PARTICIPANT
2018-19 MANUAL

VOLLEYBALL  SOCCER  FIELD HOCKEY  CROSS COUNTRY
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SECTION 1. EVENT INTRODUCTION

The NCAA and Division II will conduct the 2018 NCAA Division II National Championships Festival Nov. 27-Dec. 1, in Pittsburgh. This is a unique event that brings together six national championships in one city, including men’s and women’s soccer, men’s and women’s cross country, field hockey, and women’s volleyball.

In addition to the NCAA championship events, the Division II National Championships Festival features an opening ceremony and closing celebration, social opportunities for student-athletes and community engagement events throughout the week. The primary goal of the festival is to enhance the student-athletes’ championship experience while creating awareness and exposure for Division II sports by hosting multiple championships in a specified time period.

All information regarding the festival can be found at www.ncaa.com/diifestival.
SECTION 2. HOST WELCOME LETTER

Dear Festival Participant,

Congratulations and welcome to the 2018 NCAA Championship Festival. SportsPITTSBURGH, Slippery Rock University and Clarion University are honored to host this prestigious event. We hope you enjoy your experience in Pittsburgh.

Please refer to the sport specific participant manual to assist with your arrangements and facilitate your Festival preparation.

The championship staff we have assembled is an outstanding group of athletics administrators whose expertise in conducting NCAA championships will assure an excellent competitive environment and experience for each participating team.

The Road to Pittsburgh has been an exciting one and we wish you the best of luck as you complete your journey!

Sincerely,

Jennifer Hawkins
Executive Director
SportsPITTSBURGH

Wendy Snodgrass
Director of Athletics
Clarion University

Paul Lueken
Director of Athletics
Slippery Rock University
## 3.1 FESTIVAL MANAGEMENT CONTACTS

<table>
<thead>
<tr>
<th>NCAA Division II Festival Coordinator</th>
<th>Host Division II Festival Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>John Baldwin</strong></td>
<td><strong>Michelle Perry</strong></td>
</tr>
<tr>
<td>NCAA Championships and Alliances</td>
<td>SportsPITTSBURGH</td>
</tr>
<tr>
<td>Office: 317-917-6442</td>
<td>Cell: 317-460-4680</td>
</tr>
<tr>
<td>Cell: 317-292-0464</td>
<td>Email: <a href="mailto:mperry@tseconsulting.com">mperry@tseconsulting.com</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:jbaldwin@ncaa.org">jbaldwin@ncaa.org</a></td>
<td></td>
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## 3.2 NCAA FESTIVAL CONTACTS

<table>
<thead>
<tr>
<th><strong>John Baldwin</strong></th>
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<tbody>
<tr>
<td>NCAA Championships and Alliances</td>
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<tr>
<td>Phone: 317-917-6442</td>
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</tr>
<tr>
<td>Phone: 317-917-6162</td>
</tr>
<tr>
<td>Email: <a href="mailto:nohara@ncaa.org">nohara@ncaa.org</a></td>
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<table>
<thead>
<tr>
<th><strong>Roberta Page</strong></th>
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<tr>
<td>NCAA Championships and Alliances</td>
</tr>
<tr>
<td>Phone: 317-917-6493</td>
</tr>
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<td>Email: <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a></td>
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<table>
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<tr>
<th><strong>Ryan Jones</strong></th>
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<tbody>
<tr>
<td>NCAA Division II Governance</td>
</tr>
<tr>
<td>Phone: 317-917-6629</td>
</tr>
<tr>
<td>Email: <a href="mailto:rjones@ncaa.org">rjones@ncaa.org</a></td>
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</tbody>
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3.3  CHAMPIONSHIPS MANAGEMENT CONTACTS

<table>
<thead>
<tr>
<th></th>
<th>NCAA Championship Manager</th>
<th>Host Tournament Manager</th>
<th>Media Services Coordinator</th>
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<tbody>
<tr>
<td><strong>Men’s Soccer</strong></td>
<td><strong>Eric Breece</strong></td>
<td><strong>Brady Inners</strong></td>
<td><strong>Mark Bedics</strong></td>
</tr>
<tr>
<td></td>
<td>NCAA Championships and Alliances</td>
<td>Tournament Director</td>
<td>Phone: 317-917-6541</td>
</tr>
<tr>
<td></td>
<td>Phone: 317-917-6781</td>
<td>Phone: 412-325-0324</td>
<td>Email: <a href="mailto:mbedics@ncaa.org">mbedics@ncaa.org</a></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:ebreece@ncaa.org">ebreece@ncaa.org</a></td>
<td>Email: <a href="mailto:brady.inners@sportspittsburgh.com">brady.inners@sportspittsburgh.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Women’s Soccer</strong></td>
<td><strong>Molly Simons</strong></td>
<td><strong>Brady Inners</strong></td>
<td><strong>Mark Bedics</strong></td>
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<tr>
<td></td>
<td>NCAA Championships and Alliances</td>
<td>Tournament Director</td>
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</tr>
<tr>
<td></td>
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</tr>
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<tr>
<td><strong>Field Hockey</strong></td>
<td><strong>Roberta Page</strong></td>
<td><strong>Jennifer Hawkins</strong></td>
<td><strong>Tyler McIntosh</strong></td>
</tr>
<tr>
<td></td>
<td>NCAA Championships and Alliances</td>
<td>Tournament Director</td>
<td>Phone: 724-738-2777</td>
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<tr>
<td></td>
<td>Phone: 317-917-6493</td>
<td>Phone: 412-325-0285</td>
<td>Email: <a href="mailto:tyler.mcintosh@sru.edu">tyler.mcintosh@sru.edu</a></td>
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<tr>
<td></td>
<td>Email: <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a></td>
<td>Email: <a href="mailto:jennifer.hawkins@sportspittsburgh.com">jennifer.hawkins@sportspittsburgh.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Men’s and Women’s Cross Country</strong></td>
<td><strong>Kim Duyst</strong></td>
<td><strong>Derek Dawson</strong></td>
<td><strong>Jon Holtz</strong></td>
</tr>
<tr>
<td></td>
<td>NCAA Championships and Alliances</td>
<td>Tournament Director</td>
<td>Phone: 724-738-4925</td>
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<tr>
<td></td>
<td>Phone: 209-535-1449</td>
<td>Phone: 412-325-0292</td>
<td>Email: <a href="mailto:jonathon.holtz@sru.edu">jonathon.holtz@sru.edu</a></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:kduyst@ncaa.org">kduyst@ncaa.org</a></td>
<td>Email: <a href="mailto:derek.dawson@sportspittsburgh.com">derek.dawson@sportspittsburgh.com</a></td>
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<tr>
<td><strong>Volleyball</strong></td>
<td><strong>Marie Scovron</strong></td>
<td><strong>Mike Robertson</strong></td>
<td><strong>David Lentz</strong></td>
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<tr>
<td></td>
<td>NCAA Championships and Alliances</td>
<td>Tournament Director</td>
<td>Phone: 317-917-6139</td>
</tr>
<tr>
<td></td>
<td>Phone: 317-917-6494</td>
<td>Phone: 412-325-0288</td>
<td>Email: <a href="mailto:dlentz@ncaa.org">dlentz@ncaa.org</a></td>
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<tr>
<td></td>
<td>Email: <a href="mailto:mscovron@ncaa.org">mscovron@ncaa.org</a></td>
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</tbody>
</table>

3.4  ATHLETIC TRAINING CONTACTS

Athletic trainers will be provided to support medical services at each competition venue. Specific contact information can be found in each sport specific participant manual.

