



**2018 NCAA<sup>®</sup> MEN'S BASKETBALL**  
**FIRST AND SECOND ROUNDS**  
**PARTICIPATING TEAM MANUAL**

**SAN DIEGO | MARCH 16 AND 18**

*HOSTED BY:*



**Open Practice/Closed Practice – Regional Rounds Only.** At the regional rounds, each team’s practice session held the day before the regional semifinals – which has historically been open to the media and the general public – is now a combination of open and closed practice for the teams. The first 15 minutes of each team’s 90-minute window will be open to the media, and then the remaining 75 minutes will be closed to the media (except for TV technicians installing equipment) and public. Teams are required to begin their practice at their appointed time in order for the media to be present for the first 15 minutes. The traditional “open” practice sessions will continue to be held at the First Four, prior to the first round and prior to the national semifinal games at the Final Four. (Schedule of Events)

**Pre-tournament Meeting – All Rounds.** Head coaches are no longer required to attend any of the in-person pre-tournament meetings during the tournament. Head coaches were not previously required to attend transition meetings, and that practice is unchanged. Among those now required to attend the pre-tournament and transition meetings are the head managers for each team, and it is incumbent upon the primary administrators (with an assist from the managers) to assure the head coaches are briefed on items discussed during the meetings.

Head coaches are still required to sign the “Obligations of the Head Coach” document, which will now be a form assigned to primary administrators through the March Madness Teamworks app. Administrators can have their coaches electronically sign the document (on a computer, tablet or phone) and submit it through Teamworks. (Meetings)

**Electronic Bass – All Rounds.** Participating institution bands seated in the band corrals can now bring and use an electronic bass instrument. The number of band members has not been increased, but the use of an electronic bass is new for this year. No other electronic band instruments or devices are allowed. (Section 2)

**Bands/Spirit Squads – Open Practice.** Although not new for this year, we wanted to reinforce that if your institution’s band and spirit squads are in town in time for them to attend your team’s open practice, they are obligated to do so. They should be in uniform, enter through the same pass gate area as they will do for a game, sit in the band corral, and play when the team enters and exits the court (and during practice if the coach allows). (Section 2)

**Advancing Team Bracket – All Rounds.** The teams which advance during the tournament from game to game will have a tournament bracket – or a section of the bracket – placed in their team locker room. After the coach and players return from their interview obligations, and at some point when the locker room is open to the media, players/coaches are invited to place their team’s name in the appropriate place on the bracket to show their team’s advancement in the championship. (Section 3)

**Team Benches – All Rounds.** The number of bench chairs provided for each team during the tournament has increased by two to 20 total. That means 25 people, including the eligible student-athletes, can be on each team bench. Tournament hosts will also be supplying 25 credential pins to each team for each game. The men’s basketball committee is recommending that one of the bench chairs be allocated to the team physician, however, that is not a requirement. Those who are seated on the bench are at the discretion of the team.

All 20 chairs will be lined in one row to start the game, but if a team wishes to move some chairs behind the front row to create a second row, it is permitted to do so. (Sections 3 and 6)

**Temporary Access Credentials – Regional Rounds.** At the regional rounds, it has been standard practice after the regional championship game for the winning team to receive an additional allotment of 12 temporary-access credentials, which it could distribute at its discretion for folks to go on the court for the awards celebration and/or visit the team locker room. The NCAA will now provide an additional 12 T-A passes to both teams playing in the regional championship game, and these passes will be distributed to both teams at halftime of the championship game. This action replaces the 12 additional passes provided to the winning team only. (Section 6)

**Additional Credentials – All Rounds.** The NCAA will now be providing each team with two credentials for the team's social media staff. (Section 6)

**Tournament Bus Transportation – All Rounds.** This also is not new this year, but we wanted to provide additional information to let you know that bus company drivers are "on the clock" and have limited hours for which they can actually be on duty and driving a bus in any one day. Essentially, drivers can be behind the wheel for a total of 10 hours during a 15-hour window before they need to take a mandatory eight-hour break. Please review your schedule with your bus drivers daily to assure compliance with their hours. (Section 10)

**Tournament Travel – Charter Flights.** As teams leave the tournament city following their games, it is possible that Short's Travel will schedule charter flights for those teams to depart at or around the same time. Attempts will be made to send teams out of different FBO's, but if that is not possible and teams are using the same FBO, efforts will be made to provide two separate screening crews so more than one team can be processed at the same time. If only one FBO is used and additional screeners are not available, the higher seeded team will be scheduled to go out first. (Section 10)

**Selling Required-Purchase Tickets – All Rounds.** In previous years, if a participating institution had difficulty selling all of its required-purchase tournament tickets, they were not authorized to sell any of those unsold tickets directly to other participating institutions. That restriction has been lifted. During all rounds of the championship, if a team(s) is unable to sell all of its required-purchase tickets, it is permissible to work directly with other teams playing in their same session to determine if there's an interest in purchasing those seats.

There are no guarantees that other institutions will buy those seats, and other institutions are not obligated to purchase any of those seats.

The original institution is responsible for the cost of its entire required-purchase block, including payment for any required-purchase tickets not sold. In addition, the original institution will be responsible for the exchange of payment if another institution(s) purchases any of its tickets. The NCAA will invoice institutions for the original required-purchase allotment. (Section 13)

**Required Purchase Tickets – Regional Rounds.** The quantity of required purchase all-session tickets for participating teams at the regional rounds has been reduced from 500 to approximately 460. However, there will be a single-session ticket requirement for each team to purchase for the semifinals (approximately 40 tickets for each of the four semifinal teams), and then again for the teams that advance to the regional championship game (approximately 80 tickets for each of the two championship game teams). (Section 13)

**2018 NCAA Division I Men's Basketball Championship  
Participating Team Manual  
First and Second Rounds  
San Diego**

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March 1, 2018

***Congratulations*** and ***welcome*** to the first and second rounds of the 2018 Division I Men's Basketball Championship. We look forward to hosting you in San Diego, and we will do our best to assure your stay with us is a pleasant one.

The NCAA has provided championship information on its website, [www.ncaa.org](http://www.ncaa.org), through the March Madness Teamworks app and in this manual. Please note this manual, which will be updated with practice and game schedules throughout your tournament stay, will always be accessible through the March Madness Teamworks app.

This manual is designed to act as a supplement to the website and other information on the app, but we are also here to assist. Please contact our tournament manager, Lesley Fong at 619-459-1410, or any member of the Division I men's basketball staff at 317-917-6222, if you have any questions related to the championship.

Please refer to the checklist on Page No. 6 of this manual, which offers a quick glance of items we are asking you to prepare in advance of your participation in the championship.

Congratulations on a successful regular season and best of luck on your Road to the Final Four.

Sincerely,

A handwritten signature in black ink, appearing to read 'John David Wicker'.

John David Wicker  
Director of Athletics  
San Diego State University



<p style="text-align: center;"><b>NCAA Division I Men's Basketball Committee</b> <b>Mission Statement</b></p>
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*(Reaffirmed, November 2017)*

**The NCAA Division I Men's Basketball Committee administers the national championship comprised of teams representing Division I institutions of higher education. The championship is played in a fair and equitably competitive environment that exemplifies and supports the educational mission of intercollegiate athletics. The committee shall be stewards for the game; monitoring and taking action as appropriate regarding issues affecting the NCAA Division I Men's basketball championship.**

<p style="text-align: center;"><b>NCAA Statement on Diversity and Inclusion</b></p>
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<p>As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.</p>
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The NCAA's core purpose, values, principles and envisioned future provide the framework for all actions in the committee's administration of the championship and stewardship of the game. Within the framework and spirit of its charge, the committee recognizes its organizational objectives of protecting the principles of student-athlete welfare and amateurism, maximizing exposure for intercollegiate athletics from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

The committee's commitment to its mission is guided by the following additional principles and practices:

- Ensuring that the primary focus of the championship shall be placed on the participating institutions, their student-athletes, coaches, administrators and followers;
- Ensuring that the participating student-athletes, coaches, other institutional representatives and game officials exhibit sportsmanlike conduct and adhere to the highest standards of integrity at all times during the championship;
- Using reasoned criteria, and with a commitment to transparency, create a competitively balanced bracket comprised of the best selected at-large teams and automatic-qualifiers determined by conferences, while assigning institutions to sites as near to their areas of natural interest as possible;
- Continuing its longstanding tradition, committee members will select a national field for the championship without regard to past or present affiliations;
- Committing to continual improvement through review and refinement of its policies, processes and principles;
- Enhancing the championship through ongoing long-range planning;
- Standardizing administrative procedures for all game management, media, entertainment, hospitality and marketing activities;

- Ensuring that policies and practices are established by the venue operator and other appropriate parties to safeguard participants and fans from foreseeable harm during the championship;
- Ensuring that a risk management program is established to control and limit the risks inherent in carrying out the championship;
- Broadening the championship's appeal to a variety of publics by administering an equitable and progressive media relations program that includes domestic and international coverage of the championship through all forms of media;
- Broadening the reach and assets of the tournament by enhancing the associated ancillary events;
- Educating student-athletes, coaches, staff, other participants and the public to the damaging effects of gambling, use of illegal substances and other influences that could adversely affect the integrity of the championship and its participants;
- Controlling and monitoring the intellectual property of the NCAA, including the official logo of the championship, to eliminate unauthorized or inappropriate commercial exploitation; and
- Monitoring the championship-related activities of all "external" organizations/entities to ensure that the principles herein are not imperiled.

