# A close up of a sign  Description automatically generatedIntroduction

Congratulations! Your team has been selected for the 2019 NCAA Division III Women’s Volleyball Championship. The regional championship will be held Friday-Sunday, Nov.15-17, at the (venue). (Host institution)will serve as the host institution.

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championship event. This manual will also provide a schedule of events at the championship site.

We look forward to an excellent championship and we wish your team the best of luck!

# NCAA Division III Women’s Volleyball

# National Champions

2018 Emory 1999 Central (IA)

2017 C-M-S 1998 Central (IA)

2016 Calvin 1997 UC San Diego

2015 Cal Lutheran 1996 Washington-St. Louis

2014 Hope 1995 Washington-St. Louis

2013 Calvin 1994 Washington-St. Louis

2012 St. Thomas (MN) 1993 Washington-St. Louis

2011 Wittenberg 1992 Washington-St. Louis

2010 Calvin 1991 Washington-St. Louis

2009 Washington-St. Louis 1990 UC San Diego

2008 Emory 1989 Washington-St. Louis

2007 Washington-St. Louis 1988 UC San Diego

2006 Juniata 1987 UC San Diego

2005 Wisconsin–Whitewater 1986 UC San Diego

2004 Juniata 1985 Elmhurst

2003 Washington-St. Louis 1984 UC San Diego

2002 Wisconsin–Whitewater 1983 Elmhurst

2001 La Verne 1982 LaVerne

2000 Central (IA) 1981 UC San Diego

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| **NCAA Committee and Staff** |
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| **MIDWEST**PAUL SCHLOMERHead Women's Volleyball Coach Edgewood College1000 Edgewood College DriveMadison, Wisconsin 53711**Office: 608-663-3245**Email: pschlomer@edgewood.edu Term expires: Sept 2023 | **MID-ATLANTIC**KIM KELLYAssociate Director of Athletics/SWACarnegie Mellon University5000 Forbes AvenuePittsburgh, Pennsylvania 15213**Office: 412-268-2193**Email: kakelly@andrew.cmu.edu Term expires: Sept 2022 |
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**NCAA championship manager**

JAN GENTRY

Associate Director of Championships

Office: 317-917-6626

Fax: 317-917-6237

Email: jgentry@ncaa.org

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| --- |
| **Host Personnel** |
| Title | **Name** | **Phone Number**  |
| Tournament Director |  | OFFICE:CELL:FAX: EMAIL: |
| **NCAA Site Representative**  |  | WORK:CELL:EMAIL: |
| **NCAA Assistant Site Representative** |  | WORK:CELL:EMAIL: |
| **NCAA Championship Manager** | Jan Gentry | WORK: 317-917-6626FAX: 317-917-6237EMAIL: jgentry@ncaa.org |
| **Local Media Coordinator** |  | OFFICE:CELL:EMAIL: |
| **Athletic Trainer** |  | OFFICE:CELL:EMAIL: |
| **Ticket Manager** |  | OFFICE:CELL:EMAIL: |
| **Promotions/Marketing**  |  | OFFICE:CELL:EMAIL: |
| **Facilities Coordinator** |  | OFFICE:CELL:EMAIL: |
| **Transportation** |  | OFFICE:CELL:EMAIL: |
| **Security** |  | OFFICE:CELL: |
| **Volunteer Coordinator** |  | OFFICE:CELL:EMAIL: |
| **Hospitality Coordinator** |  | OFFICE:CELL:EMAIL: |
| **Press Box**  |  | PHONE: |