3.5  MEDIA SERVICES CONTACTS

<table>
<thead>
<tr>
<th></th>
<th>NCAA Media Services Coordinators</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Mark Bedics</strong></td>
<td><strong>David Lentz</strong></td>
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<td>NCAA Championships and Alliances</td>
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<td>Phone: 317-917-6541</td>
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<td>Email: <a href="mailto:mbedics@ncaa.org">mbedics@ncaa.org</a></td>
<td></td>
<td>Email: <a href="mailto:dlentz@ncaa.org">dlentz@ncaa.org</a></td>
</tr>
</tbody>
</table>
## 3.6 OTHER FESTIVAL OPERATIONS CONTACTS

| Branding & Fan Experience | Amanda Benzine  
NCAA Championships and Alliances  
Phone: 317-917-6694  
Email: abenzine@ncaa.org |
|--------------------------|--------------------------------------------------------|
|                          | Durenka Robie  
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|                          | Crystal Reimer  
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Email: creimer@shortstravel.com |
|                          | Emily Tisdale  
Short’s Travel  
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Email: etisdal@shortstravel.com |
| Markey’s Audio / Visual   | Kiki Commons  
Markey’s Audio/Visual  
Email: kcommons@markeys.com |
|                          | Joe Bright  
Markey’s Audio/Visual  
Email: jbright@markeys.com |

### SECTION 4. AWARDS, MERCHANDISE, PROGRAM INFORMATION

#### 4.1 NCAA ACADEMIC RECOGNITION PROGRAM – ELITE 90

The Elite 90 Award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution which has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site.
Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form, please go to the NCAA website at: http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program

For field hockey, nomination forms must be submitted by 5 p.m. Eastern time, Tuesday, Nov. 20.

For men’s and women’s soccer, nomination forms must be submitted by 5 p.m. Eastern time, Tuesday, Nov. 20.

For women’s volleyball, nomination forms must be submitted by 5 p.m. Eastern time, Tuesday, Nov. 20.

For men’s and women’s cross country, nomination forms must be submitted by 5 p.m. Eastern time, Wednesday, Nov. 21.

For any questions, please contact Mark Bedics at mbedics@ncaa.org.

4.2 TROPHIES AND AWARDS

Each student-athlete, team and individual, advancing to the final site will receive a participant medal and/or mini-trophy to commemorate their achievement, depending on their final placing in their respective championship.

In addition to awards, the national championship winning teams will receive national champion T-shirts and hats to commemorate their achievements.

Additional awards will be available for purchase, using the following link: http://www.mtmrecognition.com/ncaa/.

4.3 PARTICIPATION AWARDS

An online gift-suite will house the participation awards provided to members of the official travel party. See Appendix 1.4 for details.

4.4 TEAM GPAS

Please provide your team’s cumulative grade point average during the online registration process. The team with the highest grade-point average in each sport among those at the Division II National Championships Festival will be publicly honored during opening ceremonies.

- This figure should take into account all members of the team, including non-traveling members and red-shirts.
- These figures should be cumulative reflecting spring 2018 and should not include the GPAs of current freshmen.

For any questions, please contact John Baldwin at jbaldwin@ncaa.org.
4.5  MERCHANDISE

Official NCAA championship merchandise will be on sale throughout the festival at the competition venues. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. All information regarding pre-orders will be emailed directly to the head coach of each participating team after advancement to the finals site.

4.6  PROGRAMS

To access the NCAA Championship electronic programs, please visit [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

SECTION 5.  CREDENTIAL INFORMATION

5.1  CREDENTIALS

Members of the official travel party for each participating institution will receive participant or team personnel credentials for the duration of the festival. For sport specific credential information, please see the credential section in each sport section of this manual.

5.2  SENIOR-LEVEL ADMINISTRATOR CREDENTIALS

If senior level administrators from participating institutions wish to request additional credentials, they must complete the online credential request form sent directly to institutions after selections. Each participating institution will be allowed a maximum of eight (8) total administrator credentials. These credentials may only be used by the university president, athletics director, senior woman administrator and faculty athletics representative, plus one designated guest for each. These credentials will grant admission to the championship events only and can be picked up on site in Pittsburgh. These credentials will not grant access to opening ceremonies; additional wristbands for the opening ceremonies will be available for purchase through the team/individual registration portal (Planning Point).

Conference office administrators may request a maximum of four (4) total administrator credentials. These credentials follow the same guidelines mentioned above and may only be used by the conference commissioner and senior woman administrator, plus their designated guests.

Persons requesting senior level administrator credentials must show valid photo identification to receive their credentials.

5.3  MEDIA CREDENTIALS

Members of the media should go to [www.ncaa.com/media](http://www.ncaa.com/media) to request credentials.

5.4  REQUESTS FOR ADDITIONAL CREDENTIALS

Outside of the credentials mentioned in Sections 6.1 and 6.2, no additional credentials are available for purchase or will be provided. All additional personnel may purchase a ticket to attend the championships.
SECTION 6. DRUG TESTING POLICIES

Participating Institution’s Notification
For field hockey, men’s and women’s soccer and women’s volleyball, the institutional representative will be notified of drug testing no sooner than two hours before the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

For cross country, couriers will notify student-athletes of their selection for drug testing.

Athlete Notification
Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. Any selected student-athlete must complete his/her interview before reporting for drug testing. An institutional representative must be present in the drug testing venue.

Media Obligations
Each team is provided a 10-minute postgame cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of his/her media obligations have been fulfilled.

Next Day Testing
If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately after the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the next day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Prolonged Test
If the student-athlete’s team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA. The designated team host is prepared to assist if needed.

Testing Process
Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the
The drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

SECTION 7. FACILITY INFORMATION

7.1 CHAMPIONSHIP FACILITIES

- The Men’s and Women’s Cross Country Championships will take place at Schenley Park on Saturday, December 1.
- The Field Hockey Championship will take place at Rooney Field on the campus of Duquesne University Thursday, November 29 and Saturday, December 1.
- The Men’s and Women’s Soccer Championships will take place at Highmark Stadium Thursday, November 29 and Saturday, December 1.
- The Women’s Volleyball Championships will take place at the A.J. Palumbo Center on the campus of Duquesne University Thursday, November 29-Saturday, December 1.

7.2 EMERGENCY/SEVERE WEATHER POLICIES

The NCAA Championship Manager in conjunction with the on-site tournament manager and NCAA championship committee members will be monitoring weather and any emergency related issues that may occur during or surrounding competition. These same individuals will make the final decisions related to all on-site information to be announced to coaches, participants and spectators at the competition venues. The NCAA and local organizing committee (LOC) have prepared critical incident plans which are located in hard-copy form in the NCAA Division II National Championships Festival headquarters operations room at the NCAA operations room at the Westin Convention Center in downtown Pittsburgh. In addition, the emergency/evacuation plan each individual championship site can be found in the respective sport manuals.

Lightning Policy – The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. Absence of rain or clouds does not guarantee that a lightning strike will not occur; therefore, these conditions will not come into effect when making the decision to suspend activity. Once lightning occurs within an eight-mile radius, the NCAA staff liaison, games committee chair and tournament manager will notify the appropriate authority at the practice or event. The practice or event will be stopped and the athletes, support staff and spectators will be instructed to find a safe shelter.

Return to Play – Once an activity has been suspended, the activity will not start again until after 30 minutes from the last strike. Therefore, with each strike of lightning the timer will begin counting until another 30 minutes has lapsed without a strike.

7.3 FACILITY REGULATIONS AND POLICIES

To ensure the safety of participants and spectators, each of the NCAA Division II National Championship Festival venues will adhere to the following facility regulations as a general policy across competition sites.
### Restricted Items:
- Firearms
- Artificial Noisemakers
- Alcohol
- Glass Containers
- Metal Containers
- Weapons of Any Kind
- Aerosol Spray Cans
- Beach balls
- Backpacks / Large Bags
- Fireworks
- Laser Pointers
- Wrenches / Pliers
- Pets *(except service animals)*
- Food or Drink
- Recording Devices of Any Kind, Audio or Video

### Acceptable Items:
- Seat Cushions
- Binoculars
- Blankets
- Sunscreen
- Rain Jackets/Ponchos *(outdoor venues only)*

### 7.4 HOSPITALITY

Hospitality areas for media, coaches, volunteers and officials will be provided at the competition venues and only the appropriate credentialed personnel will be granted access.

### 7.5 LOCKER ROOMS

Locker room assignments, if available and applicable by sport, will be communicated at the administrator/coaches meeting by the NCAA championship manager and tournament host.