## **Division I Men's Basketball Committee**

The NCAA Division I Men's Basketball Championship is under the control, direction and supervision of the NCAA Division I Men's Basketball Committee. Current members of the committee are:

Bruce Rasmussen, chair	Creighton University
Bernard Muir, vice-chair	Stanford University
Mitch Barnhart	University of Kentucky
Tom Burnett	Southland Conference
Janet Cone	University of North Carolina at Asheville
Tom Holmoe	Brigham Young University
Jim Phillips	Northwestern University
Jim Schaus	Ohio University
Craig Thompson	Mountain West Conference
Kevin White	Duke University

Representatives of the basketball committee will attend first-and second-round sites to assist the tournament manager with the administration of the championship. Assignments for the 2018 championship will be finalized on Selection Sunday. The tentative assignments are:

### **First/Second Rounds (March 15 and 17):**

Wichita:	Tom Holmoe
Pittsburgh:	Mitch Barnhart
Boise:	Jim Schaus
Dallas:	Bernard Muir
	Craig Thompson

### **First/Second Rounds (March 16 and 18):**

Charlotte:	Janet Cone
Detroit:	Jim Phillips
Nashville:	Kevin White
San Diego:	Tom Burnett

## **NCAA Staff**

Dan Gavitt	Senior Vice President
JoAn Scott	Managing Director
Ron English	Director
LJ Wright	Director
Danny Haynor	Assistant Director
Will Hopkins	Assistant Director
Tammy Lee	Assistant Director
Brad Taylor	Assistant Director
Lauren Fife	Coordinator
Alexander Mortillaro	Coordinator
Abby Nool	Coordinator
Niko Roberts	Coordinator
Elaine Barrett	Executive Assistant
Chase Bengel	Intern
Travis Dunnette	Intern
John Baldwin	Director
Donnie Wagner	Associate Director
Lauren McLaughlin	Assistant Director



First and Second Round Checklist		
Date	Time	Task
Sunday, March 11	ASAP	Complete all information in the Short's Travel Portal and GO GROUND so that a "Travel Authorization" may be created in order to make flight and ground arrangements on Selection Sunday evening. Make official travel party arrangements through the NCAA travel service (Short's Travel) at 866-655-9215.
	ASAP	Teams will be provided meal options on practice and game days. A form to select those meals is located on the <a href="#">March Madness Teamworks App</a> .
	ASAP	Call the assigned hotel property to verify team/meeting/banquet rooms, etc. Solidify arrangements for team check-in, billing and team meals. Coordinate catering and any other function requirements with the hotel.
	ASAP	SID to review the deadlines for submission of various materials and the team media list, which are outlined in Section 8.
Monday, March 12	10 a.m. Pacific time	Primary administrator to take part in a brief conference call with the tournament manager, Lesley Fong, and NCAA staff representative, Brad Taylor. Phone number: 888-398-2342, and passcode: 6373237.
Tuesday, March 13	Noon Pacific time	Fill out the following lists located on the <a href="#">Teamworks App</a> : <b>Participating Institution Travel/Information Form,</b> <b>Participating Institution Credential Form,</b> <b>Participating Institution Ticket Personnel Form,</b> <b>Driver ID Form,</b> <b>Sports Information Form,</b> <b>Participating Team Pass Gate List,</b> <b>Band Pass Gate List, and</b> <b>Spirit Squad/Mascot Pass Gate List.</b>
		Email your assigned hotel rooming list for the team block to your hotel and notify the hotel whether your institution will utilize the rooms that have been reserved on a contingency basis.
	Noon Eastern time	Complete the Participant Watch Awards Form, which is available through this link: <a href="#">Participation Award</a> .
Wednesday, March 14	9:00 a.m. Pacific time	Return any pool tickets in the team allocation to the host ticket manager.
Monday, March 26	Noon Eastern time	Nomination forms are due for the Elite 90 Award. To access and submit the form, or for more information, please visit this link: <a href="#">Elite 90 Award</a> .

## Tournament Personnel

The tournament manager will be available Selection Sunday night, March 11, to address questions from first and second round participants. Participants may contact the tournament manager, Lesley Fong, at 619-459-1410 or [lkfong@mail.sdsu.edu](mailto:lkfong@mail.sdsu.edu).

Position	Contact	Contact Info
<b>Division I Men's Basketball Committee Representative</b>	Tom Burnett	Office: 972-422-9500
<b>NCAA Basketball Staff Representative</b>	Brad Taylor	<a href="mailto:btaylor@ncaa.org">btaylor@ncaa.org</a> Office: 317-917-6778 Cell: 317-966-6763
<b>Tournament Director</b>	John David Wicker Director of Athletics San Diego State University	<a href="mailto:jdwickr@mail.sdsu.edu">jdwickr@mail.sdsu.edu</a> Office: 619-594-4184 Cell: 509-432-3703
<b>Co-Tournament Director</b>	Jenny Bramer Executive Associate Athletic Director/SWA, SDSU	<a href="mailto:jbramer@mail.sdsu.edu">jbramer@mail.sdsu.edu</a> Office: 619-594-0394 Cell: 619-944-9907
<b>Tournament Manager</b>	Lesley Fong Asst. Athletic Director of Operations – Special Events & Projects, SDSU	<a href="mailto:lkfong@mail.sdsu.edu">lkfong@mail.sdsu.edu</a> Office: 619-594-8942 Cell: 619-459-1410
<b>Assistant Tournament Manager</b>	David Noll Asst. Athletic Director of Operations – Event Management, SDSU	<a href="mailto:dnoll@mail.sdsu.edu">dnoll@mail.sdsu.edu</a> Office: 619-594-4191 Cell: 619-838-6751
<b>Media Coordinator</b>	Mike May Sr. Assoc. Athletic Director of Communications & Media Relations, SDSU	<a href="mailto:mmay@mail.sdsu.edu">mmay@mail.sdsu.edu</a> Office: 619-594-3023 Cell: 619-957-8372
<b>Assistant Media Coordinator</b>	Lauren Weaver Media Relations Coordinator SDSU	<a href="mailto:lweaver@sdsu.edu">lweaver@sdsu.edu</a> Office: 619-594-5547 Cell: 559-970-0875
<b>Competition Venue Event Coordinator</b>	Aarons Woods Associate Director of Event Management, SDSU	<a href="mailto:awoods@mail.sdsu.edu">awoods@mail.sdsu.edu</a> Office: 619-594-0346 Cell: 619-933-3418
<b>Competition Venue Manager</b>	Tim Ripke Viejas Arena Director SDSU	<a href="mailto:ttripke@mail.sdsu.edu">ttripke@mail.sdsu.edu</a> Office: 619-594-1252 Cell: 619-980-8467
<b>Practice Coordinator</b>	Louis Schenk Assistant Director of Facilities & Operations, SDSU	<a href="mailto:lschenk@mail.sdsu.edu">lschenk@mail.sdsu.edu</a> Office: 619-594-7201 Cell: 702-278-3034
<b>Athletic Trainer</b>	Lisa Contois Assistant Athletic Trainer SDSU	<a href="mailto:lcontois@mail.sdsu.edu">lcontois@mail.sdsu.edu</a> Office: 619-594-5551 Cell: 619-760-6210
<b>Tournament Physician</b>	Dr. F. Allen Richburg SDSU Director of Athletic Medicine, SDSU	<a href="mailto:richburg@sdsu.com">richburg@sdsu.com</a> Office: 619-229-3932 Cell: 619-517-4007

<b>Ticket Manager</b>	Gina Balistreri Associate Athletic Director of Ticket Operations. SDSU	<a href="mailto:gbalistr@mail.sdsu.edu">gbalistr@mail.sdsu.edu</a> Office: 619-283-2743 Cell: 619-518-8297
<b>Assistant Ticket Manager</b>	Anthony Tacey Ticket Operations Coordinator SDSU	<a href="mailto:atacey@mail.sdsu.edu">atacey@mail.sdsu.edu</a> Office: 619-283-7378x3205 Cell: 330-564-5527
<b>Transportation Liaison</b>	Philip Piech Facilities and Operations Coordinator. SDSU	<a href="mailto:ppiech@mail.sdsu.edu">ppiech@mail.sdsu.edu</a> Office: 619-594-1938 Cell: 505-507-4900
<b>FBO Liaison</b>	Carrie Campbell General Manager Signature Flight	<a href="mailto:Carrie.Campbell@signatureflight.com">Carrie.Campbell@signatureflight.com</a> Office: 619-298-7704 Cell: 619-954-0337
<b>Lodging Liaison</b>	Kyle Jones National Sales Director San Diego Sports Alliance	<a href="mailto:Kjones@sdhoc.com">Kjones@sdhoc.com</a> Office: 619-557-2884 Cell: 619-794-8086
<b>Competition Venue Catering Contact</b>	Kimberly Malinowski General Manager of Catering SDSU	<a href="mailto:kimberly.malinowski@sdsu.edu">kimberly.malinowski@sdsu.edu</a> Office: 619-594-7655 Cell: 619-694-6856
<b>Band Liaison</b>	Lisa Pearson Associate Athletic Director of Marketing & New Media, SDSU	<a href="mailto:lpearson@mail.sdsu.edu">lpearson@mail.sdsu.edu</a> Office: 619-594-0760 Cell: 859-285-9779
<b>Spirit Squad Liaison</b>	Lisa Pearson Associate Athletic Director of Marketing & New Media, SDSU	<a href="mailto:lpearson@mail.sdsu.edu">lpearson@mail.sdsu.edu</a> Office: 619-594-0760 Cell: 859-285-9779
<b>Drug Testing Site Coordinator</b>	Patrick Spieldenner Asst. Athletic Director of Sports Medicine/Head Athletic Trainer SDSU	<a href="mailto:pspieldenner@mail.sdsu.edu">pspieldenner@mail.sdsu.edu</a> Office: 619-594-7650 Cell: 619-929-8844
<b>Competition Venue Security Contact</b>	Aarons Woods Associate Director of Event Management, SDSU	<a href="mailto:awoods@mail.sdsu.edu">awoods@mail.sdsu.edu</a> Office: 619-594-0346 Cell: 619-933-3418
<b>Team Host</b> Murray St.	Matt Bishop	<a href="mailto:thelandofmatt@gmail.com">thelandofmatt@gmail.com</a> Cell: 858-750-0213
<b>Team Host</b> Clemson	Nancy Butler	<a href="mailto:butlernancy@yahoo.com">butlernancy@yahoo.com</a> Cell: 858-232-9715
<b>Team Host</b> West Virginia	Kurt Cecconi	<a href="mailto:Cecconi.Kurt@principal.com">Cecconi.Kurt@principal.com</a> Cell: 619-518-7333
<b>Team Host</b> Wichita St.	Richard Fogg	<a href="mailto:rfogsndego@yahoo.com">rfogsndego@yahoo.com</a> Cell: 858-945-8717
<b>Team Host</b> Marshall	Scot Gentry	<a href="mailto:Scot@scotgentry.com">Scot@scotgentry.com</a> Cell: 619-857-0022
<b>Team Host</b> Charleston	Jim Grady	<a href="mailto:J2nado@yahoo.com">J2nado@yahoo.com</a> Cell: 619-316-3937
<b>Team Host</b> New Mexico St.	Scott Matney	<a href="mailto:smatney@qualcomm.com">smatney@qualcomm.com</a> Cell: 858-229-1830
<b>Team Host</b> Auburn	David Youmans	<a href="mailto:davidyoumans1@cox.net">davidyoumans1@cox.net</a> Cell: 619-787-2390

## Schedule of Events

### Open Practice Day: Thursday March 15

All times are Pacific time.

