesday, December 12, 2018Mary Hardin-Baylor

12:45-1 p.m.	Team Picture	Woodforest Bank Stadium
1-3 p.m.	Practice	Woodforest Bank Stadium
3:15-4:15 p.m.	Media Day	Courtyard (Lone Star 1)
4:30-6 p.m.	Main Event Entertainment	Main Event

Mount Union

2-3 p.m.	Media Day	Courtyard (Lone Star 2)
3:15-3:30 p.m.	Team Picture	Woodforest Bank Stadium
3:30-5:30 p.m.	Practice	Woodforest Bank Stadium
6:30-8 p.m.	Main Event Entertainment	Main Event

Thursday, December 13, 2018

9:30-10:30 a.m.	Community Engagement Mary Hardin-Baylor Mount Union	Lamar Elementary Houser Elementary
1-2:30 p.m.	Mount Union Team Practice	Woodforest Bank Stadium
2:45-3:30 p.m.	ESPN Mount Union Interviews	Courtyard (Lone Star 2)
2-2:45 p.m.	ESPN Mary Hardin-Baylor Interviews	Courtyard (Lone Star 1)
3-4:30 p.m.	Mary Hardin-Baylor Practice	Woodforest Bank Stadium

6:30 p.m. Spotlight on Champions Dinner Holiday Inn Hotel
*Emceed Event, Celebration of
Teams, Video Presentation.*

Dress attire is coat and tie.

*The NCAA Elite 90 Academic
Award will be announced
during the dinner.*

8:15 (Approx.) *Immediately following the banquet will be the Administrative Meeting*

****Mandatory attendance: NCAA representatives, directors of
athletics, head coaches, sports information directors, game officials
(on-field, chains/box, timer) television personnel and local Stagg Bowl
committee representatives.***

Friday, December 14, 2018

10-11 a.m. Mount Union walk-thru (optional) Woodforest Bank Stadium

11:15 a.m.-12:15 p.m. Mary Hardin-Baylor walk-thru (optional) Woodforest Bank Stadium

2 p.m. Parking lot gates open Woodforest Bank Stadium

3 p.m. FanFest Tailgate Party
Woodforest Bank Stadium parking lot. Ticket allows participation.

3:30 p.m. Field available to teams Woodforest Bank Stadium

4:30 p.m. Stadium gates open for ticket sales Woodforest Bank Stadium

6 p.m. Kickoff Woodforest Bank Stadium

- a. Mount Union in press box side locker room; will use the bench area on the press box side of the field and warm up at the scoreboard end of the field. Coaches will use scoreboard end of the press box.
- b. Mary Hardin-Baylor in locker room opposite the press box; will use the bench area on the sideline opposite side of the press box and warm up at locker room end of the field. Coaches will use locker room end of the press box.

2018 NCAA Division III Football Championship

Pre-Championship Meeting

Page No. 2

2018 NCAA Division III Football Championship Timing Sheet
(Amos Alonzo Stagg Bowl)

The following pregame schedule shall be used for the championship game.

(Note: **This schedule is subject to change according to television programming demands.**)

Game clock	Time	Activity
	3:30 p.m.	Field available for teams
90:00	4:34 p.m.	Gates open
25:00	5:39 p.m.	Teams leave field/band on field
13:00	5:51 p.m.	Visiting team returns to field
11:00	5:53 p.m.	Home team returns to field
10:00	5:54 p.m.	Military Color Guard Post colors
9:00	5:55 p.m.	National anthem
6:00	5:58 p.m.	NCAA handshake (RESPECT/Sportsmanship Initiative)
5:00	5:59 p.m.	ESPN on air
4:00	6:00 p.m.	Coin toss
0:00	6:04 p.m.	Kickoff

CREDENTIALS

Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events including, without limitation a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:

General

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel

selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

Media

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Video and Audio Highlights Use License.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA's Web site and/or any other Web site designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event) as determined by the NCAA in its sole discretion. If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or

public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the "NCAA radio policies."

<p>2018 NCAA DIVISION III FOOTBALL DECEMBER 14, 2018 Shenandoah, Texas</p>	
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CREDENTIALS APPLICATION

Press Agency:		Telephone:	
Address:		Fax Number:	
City:	State/Zip:	Email:	
Sports Editor/Director Making Request:			

Please forward this application **not later than Monday, December 10, 2018**. Apply for working press credentials to the **2018 NCAA Division III Football Championship** only if you will attend regardless of which teams advance to Shenandoah.

Requests for special or additional credentials desired by a press agency if a specific team reaches the national semifinals should be made to the participating institution's sports information director prior to its quarterfinal game. Each sports information director will apply for these credentials on behalf of the press agencies in that participating institution's geographic area. *Press Seat Credentials*

Name:	Name:
Name:	Name:
Name:	Name:

Please check the appropriate blank:

Install own phone. Press box Press room *Photography Credentials*

Name:	Name:
Name:	Name:

The media headquarters hotel is Home2 Suites, , 223 David Vetter Blvd, Shenandoah, TX 77385, (281-07-5700, contact Tamara Sanford) Room rate is \$117.00 (king) or \$124 (dbl queen)

Name(s)	Type of Room	Arrival Date	Departure Date

Please list type of charge card:

Card Holder's Name:	
Account Number:	Expiration Date:

PLEASE RETURN THIS FORM TO Jon Wallin

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant's likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights

2018 NCAA Division III Football Championship

Assumption of Risk Release and Waiver

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_____ in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

Signature of Participant Date

Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)

Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)

STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 8/4/11

The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan and copy Jay Rossello on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Jay on any correspondence.

*NOTE: For Point of Sale (POS) ticket stock, please **remove** the yellow highlighted language below. For preprinted ticket stock, please choose either the red or green statement from the yellow highlighted language below and delete the other verbiage.*

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY

The ticket purchaser/holder ("Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, five years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest.

This ticket may not be sold or resold above face value except in approved instances solely by companies authorized by the NCAA to do so. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No readmittance. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

TIMES ARE SUBJECT TO CHANGE