### 7.6 PARKING

Each venue offers team bus and/or van parking for participants. The specific parking locations. Please refer to the respective sport manual for details.

### SECTION 8. GENERAL PUBLIC

#### 8.1 SPECTATOR BEHAVIOR

The NCAA promotes good sportsmanship by student-athletes, coaches and fans. It is requested that all spectators cooperate in supporting the participating student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal.

#### 8.2 DISABILITY INFORMATION/ACCESS

The A.J. Palumbo Center, Rooney Field and Highmark Stadium are all ADA compliant. Throughout the venues, seats are held in various areas for patrons who require wheelchair access, as well as those with visual and hearing impairments and for those with limited mobility, but do not require the use of a wheelchair. Cross country will be contested in Shenley Park which is a public park located in downtown Pittsburgh.

### SECTION 9. HOTEL INFORMATION
9.1 LODGING

For teams and individual qualifiers at the 2018 NCAA Division II National Championships Festival, the NCAA has blocked hotel rooms at the following hotel properties in Pittsburgh for official travel parties only:

- Omni William Penn - $139* per night, plus taxes
- Wyndham Grand Pittsburgh Downtown - $139* per night, plus taxes
- The Westin Convention Center Pittsburgh - $139* per night, plus taxes

*Note – These rates are NCAA group contracted rates and only official travel parties will be guaranteed accommodation at these rates. Current tax rates for each hotel property are 14%.

Reservations will not be accepted until championship selections are announced.

All championship participants will be allocated room reservations based on the following hotel room formula. Requests for rooms above and beyond the published formula will be handled on a case-by-case basis as space allows. Hotel selection and room types are a preference and should not be considered final until hotel confirmation numbers are received.

Championship participants are mandated to stay at the official NCAA hotel properties for the event. Each hotel will feature a student-athlete interactive and study lounge and breakfast will be provided each morning at the hotel for members of the official travel parties. Any additional room requests will be taken on a case-by-case basis after selection announcements for all sports at the festival.

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<tr>
<th>Championship Participants</th>
<th>NCAA Room Allocations</th>
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<tbody>
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<td>Men’s and Women’s Cross Country (Individual)</td>
<td>1 qualifier: 1 room plus 1 non-athlete room</td>
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<td></td>
<td>2 qualifiers: 1 double room plus 1 king non-athlete room</td>
</tr>
<tr>
<td></td>
<td>3 qualifiers: 1 double room and 1 king room plus 1 king non-athlete room</td>
</tr>
<tr>
<td>Men’s and Women’s Cross Country (Team)</td>
<td>4 double rooms and 2 king rooms per team</td>
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<tr>
<td>Field Hockey</td>
<td>15 double rooms and 2 king rooms per team</td>
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<tr>
<td>Men’s and Women’s Soccer</td>
<td>12 double rooms and 4 king rooms per team</td>
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<tr>
<td>Women’s Volleyball</td>
<td>14 double rooms and 2 king rooms per team</td>
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*Note: The NCAA contracted hotel agreements to handle the final qualifying numbers for each sport, so sleeping rooms will be provided as needed, based on school’s final qualifying number of student-athletes.

Any participants staying outside the official NCAA hotel block will not be reimbursed.
NOTE: The NCAA provides per diem reimbursement for all participating teams to remain on-site through the conclusion of the festival Saturday evening, Dec. 1, regardless of advancement/elimination at the championships. Teams departing early will receive reduced per diem.

9.2 HOTEL PARKING

In addition to hotel self- and valet parking options, the Local Organizing Committee has secured the following rates for parking during the Championships Festival:

**Garage Parking:**
The LOC has partnered with Pittsburgh Parking Authority to secure a short term lease that will be active from November 25th until December 1st for $130, or $18 per day. This pass will provide in and out privileges, along with access to the garages when they are “full”. The garages that are suggested for use are:

**Oliver Garage:** For guests staying at the Embassy Suites. Located on Oliver Avenue across the street from the Embassy Suites

**Grant Street Transportation Center:** For guests staying at the Westin Convention Center Hotel. Located on Eleventh Street behind the Westin Convention Center Hotel.

**Mellon Square Garage:** For guests staying at the Omni William Penn. Located on William Penn Place across the street from the Omni William Penn

**Ft. Duquesne & 6th:** For guests staying at the Wyndham Grand. Located on Ft. Duquesne Blvd. behind the Wyndham Grand

To purchase your passes, please contact:

**Bill Conner**
Asst. Director of Parking Services
412-560-2544

**Bus Parking:**
Teams utilizing motor coaches for transportation can utilize the parking lots at PPG Paints Arena for $20 per day with in and out privileges.

To purchase your passes, please contact:

**Mike Oberst**
Box Office Manager, PPG Paints Arena
412-804-2677

9.3 HOTEL REGISTRATION AND CHECK-IN/PARTICIPANT REGISTRATION ON-SITE

Upon arrival, complete your hotel check-in at the front desk for room keys. Then proceed to the registration area near the student-athlete lounge in your assigned hotel property for Festival participant registration. Hours of Festival registration at the official hotel properties is noted below:
During registration, participants will receive:

- Credentials for official travel party members,
- Breakfast information for official travel party members,
- Wristbands for admission to Opening Ceremonies,
- Competition venue parking pass(es)
- Participant medallions
- Division II gift

### 9.4 HOTEL SECURITY

Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 13 of this manual.

### 9.5 STUDENT-ATHLETE BREAKFAST

During the NCAA Division II Festival, participants are provided a morning breakfast at each hotel property served from 6:30 – 9:30 a.m. Breakfast will be available to teams beginning Wednesday, November 28 through Saturday, December 1.

Complimentary breakfast will be provided for the official travel party and is included in the daily room rate. Breakfast will include: orange juice, milk, coffee, teas, assorted whole fruit, bagels, assorted cereals and several hot breakfast items.

*IMPORTANT NOTE -- NCAA participants must show participant credentials to enter the student-athlete breakfast rooms and credentials should be worn at all times. If you do not show a participant credential, you will not be allowed access.*

### 9.6 STUDENT-ATHLETE LOUNGES

The NCAA is providing an interactive student-athlete lounge at each of the three participant hotel properties. This designated area is where teams will pick up their registration information and will be provided informational services specific to the Division II National Championships Festival during your stay.

Throughout the festival, the student-athlete lounges will feature free internet/Wi-Fi service, gaming stations, televisions and snacks for NCAA student-athletes. There will also be an information desk located in the lounge for any questions about Pittsburgh or the festival.

**Access to the lounge will be granted only to individuals wearing their participant credentials.** Once in the lounge, credentials should be worn at all times.

**Student-Athlete Lounge Hours**

- Tuesday, Nov. 27*; 8 a.m. – 5 p.m. Eastern Time
- Wednesday, Nov. 28; 8 a.m. – 11 p.m. Eastern Time
• Thursday, Nov. 29; 8 a.m. – 11 p.m. Eastern Time
• Friday, Nov. 30; 8 a.m. – 11 p.m. Eastern Time
• Saturday, Dec. 1; 8 a.m. - Noon
* Please note the student-athlete lounge hours are adjusted Tuesday, Nov. 27 for opening ceremonies.

SPECIAL PROGRAMMING PROVIDED BY SPORTSPITTSBURGH WILL BE AVAILABLE IN EACH LOUNGE ON WEDNESDAY, THURSDAY AND FRIDAY NIGHTS FROM 6 – 9 P.M.

<table>
<thead>
<tr>
<th>6 – 9 p.m.</th>
<th>WESTIN</th>
<th>WYNDHAM</th>
<th>OMNI</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEDNESDAY</td>
<td>Trivia Night</td>
<td>Caricature/Screen Printing</td>
<td>Photobooth Wall</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Photobooth Wall</td>
<td>Trivia Night</td>
<td>Caricature/Screen Printing</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Caricature/Screen Printing</td>
<td>Photobooth Wall</td>
<td>Trivia Night</td>
</tr>
</tbody>
</table>

9.7 TEAM MEETING ROOMS

Team meeting rooms will be available at each hotel property for participants. There will not be any AV equipment or food/beverages. Meeting rooms are available by reservation only and can be reserved for a maximum of one hour.