#### General.

9 a.m. – 10:30 p.m.	Media workroom and courtside are open to the media.
9:30 a.m.	SID meeting with the media coordinator. <b>Located in Room 203, Mezzanine (second) level</b>
9:30 a.m.	Team entrance opens.
10 a.m.	Competition venue doors open to the public.
11 a.m. – 1 p.m.	Media buffet.
2:15 p.m.	Pre-tournament meeting ( <b>head coaches not required to attend</b> ). <b>Located in Room 203, Mezzanine (second) level</b>
5 – 7 p.m.	Media buffet.

**Practices.** (Mandatory for teams and open to the media and general public). Alternate schedules are used only if this site receives one team from Dayton and only if that team plays in Game 2 in San Diego.

Regular Practice Schedule	
11 – 11:40 a.m.	<b>Marshall</b>
11:45 a.m. – 12:25 p.m.	<b>Murray St.</b>
12:30 – 1:10 p.m.	<b>Wichita St.</b>
1:15 – 1:55 p.m.	<b>West Virginia</b>
3:25 – 4:05 p.m.	<b>Auburn</b>
4:10 – 4:50 p.m.	<b>Clemson</b>
4:55 – 5:35 p.m.	<b>Charleston</b>
5:40 – 6:20 p.m.	<b>New Mexico St.</b>

#### Press Conferences in the Interview Room.

Regular Press Conference Schedule	
10:20 a.m.	<b>Marshall student-athletes</b>
10:35 a.m.	<b>Marshall coach</b>
11:05 a.m.	<b>Murray St. student-athletes</b>
11:20 a.m.	<b>Murray St. coach</b>
11:50 a.m.	<b>Wichita St. student-athletes</b>
12:05 p.m.	<b>Wichita St. coach</b>
12:35 p.m.	<b>West Virginia student-athletes</b>
12:50 p.m.	<b>West Virginia coach</b>
2:45 p.m.	<b>Auburn student-athletes</b>
3 p.m.	<b>Auburn coach</b>
3:30 p.m.	<b>Clemson student-athletes</b>

## Schedule of Events

3:45 p.m.	<b>Clemson coach</b>
4:15 p.m.	<b>Charleston student-athletes</b>
4:30 p.m.	<b>Charleston coach</b>
5 p.m.	<b>New Mexico St. student-athletes</b>
5:15 p.m.	<b>New Mexico St. coach</b>

**Media Activities Outside the Interview Room.** All student-athletes not participating in the press conference on the dais in the interview room shall be made available in the team locker room during the same time that the coach and selected members of the team are participating in the press conference.

**Team Meals.** An order form for team meals is available through the [March Madness Teamworks App](#). Teams must complete the form in order to have a meal delivered to their locker room today.

## Schedule of Events

### First-Round Game Day: Friday, March 16

#### General.

1 hour before first practice	Team entrance opens.
9:30 a.m.	Media buffet. (buffet will be open for two hours.)
6:30 a.m.	Media workroom open to the media. (Closes four hours after the end of the last press conference.)
8:30 a.m.	Courtside opens to media.
9:00 a.m.	Competition venue doors open to the public.
10:30 a.m.	<b>First Round Game No. 1 (Marshall vs. Wichita St.)</b>
30 minutes following previous game	<b>First Round Game No. 2 (Murray St. vs. West Virginia)</b>
Between sessions	Media buffet. (buffet will be open for two hours.)
4: 27 p.m.	<b>First Round Game No. 3 (Charleston vs. Auburn)</b>
30 minutes following previous game	<b>First Round Game No. 4 (New Mexico State vs. Clemson)</b>

**Postgame Press Conferences.** Postgame press conferences will be conducted immediately after a cooling-off period in the interview room, with the advancing team appearing first. A 5-minute cooling-off period has been set aside for a advancing team's coach to be with the student-athletes in the locker room after each game. The period begins when the coach from the advancing team reaches the locker room after the game and on-court media obligations. The non-advancing team shall have a 15-minute cooling-off period that begins when its coach reaches the locker room after the game.

**Team Meals.** An order form for team meals is available through the [March Madness Teamworks App](#). Teams must complete the form in order to have a meal delivered to their locker room today.

**Practices.** Each team will be offered 20 minutes of shoot around/practice time, and the last practice shall conclude one and a half hours prior to the tip of the first game of the day. Practice times will not be set until game times are announced. These practices are closed, although courtside will open to the media two hours prior to tip of the first game of the day, which could impact the last two practice times. Other closed practice exceptions are outlined in Section 11.

<b>6:20 – 6:40 a.m.</b>	<b>Marshall</b>
<b>6:40 - 7:00 a.m.</b>	<b>Wichita St.</b>
<b>7:00 – 7:20 a.m.</b>	<b>Murray St.</b>
<b>7:20 – 7:40 a.m.</b>	<b>West Virginia</b>
<b>7:40 – 8:00 a.m.</b>	<b>Charleston</b>
<b>8:00 – 8:20 a.m.</b>	<b>Auburn</b>
<b>8:20 – 8:40 a.m.</b>	<b>New Mexico St.</b>
<b>8:40 – 9:00 a.m.</b>	<b>Clemson</b>

## Schedule of Events

### Day Between First and Second Rounds: Saturday, March 17

#### General.

10 a.m. – 8:30 p.m.	Media work areas are open to the media.
Noon	Transition meeting. <b>Located in Room 203, Mezzanine (second) level</b>

**Practices.** These practices are closed. Please see Section 11 for exceptions to closed practices.

12 – 1:30 p.m.	<b>Game No. 1 Winner</b>
1:35 – 3:05 p.m.	<b>Game No. 3 Winner</b>
3:10 – 4:40 p.m.	<b>Game No. 2 Winner</b>
4:45 – 6:15 p.m.	<b>Game No. 4 Winner</b>

#### Press Conferences in the Interview Room.

1:35 – 1:55 p.m.	<b>Game No. 1 Winner student-athletes</b>
1:55 – 2:15 p.m.	<b>Game No. 1 Winner coach</b>
2:20 – 2:40 p.m.	<b>Game No. 2 Winner student-athletes</b>
2:40 – 3 p.m.	<b>Game No. 2 Winner coach</b>
3:10 – 3:30 p.m.	<b>Game No. 3 Winner student-athletes</b>
3:30 – 3:50 p.m.	<b>Game No. 3 Winner coach</b>
3:55 – 4:15 p.m.	<b>Game No. 4 Winner student-athletes</b>
4:15 – 4:35 p.m.	<b>Game No. 4 Winner coach</b>

**Media Activities Outside the Interview Room.** All student-athletes not participating in the press conference on the dais in the interview room shall be made available in the team locker room during the same time that the coach and selected members of the team are participating in the new conference.

**Team Meals.** An order form for team meals is available through the [March Madness Teamworks App](#). Teams must complete the form in order to have a meal delivered to their locker room today.



## Schedule of Events

### Second-Round Game Day: Sunday, March 18

#### General.

1 hour before first practice	Team entrance opens
4 hours before first game	Media workroom open to the media (Closes four hours after the end of the last press conference.)
2 hours before first game	Courtside open to the media
1 ½ hours before first game	Competition venue doors open to the public
1 hour before first game	Media buffet (Ends at halftime of the first game.)
<b>TBA</b>	Second Round Game No. 1
<b>TBA</b>	Second Round Game No. 2

**Postgame Press Conferences.** Postgame press conferences will be conducted immediately after a cooling-off period in the interview room, with the advancing team appearing first. A 5-minute cooling-off period has been set aside for a advancing team's coach to be with the student-athletes in the locker room after each game. The period begins when the coach from the advancing team reaches the locker room after the game and on-court media obligations. The non-advancing team shall have a 15-minute cooling-off period that begins when its coach reaches the locker room after the game.

**Team Meals.** An order form for team meals is available through the [March Madness Teamworks App](#). Teams must complete the form in order to have a meal delivered to their locker room today.

**Pregame Practices.** (Closed – See Section 11 for exceptions to closed practices.) Each team shall be offered 30 minutes of practice time, with a 10-minute break between each practice. The last practice shall conclude three hours prior to the tipoff of the first game. Teams will select their actual practice time at the transition meeting. Teams shall choose their practice times in the following order: higher seed Game No. 1 (lower seed Game No. 1 will be assigned the remaining time slot); higher seed Game No. 2; lower seed Game No. 2 will be assigned the remaining time slot).