**Coaches Checklist**

|  |  |
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|  | **Deadline** |
| Did you email or fax your hotel information form (Attachment 1) to (hotel contact)? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you email or fax your team rooming list (Attachment 2) to (hotel contact)? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you email or fax your travel information form (Attachment 3) to (travel contact)? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you check with your SID about returning statistical and team information to the host SID? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you submit a copy of your credential list? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you submit a copy of your awards recipient form, band gate list (if applicable) and cheerleader gate list? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you upload your film to Hudl? | \_\_\_\_\_\_\_\_\_ (Day/time to be confirmed with Hudl) |
| Did you upload your school logo to the NCAA ftp site? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you contact (ticket contact)with your ticket requests (Attachment 4; insert if applicable)? | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you inform your local radio personnel of radio procedures?  | \_\_\_\_\_\_\_\_\_ (list deadline) |
| Did you share ticket and hotel information with family and friends? | \_\_\_\_\_\_\_\_\_ (list deadline) |

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| Schedule of Events |

**2019 NCAA DIVISION III WOMEN'S VOLLEYBALL CHAMPIONSHIP**

***\*\*All times Eastern\*\****

**WEDNESDAY, NOV. 13**

 **TIME EVENT VENUE**

|  |  |  |
| --- | --- | --- |
| ALL DAY | Teams and NCAA Committee Member/Site Representative Arrive | Assigned Hotels |
| TBD | Games Committee Meeting | TBD |

**THURSDAY, NOV. 14**

***NOTE: This is a sample schedule.***

 **TIME EVENT VENUE**

|  |  |  |
| --- | --- | --- |
| ALL DAY | Teams Arrive | Assigned Hotels |
| 9 a.m. | Athletic Training Room Opens | Competition Facility |
| 1 – 1:55 p.m. | Practice – Team A (closed) | Competition Facility |
| 2 – 2:55 p.m. | Practice – Team B (closed) | Competition Facility |
| 3 – 3:55 p.m. | Practice – Team C (closed) | Competition Facility |
| 4 – 4:55 p.m. | Practice – Team D (closed) | Competition Facility |
| 5 – 5:55 p.m. | Practice – Team E (closed) | Competition Facility |
| 6 – 6:55 p.m. | Practice – Team F (closed) | Competition Facility |
| 7 – 7:55 p.m. | Practice – Team G (closed) | Competition Facility |
| 8 – 8:55 p.m. | Practice – Team H (closed) | Competition Facility |
| TBD | Administrative Meeting | TBD |

***Practice times will be confirmed by the NCAA committee member/site representative based on travel distances of the participating teams.***

**FRIDAY, NOV. 15**

 **TIME EVENT VENUE**

|  |  |  |
| --- | --- | --- |
| 7 – 7:25 a.m. | Practice – Lower Seed Match #1 (closed) | Competition Facility |
| 7:30 – 7:55 a.m. | Practice – Higher Seed Match #1 (closed) | Competition Facility |
| 8 – 8:25 a.m. | Practice – Lower Seed Match #2 (closed) | Competition Facility |
| 8:30 – 8:55 a.m. | Practice – Higher Seed Match #2 (closed) | Competition Facility |
| 9 – 9:25 a.m. | Practice – Lower Seed Match #3 (closed) | Competition Facility |
| 9:30 – 9:55 a.m. | Practice – Higher Seed Match #3 (closed) | Competition Facility |
| 10 – 10:25 a.m. | Practice – Lower Seed Match #4 (closed) | Competition Facility |
| 10:30 – 10:55 a.m. | Practice – Higher Seed Match #4 (closed) | Competition Facility |
| 11 a.m. | Facility cleared for match preparation | Competition Facility |
| 11:15 a.m. | Officials Meeting | Competition Facility |
| 11:30 a.m. | Gates Open | Competition Facility |
| 11:30 a.m. | Court Available for Warm-up | Competition Facility |
| 12:30 p.m. | Match #1  | Competition Facility |
| Immediately following Match #1 | Awards Ceremony | Competition Facility |
| 3 p.m. | Match #2  | Competition Facility |
| Immediately following Match #2 | Awards Ceremony | Competition Facility |
| 5:30 p.m. | Match #3  | Competition Facility |
| Immediately following Match #3 | Awards Ceremony | Competition Facility |
| 8 p.m. | Match #4  | Competition Facility |
| Immediately following Match #4 | Awards Ceremony | Competition Facility |