To reserve a team meeting room, please contact Jessica Arnold (phone: 317-917-6449 or email: jarnold@shortstravel.com).

9.8 FAN LODGING

The DoubleTree by Hilton Pittsburgh Downtown is offering a $119 nightly room rate for lodging for fans and other Festival attendees. Those wishing to secure lodging at the DoubleTree can do so by directing requests to 1-800-222-TREE (8733) or by using the personalized web link below:


SECTION 10. LAUNDRY

10.1 CONTACT INFORMATION

Laundry services will be available at the A.J. Palumbo Center for volleyball, Rooney Field for field hockey and Highmark Stadium for soccer. Teams are responsible for doing their own laundry at the venue. Contact information is available in the sport specific participant manuals.

SECTION 11. MEDIA SERVICES INFORMATION

11.1 BROADCAST/WEBCAST INFORMATION
NCAA.com will stream live all portions of the festival that are not being telecast. To access the live stream, go to www.NCAA.com, select video and winter championships live schedule.

11.2 CREDENTIAL REQUESTS AND PICK UP

Media credentials can be requested at www.ncaa.com/media. Valid photo identification must be displayed to receive a media credential.

11.3 CHAMPIONSHIP WEBSITE

All information regarding the NCAA Division II National Championships Festival is available at www.ncaa.com/diiestival.

11.4 MEDIA LIAISON

Mark Bedics and David Lentz (mbedics@ncaa.org and dlentz@ncaa.org), NCAA championships and alliances – media services will serve as the media liaisons for the 2018 NCAA Division II National Championships Festival. Please refer to the NCAA/host staff directory at the front of this manual for additional contact information along with sport-specific media liaison contacts.

11.5 MEDIA PARKING

Media designated parking will be available at each competition venue for credentialed media.

11.6 PHOTO/VIDEO REGULATIONS

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography.

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

In the event that NCAA Photos is not providing a photographer for the championship event, the NCAA in its discretion may grant a limited license for one selected photographer to shoot and sell photographs under the specified terms and conditions. With approval of the NCAA, the host/LOC may grant one limited license to a qualified photographer if a photographer requests a limited license and agrees to meet all terms and conditions herein. In the event that more than one photographer requests a limited license, the host/LOC shall work with the NCAA to determine which applicant shall be granted a license. The grant by the NCAA for a photographer to take photographs is a privilege subject to revocation.

To qualify for the single license that may be granted if NCAA Photos will not be on-site, a photographer must not be otherwise credentialed for the event or employed by editorial photographers such as newspapers, magazines and major wire services. The primary purpose is to protect the Association’s intellectual property and to ensure that student-athletes are protected from entities attempting to
exploit their images. Please abide by the following regulations if you plan to work with any non-editorial or non-NCAA Photos photographers.

For any questions, please contact Levida Maxwell, Coordinator of Corporate and Broadcast Alliances, via phone: 317-917-6356 or email: lmmaxwell@ncaa.org.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution’s head coach, during periods that are off limits to general media.

The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach’s shows.

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. Copyright infringement could result in a financial penalty of up $50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

11.7 POST-COMPETITION INTERVIEWS

Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or an individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10- minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.
11.8 RESULTS

Championship results will be posted on the championships website at www.NCAA.com/diifestival.

SECTION 12. MEDICAL SERVICES INFORMATION

12.1 ATHLETIC TRAINING

Certified athletic trainers will be available at each facility throughout practice and competition.

A schedule of available athletic training staff per championship is provided in the appropriate sport section of this manual. For any questions related to the availability schedule, please contact the NCAA championship manager for your respective sport. During each administrative meeting, an athletic training representative will present additional information (i.e., equipment, etc.) available to teams/individuals in the training room facilities.

12.2 CONCUSSION MANAGEMENT

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Medicine Handbook for additional guidance on concussions online at: http://www.ncaapublications.com/searchadv.aspx?IsSubmit=true&SearchTerm=MEDICINE.

12.3 LOCAL EMERGENCY NUMBERS

In case of emergency, dial 9-1-1.
SECTION 13. PARTICIPANT EXPECTATIONS & GUIDELINES

13.1 CHAMPIONSHIPS CODE OF CONDUCT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championships will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

NOTE: A new Code of Conduct form need only be resubmitted if the travel party has changed from the preliminary round.

13.2 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.

13.3 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.

13.4 TOBACCO BAN

The use of tobacco products, including vaping, 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.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

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

13.5 ALCOHOL POLICY

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

13.6 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 in the field. 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.

Therefore, coaches must:
1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

13.7 MISCONDUCT

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.

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

13.8 FAILURE TO ADHERE TO POLICIES

To review the Failure to Adhere to Policies Outline, please go to: http://www.ncaa.org/sites/default/files/Failure%20to%20Adhere%20to%20Policies%20and%20Procedures_09302015.pdf.

13.9 STUDENT-ATHLETE EXPERIENCE RESEARCH

The NCAA will use a web-based survey targeted at student-athletes participating in final rounds of NCAA championships. Student-athletes will be provided with the link to the survey via email in order to improve response. Therefore, participating institutions are requested to forward the survey link to participating student-athletes.
SECTION 14. SCHEDULE OF EVENTS

14.1 SCHEDULE OF EVENTS
The full schedule of events for the festival is located the appendixes and will be posted in the student-athlete lounges. A public schedule of events for the festival is located at [www.ncaa.com/diifestival](http://www.ncaa.com/diifestival).

14.2 OPENING CEREMONIES
Opening Ceremonies will kick off the Festival week for official travel party members on the evening of Tuesday, November 27. All attendees must wear their designated credentials and wristbands in order to board the bus and upon entry into the venue, no exceptions. Should you wish to purchase additional wristbands for additional coaches, administrators, or student-athletes who are not members of the official travel party, please do so during the online festival registration process. Additional wristbands purchased must be used by institutional personnel and/or student-athletes and may not be distributed to the general public.

Opening Ceremonies will include a formal program, dinner, and entertainment, as well as bus transportation to/from the three team hotel properties to the Opening Ceremonies site.

Attire for Opening Ceremonies is casual. Team- or institutional-issued apparel is appropriate.

14.3 COMMUNITY ENGAGEMENT
During the 2018 Festival in Pittsburgh, Division II will be hosting a number of community engagement activities both on- and off-site from hotels and competition venues. Community engagement efforts will be led by Jill Willson from the NCAA staff. Jill will communicate directly with participating teams and individuals regarding specific community engagement activities.

14.4 CLOSING CELEBRATION
A Closing Celebration be held at PPG Place on the evening of Saturday, December 1 and will feature a DJ, the debut of a week-long highlight video, and recognition of the six national champion teams. This event will mark the conclusion of the Festival.

Attendance at the Closing Celebration is highly encouraged but is not mandatory. National champion teams should plan to attend the Closing Celebration, as they will be presented with their championship trophies at that time.

The Closing Celebration is open to the public. Attire for Opening Ceremonies is casual. Team- or institutional-issued apparel is appropriate.

14.5 EVENT CONCLUSION
The Closing Celebration will mark the end of the 2018 Division II National Championships Festival.
SECTION 15. SECURITY

Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 13.3 of this manual.

SECTION 16. TICKET INFORMATION

16.1 TICKET PRICES

Individuals must purchase championship tickets for access to each of the competition venues. There will not be an All-Festival tickets sold at this year’s Festival.