Participants in Game #1	
Time slot 1	<b>TBD</b>
Time slot 2	<b>TBD</b>
Participants in Game #2	
Time slot 3	<b>TBD</b>
Time slot 4	<b>TBD</b>

## **Meetings**

### **Sports Information Directors Meeting**

The host media coordinator, Mike May, will conduct meetings with the sports information directors of the participating institutions to review media and television related policies and procedures for the championship. This meeting will be held:

Date: Thursday, March 15  
Time: 9:30 a.m. Pacific time  
Location: Room 203, Mezzanine (second) level

### **Pre-Tournament Meeting**

The NCAA Division I Men's Basketball Committee representative will conduct a meeting with representatives of the participating institutions to review tournament procedures. This meeting will be held:

Date: Thursday, March 15  
Time: 2:15 p.m. Pacific time  
Location: Room 203, Mezzanine (second) level  
Attendees: 1. Director of athletics or other designated administrator;  
2. Senior team manager  
3. Sports information director; and  
4. Full-time coaching staff representative or director of basketball operations. Head coaches are not required to attend this meeting.

### **Transition Meeting**

The NCAA Division I Men's Basketball Committee representative will conduct a meeting with representatives of the participating institutions to facilitate the transition for all teams advancing to the second round. The basketball committee and host institution/conference will provide specific information about the next day's competition and the regional round during this meeting. The meeting will be held:

Date: Saturday, March 17  
Time: Noon Pacific time  
Location: Room 203, Mezzanine (second) level  
Attendees: 1. Director of athletics or other designated administrator;  
2. Senior team manager  
3. Sports information director; and  
4. Full-time coaching staff representative or director of basketball operations. Head coaches are not required to attend this meeting.

## SECTION 1

### Awards

**Participation Awards.** Each institution participating in the championship will receive 28 individual participation awards (watches) from the NCAA. **Each team will need to fill out an online order form no later than noon Eastern time Tuesday, March 13, to receive the awards. You will receive your watches on your campus by than April 15 (contingent on the form being submitted on time).**

The order form is available through this link: [Participation Award](#).

Institutions interested in ordering extra watches over and above the allotment of 28, can do so by clicking this link: [Extra Participation Awards](#).

#### **Additional Items.**

- Tournament t-shirts and hats will be provided to your team's primary administrator at the team's first practice at the competition venue. These 28 items should be distributed to the student-athletes as additional awards from the NCAA, with any extras distributed to other institutional personnel at the institution's discretion.
- For non-advancing teams, a game ball will be given to the primary administrator prior to departure from the venue following their team's final game.

**Team Bench Chairs.** At the conclusion of play at each site, teams will be provided the opportunity to purchase bench chairs. The order form can be found in Teamworks in the ***Participating Team– General Tournament Information*** folder. Teams must complete the order form and return it to Spec Seats by **Friday, April 13**. Teams must use the order form to purchase chairs as the sites are not authorized to sell the chairs directly to the teams.

**Elite 90 Award.** The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the Final Four. Men's basketball Final Four participating teams are eligible to nominate one student-athlete for the award, with any ties among the competing nominees broken by the number of credits completed. If you have any questions concerning this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or [elite90@ncaa.org](mailto:elite90@ncaa.org). All documents, including deadlines and nomination forms, can be obtained by following this link: [Elite 90 Forms](#).

The award will be presented at the Final Four Salute Presentation, which will be held Thursday, March 29, in San Antonio. Nominations from men's basketball championship participants are due by **Noon Eastern time, Monday, March 26**. Please have your academic coordinators click on the following link and fill out a nomination form by the deadline. You must be logged into the site to access the page. Award criteria and the nomination form can be accessed through this link: [Elite 90 Award](#).

## SECTION 2

### Bands, Spirit Squads and Mascots

#### **Bands**

**Admittance.** Band members shall be admitted through a pass gate list for their team's session(s) only. The institution must submit the pass gate list to the tournament manager by Tuesday, March 13. The band entrance is the service entrance, located on the lower level of Viejas Arena.

The band director will be issued an all-access credential and will be seated inside the band corral, or in front of the corral (if space permits). **All band personnel will be required to present government-issued photo identification (e.g., driver's license, passport, student ID) each time they enter the competition venue and will receive a wristband upon entry. There will be no exceptions.**

In addition, all band bags, band equipment/instrument cases and any other equipment will be inspected and tagged prior to entry into the arena.

**Permissible Number of Band Members.** At all tournament sessions, the number of band members shall be limited to 29 individuals, all of whom must be playing a musical instrument, plus one director.

Band members must wear their institutional band uniform. If the uniform includes a single manufacturer's or distributor's label or trademark, such a mark can be no larger than 2¼ square inches in size.

**Seating.** Bands will be seated in the front rows of the end zone nearest the team's ticket allotment (See Appendix 2). Should there be a request by a team, certain exceptions to the seating diagram can be made by the NCAA committee member on site for the second game of sessions.

Band members must be seated during live game action and must stay within their corral. Band members are permitted to sit in this location not only for their game, but also for the other game of the session in which its team participates.

**National Anthem.** The highest seeded team's band, if available, shall play the national anthem prior to the first game of each day. No vocalists will be used. If the highest seeded team's band does not wish to play the anthem, then the lower-seeded team's band will have the option to play. The anthem will be played with approximately 13 minutes left on the countdown clock.

The national anthem will not be played prior to the start of the second session on the first game day.

**Band Performance.** Bands are permitted to play pregame, postgame as its team is leaving the court, and during selected timeouts. Bands and spirit squads of the two participating institutions will alternate performances during timeouts and take direction from the floor producer at the site.

If a band elects to play its institution's school song, it can be played at any time (except during live action) as part of its normal play list. At the end of the game as players are leaving the court, they should not be delayed by singing the team or institution's song on the court. They must vacate the court so the teams playing in the next game can access the floor.

Bands or any component thereof (including drums) may not play while the game is in progress.

**Halftime.** There is a standard 20-minute intermission between halves during tournament games, and bands are not expected to play during this time. It is permissible for bands to play songs of institutional interest

when their team exits the floor at halftime, and then again when the team returns to the court prior to the start of the second half.

**Additional Policies/Guidelines.** Band directors are asked to advise their groups of the following policies:

1. Artificial noisemakers, air horns, electronic instruments (except a participating institution's electronic bass), laser pointers, etc., are not permissible.
2. The director shall prohibit the band and any component thereof (including drums) from playing while the game is in progress. Inasmuch, as a band playing while the game is in progress is a violation of basketball rules, the game officials shall handle such incidents if they occur.
3. Bands may use electronic amplification equipment (one electronic bass and one amplifier only). The NCAA reserves the right to control the volume of the amplifier, which will be placed on the floor and not directed toward the basket stanchion or team benches. There should be no microphones attached to it. Power will be supplied by the venue.
4. Songs affiliated with any professional sports team or products are prohibited.
5. Band members are not permitted to exit their designated seating area and perform in any area at any time (e.g., in the general public seating area, along the baseline, on the court, etc.).
6. Video recording devices (e.g. GoPro, video cameras, etc.) are not allowed at any time.

**Instrument Storage.** Although a small area shall be provided for band members to store their instrument cases, bands are asked to keep instrument cases either at their hotel or on their bus due to the limited size of this storage area, and the fact that it is not secure. The host institution/conference, competition venue or NCAA is not responsible for the security of the stored instrument cases. The storage location can be found in the Load-In Tunnel (additional storage in Room 108).

An area in or near the band storage area will be set with water and soft drinks, but band members will not be provided meals at the arena. Band members can coordinate with the host staff to enter the concourse area to access a concession stand, if desired.

**Tournament Merchandise Items.** Band and spirit squad members will have an opportunity to purchase limited tournament merchandise items from a back-of-house location without having to go into the regular general public concourse area to do so. The location of the merchandise stand can be provided to the band and spirit squad members by the host staff and will be available on open practice day and the first game day.

**Substitute Band.** Should an institution not bring its own band, it is permitted to hire a band – and that band may be comprised of prospect-aged individuals -- provided the band is paid commensurate with the going rate in that locale for similar services and the organization providing the band is located within 150 miles of the competition site. A prospective student-athlete (prospect) is a student who has started classes for the ninth-grade year. In addition, a student who has not started classes for the ninth grade becomes a prospect if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not generally provide to prospective students.

**Other Activities.** The VSWE producer on site will coordinate various halftime activities with the host game producer and each school's band and spirit squads.

**Open Practice.** If an institution's band is in town early enough to attend the team's open practice, it is required to be in its band uniform and attend the team's practice session. Band members can play when their team runs onto and off the floor, and during their team's practice session (if the coach agrees). Band members should enter the arena in the same location and through the same entry procedures utilized during games. Bands will sit in the corral that they will use during the game.

Any questions on bands can be directed to the liaison listed below.

Band Liaison	
Lisa Pearson	
Email	<a href="mailto:lpearson@mail.sdsu.edu">lpearson@mail.sdsu.edu</a>
Office	619-594-0760
Cell	859-285-9779

### **Spirit Squads/Mascots**

**Spirit Squad/Mascot Pass Gate Entrance.** Each member of the spirit squad and the costumed mascot shall be admitted to the venue through a pass gate list. The institution must submit the pass gate list to the tournament manager by Tuesday, March 13. The spirit squad/mascot entrance is the service entrance, located on the lower level of Viejas Arena.

**All spirit squad personnel and the mascot will be required to present government-issued photo identification (e.g., driver's license, passport, student ID) each time they enter the competition venue. There will be no exceptions.**

In addition, all participating spirit squad/mascot bags and any other equipment will be inspected and tagged prior to entry into the venue.

**Permissible Number.** A maximum of 12 spirit squad members and one costumed mascot from each participating team shall be admitted through the pass gate list and allowed on the baseline or the floor during full (media) timeouts during their team's game.

Once admitted, there can be no substitutions. These members may not switch out to a different set of individuals at halftime or at any other time during the game.

One spirit squad coach is permitted, and this individual will be issued an all-access credential.

If an institution elects to bring a separate dance team, it is permissible for that team to perform on the court at halftime, however, these individuals must purchase a ticket and be seated in the general public seating area and must enter the arena through the regular ticketed entrance. (See **Halftime** below). Only the 12 spirit squad members and mascot who will be seated on the baseline may enter on the pass gate list and come through the back gate.