***If any teams do not use their assigned practice times, the practice schedule will be adjusted to conduct all practices consecutively in the same order. Press conferences will be conducted after each match following a 10-minute cooling-down period.***

**SATURDAY, NOV. 16**

 **TIME EVENT VENUE**

|  |  |  |
| --- | --- | --- |
| 8 – 8:55 a.m. | Practice – winner Match #1 (closed) | Competition Facility |
| 9 – 9:55 a.m. | Practice – winner Match #2 (closed) | Competition Facility |
| 10 – 10:55 a.m. | Practice – winner Match #3 (closed) | Competition Facility |
| 11 – 11:55 a.m. | Practice – winner Match #4 (closed) | Competition Facility |
| Noon | Facility cleared for match preparation | Competition Facility |
| 1:15 p.m. | Officials Meeting | Competition Facility |
| 1:30 p.m. | Gates Open | Competition Facility |
| 1:30 p.m. | Court Available for Warm-up | Competition Facility |
| 2:30 p.m. | Match #5 – winner Match #1 vs. winner Match #2 | Competition Facility |
| Immediately following Match #5 | Awards Ceremony | Competition Facility |
| 5 p.m. | Match #6 – winner Match #3 vs. winner Match #4 | Competition Facility |
| Immediately following Match #6 | Awards Ceremony | Competition Facility |

**SUNDAY, NOV. 17**

 **TIME EVENT VENUE**

|  |  |  |
| --- | --- | --- |
| 10 – 10:55 a.m. | Practice – winner Match #5 (open) | Competition Facility |
| 11 – 11:55 a.m. | Practice – winner Match #6 (open) | Competition Facility |
| 12:45 p.m. | Officials Meeting | Competition Facility |
| 1 p.m. | Gates Open | Competition Facility |
| 1 p.m. | Court Available for Warm-up | Competition Facility |
| 2 p.m. | Match #7 – winner Match #5 vs. winner Match #6 | Competition Facility |
| Immediately following Match #7 | Awards Ceremony | Competition Facility |

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| **Championship Format** |

**Bracket**

A bracket is included separately in your coaches packet.

**Determination of Home/Away Teams**

The higher-seeded team is the home team and must wear a light-colored jersey. The lower-seeded team must wear a dark-colored jersey.

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| **Championship Operations** |

**Administrative Meeting**

The NCAA site representative will conduct an administrative meeting before competition begins to review championship matters. It is mandatory that each institution’s head coach attend the meeting in person, and it is strongly encouraged that an administrator who is NOT a women’s volleyball coaching staff member attend the meeting as well.

This meeting will be held (date and time) in the (location). Two seats will be reserved for each participating institution (head coach and administrator). Other institutional personnel are welcome to attend but are asked to sit in additional seating areas provided. The agenda for the meeting is included separately in your coaches packet.

Coaches are asked to bring the following documents to the meeting:

1. Credential list (NCAA staff emailed to each participating team).
2. Awards recipient form (NCAA staff emailed to each participating team).
3. List of band members (if applicable).

**Practice**

The NCAA site representative is responsible for approving the final practice schedule prior to the schedule being sent to the teams and will monitor all practices. Practice times on the practice day will be determined by the NCAA site representative based on **travel distances of the participating teams**. Practice times on competition days will be based on match times.

**Safety/Security Plan**

**Team Hosts**

**Videotaping**

Each of the 64 teams selected for the 2019 NCAA Division III Women’s Volleyball Championship is required to upload a video of its most recent match via Hudl. Specific directions will be included in the memo sent to all selected teams. After each team uploads its video, the team will have access to the videos uploaded by all other participating teams. The regional host institution also will be required to upload the video of each regional match (seven total) to Hudl within three hours of the conclusion of the match.

At the regional site, each participating institution is permitted to videotape only that portion of the competition in which its team participates for archival, coaching or instructional purposes. The videotapes may not be used for any commercial purposes. Each institution is permitted to use one camera. All videotaping must be done from the designated videotaping area located (*insert location)*. Videotaping from the team bench area is not permitted. Each participating institution can receive one credential that will be issued to the person who will film the match from the designated videotaping area.