Ticket prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>All Session (All Week)</th>
<th>Single Session (Single Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCCER:</td>
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<tr>
<td>Adult</td>
<td>$20</td>
<td>$15</td>
</tr>
<tr>
<td>Student/Child</td>
<td>$15</td>
<td>$10</td>
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<tr>
<td>Group</td>
<td>-</td>
<td>$5</td>
</tr>
<tr>
<td>FIELD HOCKEY:</td>
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<tr>
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<td>VOLLEYBALL:</td>
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<tr>
<td>Adult</td>
<td>$20</td>
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<td>Student/Child</td>
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</tr>
<tr>
<td>Group</td>
<td>-</td>
<td>$5</td>
</tr>
<tr>
<td>CROSS COUNTRY:</td>
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<td></td>
</tr>
<tr>
<td>Per Car</td>
<td>$10 per car</td>
<td>-</td>
</tr>
</tbody>
</table>


SECTION 17. TRAVEL INFORMATION

17.1 TRAVEL POLICIES

For the 2018-19 NCAA Division II championship travel policies, please visit the following website:


17.2 INSTITUTIONAL TRAVEL ARRANGEMENTS

Once selected, institutions should contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Individual team sports (cross country) located within 500 miles of the competition site and teams (field hockey, soccer and volleyball) located within 600 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances
warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

All participating Field Hockey, Men’s and Women’s Soccer and Women’s Volleyball teams should book travel to arrive no later than 3 p.m. Eastern time Tuesday, Nov. 27 in order to allow participants to attend the opening ceremonies.

**NOTE: Opening ceremony attendance for Cross Country teams and individuals is optional.**

Additionally, for the 2018 NCAA Division II National Championships Festival, the NCAA provides per diem for all days that participants of the institution’s official travel parties are on-site. The NCAA will also provide a full dinner during the opening plus daily breakfasts.

Participants are permitted to depart the Festival once eliminated from competition. For those eliminated teams wishing to stay on-site through the conclusion of the Festival, the NCAA will provide per diem for all days on-site.

17.3 **TRAVEL EXPENSE SYSTEM**

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. For more information about the Travel Expense System (TES), including per diem allowance policies, please go to: http://www.ncaa.org/championships/travel/championships-travel-information.

17.4 **LOCAL AREA INFORMATION**

Directions and maps, local area attractions, weather information, and a list of local restaurants along with a free visitors’ guide can all be found at https://www.visitpittsburgh.com/

17.5 **LOCAL TRANSPORTATION INFORMATION**

The Pittsburgh International Airport is no more than 20 minutes by car from downtown Pittsburgh and provides more than 400 flights daily to 74 destinations on 17 airlines. Visit the Pittsburgh International Airport website at http://www.flypittsburgh.com/ for more information.

**SECTION 18 APPENDIXES**

APPENDIX 18.1 – DIVISION II CODE OF CONDUCT FORM
APPENDIX 18.2 – SCHEDULE OF EVENTS (OVERVIEW)
APPENDIX 18.3 – MAP OF PITTSBURGH
APPENDIX 18.4 – STUDENT-ATHLETE PARTICIPATION AWARDS

18.1 **DIVISION II CODE OF CONDUCT FORM**

http://www.ncaa.org/sites/default/files/2016DIICH_CodeofConductForm_2016_08_03.pdf
## 18.2 SCHEDULE OF EVENTS (OVERVIEW)

### TUESDAY, NOV. 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 p.m.</td>
<td>NCAA National Championships Festival Opening Ceremonies</td>
<td>TopGolf</td>
</tr>
<tr>
<td>(Bus departures from team hotels at 6 and 6:15 p.m.)</td>
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### WEDNESDAY, NOV. 28

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>9 a.m.-6:10 p.m.</td>
<td>Soccer Team Practices</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>9 a.m.-6:15 p.m.</td>
<td>Volleyball Team Practices</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>11 a.m.-4:45 p.m.</td>
<td>Field Hockey Team Practices</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
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### THURSDAY, NOV. 29

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>Men’s Soccer Semifinal Game 1</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>Noon</td>
<td>Women’s Volleyball Quarterfinal Game 1</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Field Hockey Semifinal Game 1</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Men’s Soccer Semifinal Game 2</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 2</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Field Hockey Semifinal Game 2</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Women’s Soccer Semifinal Game 1</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 3</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>7:30 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 4</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>Women’s Soccer Semifinal Game 2</td>
<td>Highmark Stadium</td>
</tr>
</tbody>
</table>

### FRIDAY, NOV. 30

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>11 a.m.-1:45 p.m.</td>
<td>Field Hockey Team Practices</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>11 a.m.-3:45 p.m.</td>
<td>Soccer Team Practices</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>Women’s Volleyball Semifinal Game 1</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Women’s Volleyball Semifinal Game 2</td>
<td>A.J. Palumbo Center</td>
</tr>
</tbody>
</table>

### SATURDAY, DEC. 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 a.m.</td>
<td>Men’s Cross Country 10,000-meter championship race</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>Noon</td>
<td>Men’s Soccer Championship Game</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Women’s Cross Country 6,000-meter championship race</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>Field Hockey Championship Game</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Cross Country Awards Ceremony</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>2 p.m. approx.</td>
<td>Men’s Soccer Awards Ceremony</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Women’s Soccer Championship Game</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Women’s Volleyball Championship Game</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>3 p.m. approx.</td>
<td>Field Hockey Awards Ceremony</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>5 p.m. approx.</td>
<td>Women’s Soccer Awards Ceremony</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>5 p.m. approx.</td>
<td>Women’s Volleyball Awards Ceremony</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>NCAA National Championships Festival Closing Ceremonies</td>
<td>PPG Place</td>
</tr>
</tbody>
</table>
HOW TO GET YOUR
Student-Athlete Participation Awards

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.

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 ohannoy@maingateinc.com, MainGate Customer Service (866-965-7267) or the NCAA championship manager.

Place your order at NCAA-Awards.com
PARTICIPANT
2018-19 MANUAL
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SECTION 1. WELCOME

1.1 INTRODUCTION

Congratulations on your selection to the 2018 NCAA Division II Women’s Volleyball Championship! This manual includes important information regarding the championship. This manual is a supplement, not a substitute, for the 2018 NCAA Division II Women’s Volleyball Pre-Championship Manual. Additional information regarding the championship is available on ncaa.com and on ncaa.org (ncaa.org, Division II, Championships, II Women’s Volleyball).

1.2 HOST WELCOME AND INFORMATION

SportsPITTSBURGH, Clarion University and Slippery Rock University are proud to host the 2018 NCAA Division II National Championships Festival. Pittsburgh and the surrounding area have an outstanding history of hosting quality events. We hope you enjoy your visit and are able to experience a little of what Pittsburgh has to offer during your time here. We wish you all the best of luck in the championship!

SECTION 2. CONTACT INFORMATION

2.1 NCAA STAFF AND COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Atlantic Region</th>
<th>Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Karen Hjerpe</td>
<td>Josh Collins</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Head Women’s Volleyball Coach</td>
</tr>
<tr>
<td>California University of Pennsylvania</td>
<td>Southwestern Oklahoma State</td>
</tr>
<tr>
<td><a href="mailto:hjerpe@calu.edu">hjerpe@calu.edu</a></td>
<td><a href="mailto:josh.collins@swosu.edu">josh.collins@swosu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>East Region</th>
<th>Midwest Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin DesLauriers</td>
<td>Chris Gravel</td>
</tr>
<tr>
<td>Assistant Director of Athletics</td>
<td>Head Women’s Volleyball Coach</td>
</tr>
<tr>
<td>Molloy College</td>
<td>Hillsdale College</td>
</tr>
<tr>
<td><a href="mailto:kdeslauriers@molloy.edu">kdeslauriers@molloy.edu</a></td>
<td><a href="mailto:cgravel@hillsdale.edu">cgravel@hillsdale.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>South Region</th>
<th>South Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Walters</td>
<td>Melanie Robotham</td>
</tr>
<tr>
<td>Head Women’s Volleyball Coach</td>
<td>Assistant Commissioner/SWA</td>
</tr>
<tr>
<td>Palm Beach Atlantic University</td>
<td>Lone Star Conference</td>
</tr>
<tr>
<td><a href="mailto:doug_walters@pba.edu">doug_walters@pba.edu</a></td>
<td><a href="mailto:melanie@lonestarconference.org">melanie@lonestarconference.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Southeast Region</th>
<th>West Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dustin Fuls</td>
<td>Mo Roberson</td>
</tr>
<tr>
<td>Director of Compliance</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>North Greenville University</td>
<td>Concordia University Irvine</td>
</tr>
<tr>
<td><a href="mailto:dustin.fuls2@ngu.edu">dustin.fuls2@ngu.edu</a></td>
<td><a href="mailto:mo.roberson@cui.edu">mo.roberson@cui.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NCAA Staff Liaisons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Scovron</td>
<td>Kerstin Hunter</td>
</tr>
<tr>
<td>Assistant Director of Championships</td>
<td>Assistant Coordinator of Championships</td>
</tr>
<tr>
<td>NCAA</td>
<td>NCAA</td>
</tr>
</tbody>
</table>
David Lentz  
Assistant Director, Marketing & Broadcast  
NCAA  
dlentz@ncaa.org  
Office: 317-917-6139  
Cell: 317-364-7298