**Mascots.** Mascots shall adhere to the same policies identified for the spirit squad regarding location, permissible activities while the game is in progress, timeout policies, etc., including kneeling or seated on the floor during game action. At no time shall the mascot converse or interact with the game officials, and at no time shall a team's mascot interact with the opposing team's mascot. **Please note that live animal mascots are not permitted in the competition venue at the first and second rounds.**

**Performance Guidelines.** While the game is in progress, all spirit squad members and mascots must sit or kneel on one end of the court, on the side of the baseline opposite the photographers. These individuals will have access to this courtside area only when their institution is participating. While the game is in progress, they will be allowed on the floor only during full (media) timeouts. Spirit squad members and mascots are not allowed on the floor during 30- and 60-second timeouts.

Spirit squads and mascots must not block the view of participants, patrons or media during competition. Spirit squads/mascots are not allowed to enter into the general public seating area or position themselves behind the team benches to lead cheers at any time. Squads are restricted to the designated baseline area, except when performing on the court during full (media) timeouts or halftime.

During pregame player introductions, spirit squads and mascots are restricted to the area between the baseline and free throw line extended.

Spirit squad coach may be seated in their team's band corral, or in a chair outside of and adjacent to the corral, if approved by the NCAA on-site staff representative.

During the other game of the session in which its team participates, spirit squad members may sit in the non-playing participant areas, provided there is room in those areas.

**Halftime.** There is a standard 20-minute intermission between halves during tournament games.

Only the participating institutions' spirit/dance squads may perform on the floor at halftime. Dance squads will be allowed a maximum of four minutes for their performance. If a dance squad performs to taped music, the squad leader must provide the music to the band/spirit squad liaison prior to the start of the game.

**Additional Policies/Guidelines.** Spirit Squad coaches are asked to advise their groups of the following policies:

1. Spirit squads may not use megaphones as a distraction by pounding them on the floor, hitting them with the hand(s) or other objects or waving them in any way, or constantly blowing in them to produce a "horn" sound.
2. An institution's flags, any size, may be displayed or waved on the court only during pregame activities and halftime. The flags will not be permitted on the court during timeouts.
3. Spirit squads may not perform routines that are affiliated with any professional sports team or commercial product.
4. Spirit squads may not place or throw items (e.g., t-shirts, souvenir basketballs) into the general public seating area pregame, during the game, or postgame unless coordinated with the NCAA.
5. Any signage or props used by the spirit squad must be stored behind the spirit squad while not in use.
6. Spirit squads and mascots will be restricted to the area between the baseline and free throw line during player introductions.
7. Spirit squad members must wear their institutional uniform. If a single manufacturer's or distributor's label or trademark is present, the size may not exceed 2¼ square inches in area.
8. Spirit/dance squads may use taped music over the public-address system for their halftime performance, but not during pregame or timeouts.
9. Spirit squads and mascots shall alternate performances at all timeouts according to the schedule outlined in Appendix 3.
10. Only the participating institution's representatives may perform at halftime. Each institution may occupy the floor for a maximum of four (4) minutes.
11. Spirit/dance squads and mascots shall not converse with or approach game officials or spirit/dance squad members or mascots of the opposing team.
12. All spirit squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Neither the NCAA nor the host institution/conference shall be responsible for supervising or monitoring routines performed by spirit squads at championship events. Except as noted herein, supervision of spirit squads, their activities, yells and stunts are solely the participating institution's responsibility (see guidelines below).



13. 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.
14. Any postgame cheers/songs must be performed off of the court to allow the next team to take the floor.

**Please note that the 2018 Division I Men’s Basketball Tournament will not permit spirit squads to lay out mats courtside during pregame, halftime and postgame.**

**AACCA Cheerleader Guidelines.** Spirit squads for all rounds of the NCAA Division I Men’s Basketball Championship shall follow the guidelines as outlined in the American Association of Cheerleading Coaches and Administrators rules. These safety rules can be found at [www.aacca.org](http://www.aacca.org).

Spirit Squads shall conform to all the guidelines outlined in the document, and shall pay particular attention to Section H, which outlines rules for indoor basketball courts. Please note that mats are not allowed courtside during the NCAA men’s basketball championship, therefore, the exceptions outlined in Section H pertaining to skills that are permitted on a matted surface are **NOT** allowed to be performed courtside at any time during the NCAA tournament. Mats will be provided for the back-of-house spirit squad warm-up area, but these mats must remain in this area and cannot be brought courtside.

These rules shall be in place for the duration of the championship, and there shall be no exceptions for pregame, timeout, halftime or postgame routines.

**In addition, there shall be no back flips performed during free throws. Spirit Squads are permitted to kneel or sit on the court apron during all live-ball action – including free throws.** Spirit squads are permitted to get up to spontaneously cheer a good play by their team but must immediately return to a seated or kneeling position following the play.

**Seating for Other Games.** During the other game of a session in which their team is playing, spirit squad members may sit in the non-playing participant seating area, if space is available. For admission to any other session, spirit squad members must purchase tickets from their institution’s allotment.

**Substitute Squad.** Only in instances when the institution does not have a spirit squad of its own would it be permitted to contract or “rent” a spirit squad. If so, an institution may hire a spirit squad comprised of prospect-aged individuals to perform at postseason contests, provided the squad is paid commensurate with the going rate in that locale for similar services and the organization providing the squad is located within 150 miles of the competition site. A prospective student-athlete (prospect) is a student who has started classes for the ninth-grade year. In addition, a student who has not started classes for the ninth grade becomes a prospect if the institution provides such an individual (or the individual’s relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally.

**Warm-Up and Storage Space.** A small area shall be provided for the members to store their equipment and to conduct warm-up exercises prior to their game. The host institution/conference, competition venue and NCAA are not responsible for the stored equipment. The warm-up and equipment area is located in the load-in tunnel.

An area in or near the warm-up area will be set with water and soft drinks, but spirit squad members will not be provided meals at the arena. They can coordinate with the host staff to enter the concourse area to access a concession stand, if desired.

**Tournament Merchandise Items.** Band and spirit squad members will have an opportunity to purchase limited tournament merchandise items from a back-of-house location without having to go into the regular

general public concourse area to do so. The location of the merchandise stand can be provided to the band and spirit squad members by the host staff and will be available on open practice day and the first game day.

**Open Practice.** If an institution's spirit squad is in town early enough to attend the team's open practice, it is required to be in uniform and attend the team's practice session. Spirit squad members can cheer the team running onto and off the floor, and during their team's practice session. Spirit squads can enter the arena in the same location and through the same entry procedures utilized during games. Spirit Squad members must sit in the same location they will be located during the game.

Any questions on spirit squads can be directed to the liaison listed below.

Spirit Squad Liaison	
Lisa Pearson	
Email	<a href="mailto:lpearson@mail.sdsu.edu">lpearson@mail.sdsu.edu</a>
Office	619-594-0760
Cell	859-285-9779

### SECTION 3 Benches, Equipment and Uniforms

**Basketballs.** Wilson Solution basketballs will be used for every game of the championship, and the tournament manager will give one ball to each team at the conclusion of the team's participation at a site.

The referee will determine the game balls prior to each game. As a courtesy, the referee will allow the captains to test the ball prior to the start of the game.

**Benches.** The team bench assignment and fan seating location forms will be distributed during the pre-tournament meeting prior to first-round competition and during the transition meeting prior to the second round.

Twenty chairs will be set at each team bench. Only the 15 student-athletes in uniform and the 10 individuals (or more if there are fewer than 15 student-athletes in uniform) wearing credential pins (on the lapel) will be permitted on the team bench. If space is available, teams may move bench chairs to create a second row, if desired.

Some teams may have more than 15 players. Please note those players are allowed to participate in a team's closed practice session(s) and in the team's public practice on open practice day. However, teams may have only 15 players in uniform on the bench during games.

The placement of microphones on a coach or in team huddles and bench areas for television, radio or video purposes is prohibited.

**National Anthem.** Both teams line up along the free-throw line **opposite their bench** to acknowledge the presentation of our national anthem (facing the color guard and flag, see Appendix 1).

After the anthem is presented, the players and coaches shall meet at midcourt and shake hands. Following the handshake, teams may resume shooting practice, or may return to their locker rooms.

The anthem will take place prior to the first game of the day only, and will be conducted with approximately 13 minutes left on the countdown clock.

**Locker Rooms.** Player nameplates will be provided for primary administrators or other team personnel to place above player locker stalls. These items, along with any team-specific décor, should be removed after your game as the locker rooms will be used by other teams. As your team departs this site, you can take these with you.

There is also March Madness and other generic tournament signage in each team locker room. Please do not remove this signage from the locker room.

The advancing teams will also have a portion of the bracket placed in their locker rooms. After media obligations, and while the locker room is open to the media, players and/or coaches are invited to place their team's name on the bracket to signify advancement in the tournament. This will take place in all the advancing team's locker rooms at all sites.

**Equipment and Supplies.** The NCAA will provide towels, beverages, drinking cups, water coolers and water bottles for participating institutions' use courtside, in the locker rooms, and in all back-of-house areas (including the interview holding area and interview area). Participating institutions' athletics trainers must be prepared to utilize the product, drinking cups, water coolers and water bottles provided. No other product,

cups, coolers or water bottles may be used (see Appendix 4). Each team will receive 20 unbranded shower towels in the locker room. Courtside, each team will receive branded towels on each chair at the team bench prior to the game, and a fresh set of towels again at halftime.

**Merchandise Information.** Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. After selection, teams will receive instructions for placing orders. All orders will be shipped directly to the address provided when ordered within two weeks after preliminary-round competition. In addition, teams advancing to the Final Four will receive a second notification regarding the opportunity to purchase championship merchandise online. All orders will be shipped directly to the institution within three weeks after the Final Four. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 913-693-2104.

**Uniforms.** Teams must bring both light and dark uniforms. The higher seeded (e.g., No. 1) team will wear its light uniforms. If the higher seeded team's light uniforms do not contrast with the color selected by the lower seeded team, the lower seeded team must adjust and change to a contrasting color. All uniforms and equipment must comply with the rules specified in the NCAA Men's Basketball Rules Book (see Rules 1-22 through 1-26).