Restricted Space. Team videographers must remove their video equipment and depart the designated videotaping area immediately following their team’s match in order for the videographers of the teams playing the next match to set up their equipment.

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| **Competition Site** |

**Banners and Artificial Noisemakers**

No banners may be displayed at the championship other than approved NCAA and media banners. Artificial noise makers, air horns and electronic amplifiers are not permitted and shall be removed upon discovery.

**Facility Diagram**

**Locker Rooms**

**Hospitality**

**Map/Directions to Competition Facility**

**Parking**

Each team will receive parking passes for team buses or vans. No additional parking passes will be provided. Bus and van parking is located at (location)*.* (List directions to team parking.)

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| **Drug Testing** |

The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

**Student-Athlete Notification**

Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for drug testing. Notification may take place in the locker room (if applicable) or on the court. 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. An institutional representative must be present in the drug testing venue.

**Media Obligations**

If a selected student-athlete is scheduled to participate in any postmatch news conference, she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all 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 following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

**Participating Institution’s Notification**

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the match by the drug-testing crew chief. After the match, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

**Prolonged Test**

If the student-athlete’s team must depart the championship venue prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incurs additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

**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, she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

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| **Equipment** |

The Molten Super Touch IV58L-N is the official volleyball for the 2019 NCAA Division III Women’s Volleyball Championship. Each team participating in the regional championship and at the championship finals will receive two volleyballs following their final match.

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| **Expense Reimbursement** |

**Per Diem**

Per diem will be paid for the official travel party. The per diem rate and allowable days are listed in the [NCAA travel policies](http://www.ncaa.org/championships/travel/championships-travel-information).

**Reimbursement**

Team expense reports should be filed online through the NCAA Travel Expense System (TES). The login information for the system is the same as that used for the Short’s Travel Management travel portal. The system can be accessed at:

<https://web1.ncaa.org/TES/exec/login?js=true>

All participating institutions and the host institution must complete the online reimbursement process to receive the appropriate reimbursement.

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| **Forms** |

**Awards Recipient Form –** Emailed to each team selected for the championship.

**Credential List –** Emailed to each team selected for the championship.

**Coaches Checklist –** Front of this manual

**Hotel Information Form –** Attachment 1

**Team Rooming List –** Attachment 2

**Travel Information Form –** Attachment 3

**Ticket Order Form –** Attachment 4 (Insert ticket form if applicable.)

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| **Lodging** |

**Regional Headquarters Hotel**

The (hotel name) is the regional headquarters hotel. (Insert number of rooms; 12-15 per team*)* rooms have been reserved for each team. Hotel amenities include complimentary hot breakfast, complimentary Internet access for each team room and complimentary parking. Each participating institution is responsible for contacting the individual listed below and providing a Team Rooming List (see Attachment 2) by (date and time).

**Each participating institution is required to stay at the hotel property reserved by the regional host.** If an institution prefers not to stay at the assigned hotel property and chooses to relocate to a different hotel, the following guidelines apply:

* The institution must notify both the hotel manager and the tournament director by (insert date; e.g., 5 p.m. of the practice day);
* The institution must obtain a written release of the team rooms from the hotel manager;
* Even if the written release is obtained, if the institution does not use the rooms at the designated team headquarters hotel, **the institution will be responsible for the first night’s room charges for all rooms reserved for the institution that the hotel is not able to re-sell**;
* If the institution obtains a written release to relocate the team but uses all rooms reserved for the team for persons accompanying the official travel party, there is no financial penalty. However, if the institution does not obtain the written release and fails to make satisfactory arrangements with the hotel for use of the reserved rooms, **full charges for any rooms reserved for the institution that are not used will be billed to the institution**;
* **The institution is not permitted to move to a hotel already reserved for other participating teams (if applicable) or the match officials.**

Hotel Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Hotels for Fans**

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| **Media Services** |

**Credentials**

The following credentials will be distributed (day/time) at (location):

Each participating institution will receive a maximum of 22 participant credentials. If requested, a maximum of three additional bench passes will be provided to each institution. Two of the three bench passes shall be allocated only to medical personnel (e.g., if a team has only one athletic trainer, the team may receive a maximum of two bench passes). Participant credentials and bench passes provide free access to the competition facility. Each participating institution also will receive a media credential for the sports information director. This individual is not included in the 22 participant credentials for the official travel party.