2.2 HOST PERSONNEL

Women’s Volleyball Tournament Director  
Mike Robertson  
Senior Services Manager  
SportsPITTSBURGH  
mike.robertson@visitpittsburgh.com  
Office: 412-325-0288  
Cell: 412-216-7270

Facility Liaison  
Paul Hightower  
Director of Athletic Facilities and Events  
Duquesne University  
hightower@duq.edu  
Office: 412-396-6502  
Cell: 412-973-9288

Media Coordinator  
Sean Fagan  
Sports Information Director  
Clarion University of Pennsylvania  
sfagan@clarion.edu  
Office: 814-393-2651  
Cell: 317-364-7298

Athletic Training  
Jessica Kissel  
Assistant Athletic Trainer  
California University of Pennsylvania  
kissel@calu.edu  
Phone: 724-938-4562  
Cell: 304-218-1878
SECTION 3. CHECKLIST

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the championship.

☐ 3 p.m. Eastern time, Monday, Nov. 19: Mandatory teleconference for coaches and administrators of all participating teams. Teleconference information is listed below
   Number: 866-590-5055
   Passcode: 6573206

☐ 5 p.m. Eastern time, Monday, Nov. 19: Official championship travel parties will be required to stay at one of the official NCAA hotel properties for the event and must finalize their hotel arrangements through an online reservation system, PlanningPoint, no later than 48 hours after selection to the championships. A link to the reservation system will be emailed to all head coaches immediately after their selection to the championships.

☐ 5 p.m. Eastern time, Tuesday, Nov. 20: Elite 90 nomination forms due. Visit NCAA.org for all details.

☐ 5 p.m. Eastern time, Wednesday, Nov. 21: Code of Conduct form due to Kerstin Hunter at khunter@ncaa.org **Note: This step is not necessary if your travel party has not changed from the regionals.**

☐ 5 p.m. Eastern time, Sunday, Nov. 25: Media credential requests due online at www.ncaa.com/media.

☐ 8 a.m. Eastern time, Wednesday, Nov. 28: Mandatory administrative meeting at A. J. Palumbo Center.

☐ Wednesday, Nov. 28: Awards Recipient Form due to host at the administrative meeting.

☐ Wednesday, Nov. 28: Official Roster Form due to host at the administrative meeting.
SECTION 4.  CHAMPIONSHIP FORMAT

4.1 RULES

The 2018 championship will be conducted according to the 2018 and 2019 NCAA Women’s Volleyball Rules and Interpretations book. Questions regarding the interpretation of rules should be addressed to Anne Pufahl; NCAA women’s volleyball secretary-rules editor, at 414-430-0111 or anne.pufahl@marquette.edu.

4.2 AWARDS

NCAA Championship Awards
An awards ceremony will be held after each match. The two participating teams should line up on the end line for the awards ceremony. Individuals who are designated to receive awards should approach the awards table as their names are announced. Each person will receive an award and return to his/her position in line. Participating institutions should complete the Awards Recipient Form (Appendix A) included in this manual and submit it to the host at the administrative meeting. Please note that the Awards Recipient Form is separate from the official roster form. Individuals listed on the awards recipient form will be those who are announced and will receive awards during the awards ceremony.

Team Mini-Trophies
Team mini-trophies (20) will be presented to the first- through eighth-place team participants.

Championship Trophy and Watches
A team championship trophy and 17 watches will be presented to the national champion after the final match. Three additional watches will be shipped after the championship.

Ordering Additional Awards
Teams interested in ordering additional awards can visit http://www.mtmrecognition.com/ncaa/. To be eligible to purchase an additional award, the student-athlete must have competed in the respective event.

Elite 90 Awards
For information on the Elite 90 awards, please see the general Festival Participant Manual.

Locker Room Program
The winning team will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented at the awards ceremony after the final match. Please contact your championships manager, Marie Scovron, to order additional locker room items.

All-Tournament Team
A championship all-tournament team consisting of 12 players will be selected and will be recognized after the final match. A most outstanding player will be named. Plaques will be sent to those selected for the all-tournament team after the championship. Instructions for ordering the all-tournament team plaque will be sent after the championship.

Student-Athlete Participation Awards
For information on the participation awards, please see the general Festival Participant Manual.

SECTION 5.  CHAMPIONSHIP OPERATIONS

5.1 LAUNDRY FACILITIES/PROCEDURES
Laundry facilities are available at the A.J. Palumbo Center for use by the participating teams. Teams are responsible for doing their own laundry. For more information contact, Travis White (724-858-5821; whitet3@duq.edu).

5.2 LOCKER ROOMS

Locker rooms will be assigned at the administrative meeting and on a daily basis by tournament personnel.

5.3 BAGS

Teams will be permitted to bring their bags into the competition area for practices only. Only coach and athletic trainer bags will be permitted in the competition area during matches. Teams should leave their bags in their designated locker rooms, which will be secured during matches.

5.4 POWERADE

Only POWERADE branded equipment will be allowed in the competition area. Equipment (e.g., water bottles) with any other branding are not allowed in the competition area. Teams must use provided water bottles.

5.5 DIRECTIONS FROM HOTEL TO SITE

<table>
<thead>
<tr>
<th>Omni William Penn</th>
<th>A.J. Palumbo Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>530 William Penn Place</td>
<td>Duquesne University</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15219</td>
<td>1304 Forbes Avenue</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15282</td>
<td></td>
</tr>
<tr>
<td>- Head southwest on William Penn Place toward Oliver Avenue</td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Fifth Avenue</td>
<td></td>
</tr>
<tr>
<td>- Turn right onto Sixth Avenue</td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Forbes Avenue</td>
<td></td>
</tr>
<tr>
<td>- Destination will be on the right</td>
<td></td>
</tr>
<tr>
<td><strong>Distance:</strong> 0.7 miles. <strong>Approximate time (without traffic):</strong> 5 minutes</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Westin Convention Center</th>
<th>A.J. Palumbo Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Penn Avenue</td>
<td>Duquesne University</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15222</td>
<td>1304 Forbes Avenue</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15282</td>
<td></td>
</tr>
<tr>
<td>- Head west on Penn Avenue toward 10th Street</td>
<td></td>
</tr>
<tr>
<td>- Turn left at the 1st cross street onto 10th Street</td>
<td></td>
</tr>
<tr>
<td>- Continue onto William Penn Place</td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Seventh Avenue</td>
<td></td>
</tr>
<tr>
<td>- Turn right at the 1st cross street onto Grant Street</td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Sixth Avenue</td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Forbes Avenue</td>
<td></td>
</tr>
<tr>
<td>- Destination will be on the right</td>
<td></td>
</tr>
<tr>
<td><strong>Distance:</strong> 0.9 miles. <strong>Approximate time (without traffic):</strong> 11 minutes</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Wyndham Grand</th>
<th>A.J. Palumbo Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Commonwealth Place</td>
<td>Duquesne University</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15222</td>
<td>1304 Forbes Avenue</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15282</td>
<td></td>
</tr>
</tbody>
</table>
- Head south on commonwealth Place
- Turn left onto Boulevard of the Allies
- Slight right onto Second Avenue
- Turn left onto Armstrong Tunnel
- Turn right onto Forbes Avenue
- Destination will be on the right

**Distance 1.6 miles. Approximate time (without traffic): 9 minutes**

### 5.6 PARKING

Signs will be posted to direct participants, spectators and other officials to designated parking locations.