All team uniforms, and all bench and team apparel must meet the provisions of NCAA Bylaw 12.5.4 regarding commercial identification. The uniform and all other items of apparel (e.g., socks, headbands, t-shirts, wristbands, visors or hats and towels) that are worn by all personnel (e.g., coaches, student-athletes, athletic trainers and managers) in competition and practices (both open and closed) may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including additional material (e.g., patch) surrounding the normal trademark or logo.

Hosts will either make arrangements for laundry at the venue, or provide information on laundry services in the area.

**Misconduct.** Beginning from the time a student-athlete departs his locker room for practice, competition or media obligations, until the time he returns to the locker room, he must wear the official team uniform/warm-up at all times (see Appendix 5).

Removal of the official team uniform (e.g., taking the uniform shirt off) while outside the locker room may be considered misconduct.

During NCAA championships, it is not permissible for coaches and other bench personnel to wear lapel pins or other items attached to their clothing that identify any commercial entity (including apparel companies).

Committee representatives will notify a participating team's administrator if any member of its coaching staff, team or support groups is in violation of Bylaw 12.5.4 and ask that the apparel be removed. If the logo continues to be visible during competition, it shall be reported as an NCAA violation to the NCAA enforcement staff. If the logo continues to be visible during practice, press conferences or other championship ancillary events, it shall be submitted to the Division I Men's Basketball Committee and reviewed as a misconduct action.

**Other Apparel Items.** Teams may not bring into or distribute at the competition venue, during practice or competition, any commercial apparel that may have been provided to them by manufacturers (e.g., caps or

t-shirts with commercial identification) and such apparel may not be worn at the competition venue during open or closed practices, competition, press conferences or postgame interviews.

### **Uniform Modifications**

**Uniform Patches.** The NCAA Division I Men's Basketball Committee requires teams to place the NCAA patch on its uniform for all rounds of the Division I Men's Basketball Championship. Teams will be provided patches that should be secured on the game uniform prior to the first competition at the site.

The NCAA patch will be provided at the pre-tournament meeting for placement on the student-athletes' uniform as a special way to distinguish your student-athletes as participants in the Division I Men's Basketball Championship (see Appendix 6).

It is recommended that you remove the patch prior to washing and drying your uniforms. The patches are pressure-sensitive, and heat will activate the pressure-sensitive backing possibly causing a residue to form on your uniforms. Patches can be reapplied after you wash and dry your uniforms. The NCAA disclaims, and shall otherwise not be responsible or liable for, any damages or injuries of any kind caused by or arising out of the patches or the use thereof.

**Undergarments.** NCAA men's basketball rules allow undergarments that extend below the game shorts. The color must be white, black, beige or the same color of the game shorts. One institutional logo or mascot meeting the restrictions of Rule 1-23 may appear on undergarments that extend below the game shorts. The same color must be worn by teammates.

**Arm, Knee or Lower Leg Sleeve.** NCAA men's basketball rules specify that the use of an arm sleeve, knee sleeve and/or lower leg sleeve is permissible. These sleeves must be of a solid color. The arm sleeve may be black, white, beige or any color contained in the jersey and the same color must be worn by teammates. The sleeves on the leg (knee or lower leg) may be black, white, beige or the color of the game shorts and the same color must be worn by teammates. One institutional logo or mascot meeting the restrictions of Rule 1-25.2 may appear on an arm sleeve, knee sleeve or leg sleeve (see Rule 1-24.4).

NCAA men's basketball rules specify that a single manufacturer's or distributor's normal logo, label or trademark, not to exceed 2¼ square inches, may be worn on an arm, knee or lower leg sleeve (see Rule 1-25).

**Other Modifications.** Any other modifications to the game uniform or equipment not specified in the NCAA men's basketball rules are not allowed without written permission from NCAA Secretary-Rules Editor Art Hyland. Requests should be submitted by email to Mr. Hyland ([art.hyland@comcast.net](mailto:art.hyland@comcast.net)) and NCAA men's basketball rules liaison Dan Calandro ([dcalandro@ncaa.org](mailto:dcalandro@ncaa.org)).

## **SECTION 4**

### **Drug Testing**

(Reference: NCAA Division I Bylaw 31.2.3.4 NCAA Banned-Drug Classes 2017-18, NCAA Drug-Testing Program 2017-18 booklet and [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)) All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. In order to participate in NCAA championship competition, all student-athletes must have a signed NCAA Drug-Testing Consent Form, which describes the drug-testing collection requirements. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency (WADA) accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes approved by the NCAA Board of Governors. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The 2017-18 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2017-18 Drug-Testing Program booklet or the NCAA website ([www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Banned Drug Classes List with all coaches and student-athletes in advance of any NCAA championship or postseason certified event.

Student-athletes who test positive for a performance-enhancing substance as a result of a drug test administered by the NCAA shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Student-athletes who test positive for a substance under the NCAA's street drug classification as a result of a drug test administered by the NCAA shall be withheld from the next 50% of competitions following the student-athlete's positive test.

Any student-athlete found to be in breach of the NCAA drug-testing program protocol shall lose a minimum of one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

The NCAA Division I Men's Basketball Committee is dedicated to fair and equitable competition throughout the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes. Additional information regarding the NCAA's championship drug-testing program can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

**Next-Day Testing.** During the Division I men's basketball championship, if competition begins at 10 p.m. Pacific time or later, 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 established by the institution immediately following the game and includes all student-athletes on the testing roster. The institution and the drug-testing crew chief will agree on the time for the next-day testing. In all cases, next-day testing must take place at the original testing venue and must begin no later than Noon Pacific time. Once a team's testing

has begun, that team's testing must be completed and cannot be deferred until the next day. Necessary transportation arrangements have been made by the host institution/conference for teams that elect to test the next morning or for individuals being tested that need to remain at the facility after other team personnel have departed.

An institutional representative shall be present in the collection station to certify the identity of the student-athletes selected for testing.

**Participant Notification.** All coaches and student-athletes should presume that post-event drug testing will occur at the championship event. The certified drug-testing collector will notify the participating teams no earlier than two hours prior to the tipoff of their game if drug testing will be conducted at the site.

**Testing Procedures/Protocol.** Teams will enter the locker room for the cooling-off period. If Turner/CBS has been given access to the team's locker room, Turner/CBS may enter the locker room. At the conclusion of the cooling-off period, Turner/CBS will exit the locker room, and the drug testing representatives will enter to notify student-athletes that they have been selected for testing. After notification is complete, the drug testing representatives will exit the locker room and wait for the student-athletes at the testing location. The media escort will take the coach and requested student-athletes to the press conference, and the locker room attendant will open the locker room to the media for the 30-minute interview period.

A student-athlete who did not compete in the game is not obligated to the media. If a student-athlete with no media obligations is selected for drug testing, the student-athlete is permitted to exit the locker room 15 minutes after the end of the cooling-off period to complete the drug testing procedure. The student-athletes who were selected for the press conference must return to the locker room after the press conference for the remainder of the 30-minute interview period before proceeding to the drug testing area.

For additional information regarding NCAA drug testing, please refer to the FAQs below and the NCAA Drug Testing Program 2017-18 handbook at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

### **Common Drug Testing Questions and Answers**

- Where are the drug testing rooms at this venue? Check with the Tournament Manager, Drug Testing Site Coordinator or the NCAA Championship staff member for specific locations.
- When are student-athletes notified of their selection for drug testing? Immediately after the game, an NCAA drug testing crew member will provide an institutional representative with a list of student-athletes who have been selected for drug testing. At the time of notification, the student-athlete will be instructed to read and sign a drug testing notification form. Please note that all student-athletes on the pass list, even those who did not participate in the game, are eligible to be tested.
- When do student-athletes need to report to drug testing? Within one hour after the student-athlete has been notified. Before checking into the drug testing location, all student-athletes must inform an institutional representative (e.g. coach, athletic trainer, administrator) of their selection for drug testing, and must also complete all media obligations, if any. Before leaving the competition venue, coaches should check with all student-athletes to make sure they have completed their drug testing obligations.
- How long does a student-athlete have to stay in the drug-testing venue? The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately upon arriving at the drug-testing area, the entire process for that student-athlete would be approximately 20 minutes.



- What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing? A student-athlete cannot be released from the drug testing location until an adequate specimen is provided, no matter how long it takes. If the rest of the team must depart the competition venue prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete. A coach should check with the Drug Testing Site Coordinator for information regarding transportation back to the student-athlete's hotel. If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g. hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- What if we play a late-night game (10 p.m. or later)? An institution may defer drug testing until the next day if its game begins at 10 p.m. Pacific time or later. The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the test must start before noon Pacific time the next day. An institutional representative must be present at the collection location to identify selected student-athletes.
- Must a coach or other institutional representative accompany each student-athlete to the drug testing location? Yes. An official institutional representative (e.g. coach, athletic trainer, administrator) must be at the collection location to certify the identity of each student-athlete. The institutional representative must remain at the collection location until all student-athletes have completed testing.
- Are senior student-athletes subject to championship testing, win or lose? All seniors participating in championship competition are subject to NCAA drug-testing regardless of the result of the contest. Drug-testing is a deterrent, and no subset of a roster should be excluded from testing.

## SECTION 5

### Eligibility, Misconduct and General Championship Policies

#### **Eligibility.**

**Certification.** (Reference: Bylaw 31.2.1.7.1) Only student-athletes eligible under NCAA Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Institutions must inform Brad Taylor ([btaylor@ncaa.org](mailto:btaylor@ncaa.org)) at the NCAA national office by **5 p.m. Eastern time, Saturday, March 10, 2018**, of any student-athlete who may have participated in regular-season competition, but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

**Discovery of Ineligibility of Student-Athlete After Selection.** When an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal will be considered as one of the years of ineligibility, provided that another member institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete(s) occurs so near the beginning of the championship that the basketball committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact will be taken into consideration in determining the number of years the disqualified institution will be ineligible to participate.