(*Insert if applicable.)* Each team’s administrator will receive (*insert number)* VIPcredentials to distribute at his or her discretion (excluding members of the media). This credential will allow the holder access to the hospitality room, to the court at the conclusion of the match and into postmatch press conferences. **VIP credentials do NOT provide free access to the competition facility.** If an individual does not receive a participant credential or a bench pass, he or she must **purchase a ticket** to the venue.

**Press Conference Area**

**Interview Policies**

In accordance with the NCAA regulations, each team will be provided a 10-minute “cooling off” period after each match. The head coach of the winning team, with requested student-athletes, will be interviewed first, followed by the losing coach and student-athletes. This procedure will be followed except for the championship match, after which the losing coach and requested student-athletes will be interviewed first, followed by the winning coach and student-athletes.

All coaches and student-athletes must be made available for post-competition press conferences following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the women’s volleyball committee.

**Sports Information and Media**

Sports information and media credentials will be handled by (name, title), who will utilize the NCAA online media credential system. Please contact (name) at (phone number/email address) for questions regarding media credentials.

**Webcast**

**Website**

Match scores and additional championship information will be available online at [ncaa.com](http://www.NCAA.com) and on the (host institution) website at (link for website).

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| **Medical** |

**Athletic Training**

Athletic trainers will be on site a minimum of two hours prior to matches and for all practices. The athletic training room is located (location). The athletic training room is fully equipped. If you have any special needs, please contact (name, title) at (phone number/email address).

**Concussion Management**

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating 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. 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.

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 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 Guideline on Concussions” at<http://www.ncaa.org/health-and-safety/medical-conditions/concussion>.

**Hospitals and Emergency Services**

**Medical Exams**

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host institution, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete’s on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete’s injury, illness or medical condition poses a potentially life-threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

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| **Official Travel Party** |

**Bands/Mascots/Cheerleaders**

Band members, not to exceed 25 in number, who are in uniform and performing at the championship, shall be admitted to the competition via a gate list furnished to the host institution by the competing institution’s director of athletics. Bands, or any component thereof, are allowed to play during timeouts, between sets, and before and after the competition.

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot, also shall be admitted, if in uniform, via a gate list. All other institutional representatives not receiving a participant credential or a bench pass will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or spirit team members and one mascot shall be allowed on the sideline during the match. The cheerleaders shall be located in an area designated by the tournament director. All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.

Tournament directors must inform participating institutions if the host facility has more stringent requirements regarding cheerleading and stunts. If so, the director of athletics for each participating institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The use of trampolines, stunts more than two persons high, “basketball tosses” and cheerleader flips are not permitted. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team’s timeout or between sets. It cannot be used to taunt competitors or block spectators’ view.

**Bench Assignments/Size**

**Bench Assignments**. The higher-seeded team is the home team and must wear a light-colored jersey. The lower-seeded team must wear a dark-colored jersey. The home team shall sit to the left of the scorer’s table as the team faces the table from the court. **This policy is in effect even if the host traditionally uses the opposite bench as the home bench.**

**Permissible Number**. The squad size for championship competition for women’s volleyball is 17. No more than 17 student-athletes may be in uniform on the bench. The team bench is limited to a maximum of 25 individuals: up to 22 with participant credentials plus a maximum of three individuals (including up to two medical personnel) who may receive bench passes. A bench pass also provides free access to the competition venue. **Any individuals not receiving a participant credential or a bench pass must purchase a ticket for access to the competition venue.** The host site will provide 12 bench chairs for each team.