**Team Parking**

Team buses will be parked along Magee Street adjacent to Gate B of the A.J. Palumbo Center.

**Spectator Parking**

Spectators will be parked at Duquesne University’s Forbes Garage which is located on Forbes Avenue.

### 5.7 ADDITIONAL WARM-UP/PRACTICE AREAS

Additional warm-up areas are available in the A.J. Palumbo Center practice gym. Please contact Paul Hightower, director of athletic facilities and events (cell: 412-973-9288; hightower@duq.edu), with questions regarding alternate practice areas.

### 5.8 HOME TEAM DESIGNATION

The higher seeded team in each match will be the home team and sit on the right side of the scorekeeper’s table facing the first referee.

### 5.9 CREDENTIALS FOR PARTICIPANTS

Participating institutions will receive credentials for their official travel parties (20). The team bench size is up to 25. Institutions that need more than 20 credentials should request additional credentials (up to five) at the administrative meeting.

### 5.10 APPAREL FOR INSTITUTIONAL PERSONNEL

Institutional personnel are prohibited from wearing jeans at the team bench. At a minimum, head coaches must wear business casual attire for the matches. Coaches failing to follow this protocol will be fined. The warm-up coach may wear shorts and an institutional polo shirt.

### 5.11 ROSTERS

Official rosters from each team will be collected during the administrative meeting and any student-athlete who could potentially be dressed for competition must be listed on the official roster. **Coaches should complete the Official Roster Form (Appendix C) included in this manual to turn in at the meeting.** Participating teams are limited to a maximum of 17 players in uniform, all of whom must be listed on the official roster form. If a team has more than 17 student-athletes who are traveling to the championship on their roster, the 17 players in uniform may be declared up to 10 minutes before the starting time of any match. After the match starts, no replacements will be permitted for any reason. Copies of your official roster will be made for each match, and coaches must cross out the student-athletes who are not dressed for each respective match.
An institution that is advised it is in violation of this regulation and does not promptly conform to it shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

5.12 UNIFORMS/LOGOS

Competing teams shall have both light- and dark-colored jerseys, and light- and dark-colored stockings available. Competing teams must wear uniforms in clear contrast with each other. The home team will designate which color (light/dark) uniforms they will wear for each match. For more information regarding uniforms, refer to Rule 7 of the 2018 and 2019 NCAA Women’s Volleyball Rules and Interpretations book.

Logos. An institution’s official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition 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 ¼ inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square or parallelogram). In addition, an institution’s official uniform, including sideline bibs, cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction.

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

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

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

5.13 GAME ENVIRONMENT STATEMENT

Before each match, a designated player from each team shall read the game environment statement below. Coaches must designate on their team roster form the player who will read the statement for their team.

Paragraph one to be read by home-team student-athlete: Welcome to today’s match between the _________________ and the _______________. We see this volleyball court as an extension of our classroom environment where we learn dignity and respect for others.

Paragraph two to be read by visiting-team student-athlete: Today we ask for your enthusiastic support of your respective team. We also ask that you support the student-athletes from both our institutions by honoring our request to treat all fans, officials, coaches and student-athletes with respect. Thank you.

5.14 NATIONAL ANTHEM

The national anthem will be played before the start of the first match of the day.

5.15 PARTICIPANT ENTRANCE

Credentialed tournament participants are asked to enter through Gate B of the A.J. Palumbo Center, located on Magee Street. For all practices and competition, participating teams will enter and exit Gate
B and then take the stairs to the event level and locker rooms. This will be a secured area and only credentialed individuals will be allowed in this area.

5.16 MERCHANDISE

Official NCAA championship merchandise will be available for purchase at the championship. Merchandise will be sold on game days at the Gate A merchandise stand.

Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA.

SECTION 6. COMPETITION SITE

6.1 SITE MAP

See Appendix E for complete map of the A.J. Palumbo Center.

6.2 SITE INFORMATION

A.J. Palumbo Center is a 4,406-seat multi-purpose arena in the Uptown area of Pittsburgh, served by exits on both Interstate 376 and Interstate 579. The arena opened in 1988 and is a part of Duquesne University. It is home to the Duquesne Dukes basketball, volleyball and wrestling programs. The center hosts concerts, boxing and other special events and is capable of converting the seating arrangement into a sport, stage or theatre setup.

6.3 SPECTATOR ENTRANCE

The general public will enter the A.J. Palumbo Center at Gate A located off of Forbes Avenue.

6.4 ARTIFICIAL NOISEMAKERS

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when competition is in progress.

6.5 FACILITY REGULATIONS

There are no limitations on bags for guests attending matches at the A.J. Palumbo Center. Attendees must have a game ticket or credential to enter.

6.6 CONCESSIONS

Concessions will be available on game days at the Gate A concession stands.

6.7 SECURITY/CROWD CONTROL

Security will be on-site and event staff will be positioned at each gate to control access appropriately.

The responsibility for crowd control rests with the NCAA and its tournament staff. The athletics directors or his/her designees of participating institutions should encourage enthusiastic support within the confines of good sportsmanship.

6.8 LOST AND FOUND

Lost or found items can be returned or collected at the customer service desk in the A.J. Palumbo Center.
6.9 Merchandise Locations

Merchandise will be sold on game days at the Gate A merchandise stands.

SECTION 7. MEDIA SERVICES

7.1 Results

Championship results will be available at http://www.ncaa.com/sports/volleyball-women/d2.

7.2 Team Information

Please send all team materials (e.g., team notes, media guides, etc.) to Paul Hightower.

Paul Hightower  
Director of Athletic Facilities  
Duquesne University  
600 Forbes Avenue  
Pittsburgh, Pennsylvania 15282

7.3 Championship Website

For more information about the Division II Volleyball Championship please visit the following link: https://www.ncaa.com/d2festival.

7.4 Working Media Facilities

Working media covering the championship will work out of the Aloe Suite in the A.J. Palumbo Center. A media workroom and separate interview area will be available to support media operations.

7.5 Media Parking

Media parking will be available at the Forbes Avenue Garage on the campus of Duquesne University. Only credentialed members of the media will be provided parking in the Forbes Garage.

7.6 Pre-Tournament Press Conferences

Pre-tournament press conference will be held in the Aloe Suite Wednesday, Nov. 28. The press conferences will be recorded live and available through the championship host page. Head coaches and two student-athletes from each team are required to attend.

Schedule:
10:10 a.m. Quarterfinal #1 participants.
12:20-12:30 p.m. Quarterfinal #2 participants.
2:40-2:50 p.m. Quarterfinal #3 participants.
5-5:10 p.m. Quarterfinal #4 participants.

7.7 Post-Match Interviews/Press Conferences

All head coaches and designated student-athletes shall be available for interviews after their respective matches. Regardless of regular-season radio or television contracts(s), the coach is obliged to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute
cooling-off period has concluded. A coach cannot delay a post-match interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. After fulfilling the commitment to the media staffing the tournament, the coach and student-athletes may participate in a special interview. The head coach also has the option to forgo the 10-minute cooling-off period and immediately report to the interview room. **For all matches, except the championship match, the advancing team’s coach and student-athletes will be interviewed first. After the championship match, the runner-up will go first, followed by the champion.**

All post-match press conferences will be uploaded to YouTube and shared with media and schools. Failure to follow the procedures for post-match press conferences may result in a finding of misconduct.

The media interview room is located in the Aloe Suite. The designated committee member for each team will escort the requested coaches and student-athletes to the press conference following each match.

### 7.8 Credentials for Media

All media credential requests, including requests for institutional sports information personnel, should be submitted online at [www.ncaa.com/media](http://www.ncaa.com/media). For questions about media credentials, contact David Lentz, dlentz@ncaa.org.