#### **General NCAA Championship Policies.**

**Protests.** Any team that has been duly certified as eligible for an NCAA championship or any student-athlete duly certified by the institution for an NCAA championship shall not be withheld from participation because of any protest made or filed during the progress of the competition or during the 24 hours immediately before the beginning of the championship. If there is a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted, a team or the student-athlete may be withheld from further competition in the championship, provided the protest is made or filed at least 24 hours before the beginning of the next segment of the championship.

**Rules of Play.** The current edition of NCAA Men's and Women's Basketball Rules and Interpretations will be followed. If play is interrupted because of events beyond the control of the basketball committee, it will be continued from the point of interruption at a time determined by the games committee. The games committee's authority has been established by the Basketball Committee in accordance with Rule 5-4 of the Men's Basketball Rules and Interpretations.

**Squad Size.** All teams will be limited to 15 student-athletes in uniform who are eligible to sit on the team's bench (provided they are on the pass list) and play in the game. The number of student-athletes in uniform shall not exceed 15 at the start of the contest. Replacements are permitted until the starting time of any game, although the 15 eligible student-athletes in uniform should be identified on the pass gate list when the team enters the arena for its game. After the game starts, no replacements will be permitted for any reason. An institution that is advised that it is in violation of this policy and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Institutions may change eligible student-athletes in uniform from game to game, although the number of eligible student-athletes in uniform for any one game shall not exceed 15, and those 15 student-athletes who are eligible to play in that game should be identified on the team pass gate list when the team enters the arena for its game.

**Sports Wagering.** Please refer to Appendix 7 for information on sports wagering.

### **Misconduct.**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice, that discredits the event or intercollegiate athletics.

**Criticism of Officials.** Members of coaching staffs or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.10.

**Coaches Meeting.** During the pre-tournament meeting, the basketball committee representative will review and explain the policies related to tournament administration and misconduct policies.

**Hearing Opportunity.** An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

**Misconduct Incident During Competition.** Under normal circumstances, if the act of misconduct occurs during the competition, the individual will be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing will be held at the conclusion of the day's competition, between rounds of the tournament, when no competition is being conducted, or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

**Penalty for Misconduct.** In accordance with Bylaw 31.1.10.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following 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:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the Division I Men's Basketball Oversight Committee.

**Ban from Subsequent Championship.** When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty will be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate.

## Section 5 ..... Eligibility, Misconduct and General Championship Policies

**Review of Action.** Any action related to misconduct may be reviewed by the basketball committee upon request of any institution participating in the championship.

**Tobacco Ban.** The use of tobacco products by any individuals on or near the playing floor, and during other championship activities such as banquets, autograph sessions, press conferences and postgame interviews at NCAA championships is prohibited. Violations of this policy will be dealt with by the appropriate sports committee in accordance with the misconduct provisions of NCAA Bylaw 31.1.10.

## SECTION 6

### Entrance and Credentials for Teams

**Team Pass Gate Entrance.** The team personnel entrance is the service entrance, located on the lower level of Viejas Arena. Each day of practice and competition, only those individuals included on the institution's pass gate list will be admitted. The team pass gate list will include a maximum of 40 individuals for practices and 25 individuals for games. The team pass gate list must be submitted via the [March Madness Teamworks App](#) by Noon Pacific time, Tuesday, March 13. Teams may revise the pass gate list each day through the [March Madness Teamworks App](#) or present the changes at the team entrance area. Only a full-time coach or administrator may make changes to the list.

The pass gate list will be used for all practices and game sessions at the site.

- **Team Admittance for Team Practices – Game Days and Practice Days** (Maximum of 40 individuals, including student-athletes)

The Team Pass Gate List is broken into two parts – the 25 individuals who will be allowed to sit on a team's bench during games, and an additional 15 persons who are allowed inside the bowl during a team's practice.

The 40 individuals included on the team pass gate list will not be required to show a government issued ID only if that team's primary administrator or his/her designee is available at the team entrance to positively identify the 40 individuals upon their entrance into the competition venue and signs the pass gate list.

All individuals on the list, except players in uniform/practice jerseys, must be issued a wristband that will be valid for the length of the team's practice and media obligations only.

Only those individuals in uniform or who are on the pass gate list and have been issued a wristband will be allowed inside the bowl for a team's closed practice. A team credential will not be valid for closed practices.

Should an institution list a person normally identified as a media representative on the team pass gate list, the competition venue shall be open to all media once that individual enters. (Exception: radio announcers from the team's flagship commercial radio station may be on the 40-member list without opening closed practices to the rest of the media.)

- **Team Admittance for Team Game – Games Only** (Maximum of 25 individuals, including student-athletes)

The 25 individuals included on the team pass gate list will not be required to show a government issued ID only if that team's primary administrator or his/her designee is available at the team entrance to positively identify the 25 individuals via the media guide upon their entrance into the competition venue and signs the pass gate list.

Once inside the gate, the student-athletes will be escorted to their locker room. Credential pins shall be issued to the coaches and other remaining administrative personnel (anticipated number is 10). The credential pins must be worn at all times for admittance to the bench area, locker room, media area and scouting seats. The pin must be worn on the lapel rather than on the belt or shoes.

These 25 individuals are authorized to sit on the team bench during their team's game. (There are 20 bench chairs, plus 5 players in the game, for 25 total people on the team bench.) In addition to the eligible student-athletes, the other individuals among the 25 must be verified by the institution's director of athletics (or designee) as being at least 18 years of age and have a game function which they performed on the bench during the regular season.

At the conclusion of the game, the remaining pins should be made available to the 15 student-athletes in order for them to gain access to the non-playing participant seating area. This seating area is also available to players in uniform should they be participants in the second game of a session and wish to watch portions of the first game of the session. (See next item for non-playing participant seating area.)

- **Team Admittance for Teams That Have Been Eliminated from the Championship** (Maximum of 25 individuals, including student-athletes)

The 25 individuals included on the official travel party list will not be required to show a government issued ID only if that team's primary administrator or his/her designee is available at the team entrance to positively identify the 25 individuals via the media guide upon their entrance into the competition venue and signs the pass gate list.

Credential pins must be issued to all 25 members (including student-athletes, coaches and other administrative personnel). The credential pins must be worn at all times for admittance to the non-playing participant seating area. The pin must be worn on the lapel rather than on the belt or shoes.

Seating in the non-playing participant area is restricted to the 25 individuals listed on each team's pass gate list for the session in which they participate and/or spirit squad members who are watching the other game of a session in which its team competes.

**The non-playing participant seating is located in the following section(s):**

Section	Row	Seat
B	6	1-11
B	7	1-12
K	6	1-9
K	7	1-10
M	6	1-9
M	7	1-10
V	6	1-11
V	7	1-12

**CREDENTIAL PINS FOR GAMES MAY BE WORN ONLY BY INDIVIDUALS WHO ARE ON THE 25-PERSON TEAM PASS GATE LIST. CREDENTIAL PINS ARE NOT TRANSFERABLE.**

In addition, all participating teams' bags will be inspected and tagged prior to entry into the competition venue.

**Coaches' Scouting Seats.** Scouting seats will be set aside at this site and located on the second media row (M-2), with exact locations to be posted in the media workroom and courtside. Coaches who are scouting at this site must have a credential pin in order to access their scouting seat locations. In addition, only official members of the teams' coaching staffs may occupy these seats at any time during the tournament.

**Please note that teams which will face an advancing team from Dayton in the first round are prohibited from traveling to Dayton to scout that team's First Four game.**

**First-round afternoon session, first game.** Total of four (two for each team playing in the second game).

**First-round afternoon session, second game.** Total of two (for the team that won the first game in the afternoon session).

**First-round evening session, first game.** Total of four (two for each team playing in the second game).

**First-round evening session, second game.** Total of two (for the team that won the first game in the evening session).

**Second-round, first game.** Total of four if the second-game winner will play the first-game winner in the regional semifinals. Otherwise, no scouting seats will be provided.

**Second-round second game.** Total of two, if the first-game winner will play the second-game winner in the regional semifinals. Otherwise, no scouting seats will be provided.

**Two scouting seats courtside are set aside for each team, and teams are limited to utilizing only the two scouting seats that have been assigned to it.**

Also note that Hammond Communications will provide each team with a thumb drive of its games and will also provide to teams that win first-round games a copy of their next opponent's previous game. A team representative should contact the Hammond Communications representatives in the media interview area at the facility to obtain these game recordings.

**Administrator Seating.** (Institution staff and/or conference representatives will be seated behind the scorer's table in T2): Seat locations will be posted on press row and in the media work room. Each team will be provided four seats.

**Team Credentials.** The following individuals from each participating institution will be eligible for credentials. The credentials issued will be all-access and will allow these individuals access to credentialed areas during games and practices. **(NOTE – Credentials do not allow access to the team's bench during games, or inside the bowl during a team's closed practice.)**

- President/Chancellor.
- Director of Athletics.
- Primary Team Administrator.
- Secondary Team Administrator.
- Sports Information Director.
- 2 Assistant Sports Information Directors.
- Official Scorer (if not a member of the sports information staff).
- 2 Social Media Representatives.
- Ticket Manager.
- 2 other ticket staff members.
- Institution Still Photographer.
- Team Videographer.
- Team Scout Video Coordinator.
- Team Compliance Officer.
- Spirit Squad Coach.
- Band Director.
- Team Physician.

Please complete the Participating Institution Credential Form located in the [March Madness Teamworks App](#). Daily administrative credentials will be delivered to the team’s primary administrator upon his/her arrival in San Diego. Primary team administrators will be asked to verify the correct names on the credentials and sign a document noting the acceptance. **Credentials are not transferable.**

**Temporary Access Credentials.** On game days, each institution will receive nine temporary access (TA) credentials. These will not be valid for gate admission but will provide access to the locker rooms and media areas before and after the game and at halftime.