**Security**. The host institution shall provide security personnel, as needed, who will be stationed behind or at the end of each team bench to protect student-athletes from spectators and to accompany the teams to and from the locker room.

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| **Participant Expectations and Guidelines** |

**Ethical Behavior by Coaches**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact 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 imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

**Misconduct**

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

Misconduct 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.

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The women’s volleyball committee or games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

**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 the behavior of players and bench personnel, in crowd control by game management personnel and in the officials’ proper enforcement of the rules governing related actions.

**Sports Wagering**

The NCAA defines sports wagering as putting something at risk (e.g., 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.

The Division III Committee on Student-Athlete Reinstatement will conduct a case-by-case evaluation of sports wagering violations to determine the appropriate penalty, and student-athletes will have an opportunity to appeal the committee’s decision.

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

**Tobacco Ban**

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

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

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| **Team Travel** |

**Transportation**

Each participating institution shall be responsible for making their own travel reservations in accordance with the established NCAA Division III [travel policies](http://www.ncaa.org/championships/travel/championships-travel-information).

The NCAA’s official travel agency is Short’s Travel Management, which can be reached at 866-655-9215 orncaaalo@shortstravel.com. Institutions can also enter travel manifest and other travel party information through the travel portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).

**Ground Transportation:** Teams located within 500 miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the NCAA’s mileage calculator, which can be accessed through the online reimbursement system.

For team sports, when teams are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program that is managed by GO GROUND. Institutions are required to use GO GROUND for all ground transportation paid by the NCAA. Institutions can contact GO GROUND at 866-386-4951. Their online ground transportation portal can be accessed at [www.gochampionships.com](http://www.gochampionships.com). Each institution’s username and password are the same as those used for the Short’s Travel portal.

**Per Diem:** Per diem will be paid for the official travel party of 22. The per diem rate and allowable days can be found in the NCAA [travel policies](http://www.ncaa.org/championships/travel/championships-travel-information).

**Expense Reimbursement:** Team expense reports should be filed online through the [Travel Expense System (TES)](https://web1.ncaa.org/TES/exec/login?js=true). The login information for TES is the same as that used for the Short’s Travel portal. All institutions, including hosts, must complete the online reimbursement process within 45 days of the end of the championship to receive the appropriate reimbursement.

**Travel Exceptions: Be advised that if extraordinary circumstances warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317-917-6757 or** **travel@ncaa.org.**

Please email or fax the travel information form (Attachment 3) to (contact)at (email address and fax number) by (time), Tuesday, Nov. 12.

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| **Tickets** |

**Prices**

|  |  |
| --- | --- |
| Single-Session Tickets | All-Session Tickets |
| Adult | $ | Adult | $ |
| Senior Citizen  | $ | Senior Citizen  | $ |
| Student  | $ | Student  | $ |
| Children (ages 3-12 yrs)Children under 2 yrs | $free | Children (ages 3-12 yrs)Children under 2 yrs | $free |

**Team Tickets**

Institutional personnel who receive participant credentials (maximum of 22) or bench passes (maximum of three, two of which must be used by medical personnel) are admitted to the competition venue free of charge. Any institutional personnel not issued a participant credential, or a bench pass **must purchase a ticket**. VIP credentials do not provide free access to the venue.

**Ticket Office Information**

Tickets must be purchased at (ticket office location or championship website). The ticket manager is (ticket manager’s name) and may be reached at (ticket office phone number)*.* Children under age two are admitted free.

**Will Call**

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| --- |
| **Trophies and Awards** |

**All-Tournament Team**

An all-tournament team consisting of seven players including a Most Outstanding Player will be selected. The all-tournament team will be announced immediately following the regional championship match, prior to the presentation of awards to the second-place team and the regional champion. The host will provide certificates to the all-tournament team members.