### 7.9 Photography/VideoGRAPHY

**Videotape Exchange Policy.** Teams advancing to the finals site are required to share with all other advancing teams the video from the regional final match. After the regional championship match, each regional host will upload the video to the VolleyMetrics site no later than 1 p.m. Eastern time Monday, Nov. 19.

All matches will be videotaped by the host and uploaded to the video exchange vendor. Upon request, each participating team will receive a copy of its match. Teams are asked to prepare and provide external storage devices, such as thumb drives, for transfer of game files.

Institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

No flash photography is allowed during competition. No tripods or monopods are allowed for cameras. All cameras must be hand-held only.

### SECTION 8. MEDICAL

#### 8.1 Athletic Training Information

The athletic training facility will be open 90 minutes before the start of practice/competition and 60 minutes after the event.

The athletic training staff will be available for special consultation and to respond to special needs; please contact Jessica Kissel to make arrangements in advance.
8.2 ATHLETIC TRAINING AMENITIES
Standard athletic training equipment will be made available to participating teams and athletic trainers, including ice and ice bags, whirlpool, modalities and taping tables. Each athletic training staff must provide its own athletic training supplies.

8.3 EMERGENCY/HOSPITAL INFORMATION
The championship hospital is as follows:

UPMC Mercy Hospital
1400 Locust Street
Pittsburgh, Pennsylvania 15219
412-232-8111
Note: The Emergency Room is adjacent to the University and the A.J. Palumbo Center

SECTION 9. SCHEDULE OF EVENTS

9.1 PRE-COMPETITION TELECONFERENCE
A teleconference will be held at 3 p.m. Eastern time, Monday, Nov. 19, with the host tournament manager/personnel, NCAA committee and staff and eight participating teams. The call-in number for this call is 866-590-5055 and the passcode is 6573206. Head coaches and an administrator from each participating team must be present for the teleconference.

9.2 ADMINISTRATIVE MEETING
A mandatory administrative meeting will be held at 8 a.m., Wednesday, Nov. 28 in the basketball film room. All head coaches and one administrator (director of athletics, senior woman administrator, or designated athletic department personnel with no other assigned duties) from each institution are required to attend to hear important information specific to the championship and the facility. Institutions failing to have proper representation at the meeting will be fined.

9.3 COMMUNITY ENGAGEMENT
Detailed information regarding the community engagement event will be communicated directly from Jill Willson (jwillson@ncaa.org) to teams.

9.4 PRACTICE SCHEDULE
The competition floor will not be available for practice until the designated practice times on Wednesday. Institutions interested in practicing Tuesday should contact Paul Hightower for information on available practice facilities. Practice times for the competition floor are as follows:

Wednesday, Nov. 28
Practice Times: 9 a.m. to 6:15 p.m. (55 minutes practice, 5 minutes transition) with pre-tournament press conferences interspersed throughout.

9 a.m.  Quarterfinal # 1 Visitor
10:20 a.m.  Quarterfinal # 1 Home
11:20 a.m.  Quarterfinal # 2 Visitor
12:40 p.m.  Quarterfinal # 2 Home
1:40 p.m.  Quarterfinal # 3 Visitor
3 p.m.  Quarterfinal # 3 Home
4 p.m.  Quarterfinal # 4 Visitor
5:20 p.m.  Quarterfinal # 4 Home
Thursday, Nov. 29
Practice Times: 6 to 10 a.m. (25 minutes practice, 5-minute transition)

6 a.m. Quarterfinal # 1 Visitor
6:30 a.m. Quarterfinal # 1 Home
7 a.m. Quarterfinal # 2 Visitor
7:30 a.m. Quarterfinal # 2 Home
8 a.m. Quarterfinal # 3 Visitor
8:30 a.m. Quarterfinal # 3 Home
9 a.m. Quarterfinal # 4 Visitor
9:30 a.m. Quarterfinal # 4 Home

Friday, Nov. 30
Practice Times: 9 a.m. to 1 p.m. (55 minutes with 5-minute transition)

9 a.m. Quarterfinal Match # 1 Winner
10 a.m. Quarterfinal Match # 2 Winner
11 a.m. Quarterfinal Match # 3 Winner
Noon Quarterfinal Match # 4 Winner

Saturday, Dec. 1:
Practice Times: 9-11 a.m. (55 minutes with 5-minute transition).

9 a.m. Semifinalist from left side of bracket.
10 a.m. Semifinalist from right side of bracket.

Teams that do not wish to practice at their designated practice time should contact Marie Scovron and Paul Hightower now or communicate that at the administrative meeting. If scheduled practices are not used, teams that are scheduled to practice earlier will have the opportunity to move their practices to the later time that is not being used. If a practice time is not used and the scheduled team did not communicate their plans in advance, they may be subject to fine.

9.5 PRE-MATCH FORMAT

Participating teams will not be allowed on the court and will not be allowed to use the competition balls until 60 minutes before the starting time of each match. If one hour is not available for pre-match protocol after the first match is completed, there will be at least 40 minutes before the next match.

9.6 CHAMPIONSHIP SCHEDULE

The full championship bracket is available at [http://www.ncaa.com/sports/volleyball-women/d2](http://www.ncaa.com/sports/volleyball-women/d2).

Match times each day are as follows:

**Thursday, Nov. 29**
Noon: Quarterfinal Match #1
2:30 p.m.: Quarterfinal Match #2
5 p.m.: Quarterfinal Match #3
7:30 p.m.: Quarterfinal Match #4

**Friday, Nov. 30**
4 p.m.: Quarterfinal Match # 1 Winner v. Quarterfinal Match # 2 Winner.
6:30 p.m.: Quarterfinal Match # 3 Winner v. Quarterfinal Match # 4 Winner.
SECTION 10. TEAM TRAVEL

10.1 INSTITUTIONAL TRAVEL ARRANGEMENTS
Once selected, institutions should contact Short’s Travel Management, the official NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 600 miles of the competition site are required to travel via ground transportation. Ground transportation arrangements must be made by GO GROUND, the official NCAA ground transportation provider (866-386-4951). If extenuating circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

10.2 EXPENSES/REIMBURSEMENT
Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are available on the NCAA website at ncaa.org, Division II, Championships, Championships Travel Information.

10.3 NCAA TRAVEL POLICIES
All NCAA travel policies can be found on the NCAA website at ncaa.org, Division II, Championships, Championships Travel Information.

10.4 SQUAD SIZE/TRAVEL PARTY
The official squad size for teams is 17 players in uniform. Teams will receive reimbursement for up to 20 people as their official travel party.

10.5 BAND/SPRIT SQUAD/MASCOTS
A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. Live animal mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.

SECTION 11. APPENDIXES
APPENDIX A: AWARDS RECIPIENT FORM
APPENDIX B: OFFICIAL ROSTER FORM
APPENDIX C: EMERGENCY PROCEDURES
APPENDIX D: VENUE DIAGRAM
APPENDIX E: DUQUESNE CAMPUS MAP
APPENDIX A: AWARDS RECIPIENT FORM-DIVISION II WOMEN’S VOLLEYBALL

Please list the individual award winners (17 student-athletes) with players in numerical order. Institutional personnel may be listed for recognition purposes but will not receive participant medallions.

Institution

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 
15. 
16. 
17. 
18. (Title)
19. Assistant Coach:
20. Head Coach:
APPENDIX B: OFFICIAL ROSTER FORM

Please list below all the student-athletes who are traveling with you to the championship and could potentially be in uniform. You will submit this roster to tournament personnel at the administrative meeting. If you have more than 17 players listed on the roster, you will be required to designate the 17 players in uniform no later than 10 minutes before each match. The committee bench liaison assigned to your team will work with you to designate those 17 players using this form. Please designate the student-athlete who will read the game environment statement for your team with an asterisk.

Institution: 

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11.1 APPENDIX C: EMERGENCY PROCEDURES

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Palumbo Athletic Center

2
Palumbo Athletic Center
11.1 APPENDIX D: VENUE DIAGRAM
11.1 APPENDIX E: DUQUESNE CAMPUS MAP