**Awards**

Seventeen NCAA championship participant medallions will be provided to each team that does not advance from the regional tournament. Following each match at the regional tournament, both teams will line up on their respective endline. The announcer will read the names of the individuals listed on the nonadvancing team’s awards recipient form. The NCAA site representative, assisted by the assistant site representative and/or the tournament director, will present the participant medallions to each student-athlete listed on the team’s awards recipient form as the team member is announced.

Following the championship match, the all-tournament team will be announced first, followed immediately by presenting awards to the second-place team, and finishing with recognizing the championship team. The advancing team will receive a regional champion team trophy. Members of the advancing team will not receive participant medallions at the regional tournament, but will receive mini-trophies (and watches, for the national champion) at the national championship site.

Institutions have the opportunity to purchase additional awards via the following link: <http://www.mtmrecognition.com/ncaa/>.

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| **Uniforms** |

Each team must bring two sets of jerseys of different colors. The higher-seeded team is the home team and must wear a light-colored jersey. The lower-seeded team must wear a dark-colored jersey.

All uniforms must meet the provisions of Bylaw 12.5.3 regarding commercial identification.

For information regarding laundry services, contact (name and phone number).

**Logo Policy**

*[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]*

The provisions of Bylaw 12.5.3 indicate that an institution’s official uniform 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 may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches in area, including any additional material (e.g., patch) surrounding the normal trademark or logo.

In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any 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 practices and prematch or postmatch activities (e.g., team practice T-shirts).

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. Non-compliance with this legislation could result in loss of eligibility.

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| **Host City Information** |

**Church Services**

**Dining Options (**Link to CVB site rather than listing individual restaurants.)

**Local Attractions**

**Map/Directions to Hotels, etc.**

ATTACHMENT 1

**Hotel Information Form**

**IMMEDIATE ATTENTION REQUESTED!**

**Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# \_\_\_\_\_\_\_\_\_\_ of Single Rooms # \_\_\_\_\_\_\_\_\_\_ of Double Rooms

Please indicate if you want restrictions on the movies. \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Please indicate if you want restrictions on the phones. \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

**(A minimum of 12 rooms will be reserved for each team.)**

Your team room reservations will be booked from the information on this sheet. Please also return the team rooming list (Attachment 2) to (hotel contact)at (hotel fax number and/or email address)prior to check-in.**(If using a purchase order, please attach a copy of the purchase order).** Teams must confirm reservations by (date and time).

**Attention:** **Participating teams are required to stay at the designated team headquarters hotel(s). See the “Lodging” section of the participant manual for information regarding financial penalties for institutions that do not stay at the designated team headquarters hotel(s) and fail to obtain the appropriate written release and/or utilize the rooms reserved for them.**

Check-in time is (time). If you are arriving earlier than check-in time, please contact (hotel contact name and phone number) to inquire about an early check-in.

**Email or fax this form by (time and date) to:**

**(Hotel contact name, email address and fax number)**

**ATTACHMENT 2**

EMAIL OR FAX TO \_\_\_\_\_\_\_\_\_\_ (contact)

FAX: (fax number)

EMAIL: (email address)

SUBMIT BY (time and date)

**Team Rooming List**

**TEAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE**

**CREDIT CARD TYPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CREDIT CARD NUMBER**

**NAME ON CARD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXPIRATION DATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Guest Name(s)** | **King** | **Double/****Double** | **Arrival****Date** | **Arrival****Time** | **Comments** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
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**ATTACHMENT 3**

**Travel Information Form**

Email or fax prior to noon (*insert* *local time zone*)Tuesday, Nov. 12.

If your team is approved to fly to the regional round of the 2019 NCAA Division III Women’s Volleyball Championship, please fax your flight information to (name and fax number).

### Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARRIVAL**

**Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Flight # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTURE**

**Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teams must make air travel arrangements through Short’s Travel Management at 866-655-9215.**

**Email or fax prior to noon (time zone) Tuesday, Nov. 12 to:**

**(Name, email address and fax number)**