Even though this TA credential will provide backstage access, the holders of a TA credential will not be admitted into the competition venue without a valid session ticket. Individuals with TA credentials must have a ticket and be seated in the general public seating area during game action (including timeouts). Those with TA credentials assisting the team with pregame activity must exit the playing floor area and enter the general public seating area when the horn sounds before player introductions. **Temporary Access credentials are not transferable.**

**Access to Credentialed Areas.** In addition to the guidelines outlined in this section, the Division I Men’s Basketball Committee has established the following “Access to Credentialed Areas” policy.

Throughout the championship, access to the competition area shall be limited to participating student-athletes, coaches, game officials, support personnel and properly-credentialed individuals at all times. Credentials are allocated to the participating institution and must be used appropriately.

For the safety of participants, staff and followers/spectators alike, at no time before, during or after a contest shall spectators be permitted to enter any credentialed area. It is the responsibility of each participating institution to ensure compliance with the NCAA’s credential policy, including that credentials are non-transferable.

Institutional penalties against individuals who improperly enter credentialed areas shall include, but not be limited to, expulsion from the competition venue, arrest for trespassing and loss of future credential and/or ticket privileges. In addition, violators who are students may also be subject to institutional student disciplinary measures.

Each participating institution is responsible for publicizing this policy, as well as the penalties associated with violations, through appropriate means. It is, likewise, the responsibility of institutional personnel, including the coaching staff, to publicly discourage followers/spectators from any potential violation of tournament policy.

**Team Security Personnel.** Participating teams may bring personal security, but these individuals will not be issued special privileges. In order to be admitted into the competition venue with the team, these individuals must be on the **Team Pass Gate List** for games and/or practices or have a valid session ticket with a temporary access credential.

Team security personnel that are to be seated in the general public seating area, must have a valid session ticket. Team security personnel are required to comply with the competition venue’s policies regarding firearms. The competition venue manager will notify each security detail of the policies prior to their arrival at the competition venue.

**Team Videographer.** The participating teams are permitted to video their games from a courtside seat (a designated location within the still photographer boxes) determined by the NCAA. Each participating institution receives one credential that will be issued to a person who will film the game from this area.



This person will also receive an armband that must be worn at all times. Videographers from an institution playing in the first game of a session must leave the floor with their team at the conclusion of the game. Videographers from institutions playing in the second game of a session may not have court access until their team takes the floor for pregame warm-ups.

**Scout Video Coordinator.** A scout video coordinator, who shall receive a credential, is permitted to film the game from an upper video position. The credential for this individual is in addition to the credential issued to a team videographer. The scout video coordinator may only film his/her team's game. Representatives of participating institutions may record the Turner/CBS telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

## SECTION 7

### Lodging

The following room block has been reserved for each team:

Two nights before open practice day	40* (all contingency)
Night before open practice day	40* (all contingency)
Night of open practice day	75* (50 guaranteed; 25 contingency)
Night of first round game	75* (50 guaranteed; 25 contingency)
Night between first and second round	75* (all contingency)
Night of second round	75* (all contingency)

**\*Bus Driver Room.** For those flying in and using GO GROUND bus transportation, one guest room from the team room block allocation should be reserved for the bus driver. The bus driver will be responsible for his/her room charges.

**Two-night Minimum.** Each participating institution will be financially responsible for a two-night minimum stay. (Based on competition dates and advancement in the tournament, teams will guarantee a two-night minimum stay that may be comprised of any two nights contracted by the NCAA, beginning two nights prior to open practice through the final night of competition.)

**Complimentary Standard Room Night.** Each team hotel shall provide one complimentary standard room night for each 50 room nights actually occupied.

**Reservation Deadline.** Rooming lists should be submitted by the teams to their respective hotels no later than Noon Pacific time, Tuesday, March 13.

**Complimentary Internet.** Each team hotel will have complimentary, high-speed internet in 32 guest rooms for use in student-athlete rooms and any other rooms to be determined by the institution. Primary administrators should coordinate this complimentary access with the hotel as some hotels may ask to have the Internet charged to guest rooms when signing up for the service, but then removing those charges from the bill upon checkout.

**Television.** Each team hotel is required to provide CBS, TBS, TNT and TruTV in guest rooms and throughout the hotel property. Please inform the NCAA immediately if these channels are not offered at your hotel.

**Meeting Rooms.** Three meeting rooms have been reserved at each team hotel for use at the team's discretion. Each participating institution is responsible for making arrangements for the set-up of the meeting rooms, and for requesting additional meeting rooms, if available.

**Parking.** Unless there are space constraints where alternate arrangements are made, team hotels should provide complimentary parking for three institutional buses and two team passenger vehicles.

**Payment.** Teams are not required to submit an advance deposit. Teams may designate some or all of its charges to a master account. Such accounts not in dispute must be paid within 60 days of receiving a final invoice from the hotel. Teams competing in states in which they are tax exempt should pre-submit a copy of their tax-exempt certificate to their hotel contact.

**Team Merchandise.** Teams which have an interest in selling team merchandise at their hotel may have the option to do so. Any such requests can be made through the respective hotel contacts and must be approved in advance by the NCAA and the involved hotel.

**Contract.** Should your institution desire to execute a contract directly with your assigned hotel in addition to the NCAA agreement, your hotel contact can provide you with a template that will serve as the base for your agreement. Otherwise, the NCAA agreement encompasses all participating teams. The institution will be responsible for payment of all hotel charges, regardless of whether any third party or travel agents are contracted by the institution.

**Relocation.** Teams are only permitted to relocate to another hotel property when pre-approved by the NCAA. The tournament manager and Tammy Lee ([tlee@ncaa.org](mailto:tlee@ncaa.org)) of the NCAA staff must be notified of a team's intention to move. Should teams relocate, they are still financially responsible for a two-night minimum for the rooms held for them at the original property. Should any or all financial obligations be waived, the participating institution must receive a written release from the hotel's general manager prior to 5 p.m. Pacific time, on open practice day, along with the approval by the NCAA. **Should arrangements be made to relocate, teams are not allowed to move to another team hotel, the media hotel, or the game officials' hotel.**

Team/Hotel Assignment	Hotel Contact	Rate
Auburn Manchester Grand Hyatt	Gina Tagliapietra Cell: 858-442-8881 Office: 619-358-6642 <a href="mailto:gina.tagliapietra@hyatt.com">gina.tagliapietra@hyatt.com</a>	\$239 + 12.5% tax
Wichita St. Westin Gaslamp San Diego	Rita Moore Cell: 619-534-3247 Office: 619-610-8903 <a href="mailto:Rita.Moore@westin.com">Rita.Moore@westin.com</a>	\$213 + 12.5% tax
West Virginia Marriott Marquis & Marina	Tena Chagnon Cell: 970-420-2571 Office: 619-230-8306 <a href="mailto:Christena.chagnon@marriott.com">Christena.chagnon@marriott.com</a>	\$259 + 12.5% tax
Clemson Embassy Suites San Diego Bay	Phillip Richardson Cell: 317-294-5253 Office: 619-819-0188 <a href="mailto:phillip.richardson@hilton.com">phillip.richardson@hilton.com</a>	\$189 + 12.5% tax
New Mexico St. Marriott Mission Valley	Stephanie Milne Cell: 714-262-1924 Office: 619-209-6610 <a href="mailto:stephanie.milne@marriottmv.com">stephanie.milne@marriottmv.com</a>	\$179 + 12.5% tax
Murray St. Sheraton Mission Valley	Sabra Baran Cell: 805-377-0975 Office: 619-321-4604 <a href="mailto:sabra.baran@sheratonmissionvalley.com">sabra.baran@sheratonmissionvalley.com</a>	\$149 + 12.5% tax
Charleston Courtyard San Diego Mission Valley	Danielle Archer Cell: 904-576-9141 Office: 619-481-5891 <a href="mailto:daniellea@courtyardsd.com">daniellea@courtyardsd.com</a>	\$175 + 12.5% tax

Marshall Crowne Plaza San Diego	Eduardo Duque Cell: 202-763-6915 Office: 619-297-1101 <a href="mailto:eduque@cp-sandiego.com">eduque@cp-sandiego.com</a>	\$148 + 12.5% tax
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**Team Hotel Assignments.** Teams will be assigned to hotels in order of seed. Hotels are assigned based on true seed in rank (1 through 8) order by the NCAA. If two teams have the same seed, the team highest on the overall tournament seed list will receive the higher ranked hotel. The NCAA will confirm all hotel assignments on Selection Sunday night. In those instances where two teams are assigned to the same hotel, the NCAA will not place teams which will be playing each other in the same hotel.

If you have hotel questions and your hotel contact is unavailable, please feel free to contact the tournament lodging liaison below for assistance.

Lodging Liaison	
Kyle Jones	
Email	<a href="mailto:KJones@sandiego.org">KJones@sandiego.org</a>
Office	619-557-2884
Cell	619-794-8086

## SECTION 8

### Media, Television, and Sports Information

**Media Credential Distribution.** Credentials for members of the media will not be mailed but will be distributed at the competition venue. Recipients must present a government-issued photo ID and verify that they are full-time, salaried employees of the media agency in order to receive a credential.

The host media coordinator will provide a sign-in sheet for individuals to sign and confirm receipt of credentials. The credential distribution schedule is as follows:

Day	Times
Open Practice Day	9 a.m. – 6 p.m.
First-Round Game Day	Begins four hours before tipoff of the first game. Ends at halftime of the last game.
Day Between First and Second Rounds	10 a.m. – 2 p.m.
Second-Round Game Day	Begins four hours before tipoff of the first game. Ends at halftime of the second game.

After receiving their credential, all individuals will be required to present government-issued identification, along with their credential, each time they enter the competition venue. In addition, all media bags will be inspected and tagged each time they enter the competition venue.

**Media Shuttle.** If a media shuttle is required, it will operate between the media hotel and the competition venue on open practice day, game days and the day between games. Departures will occur at 15-minute intervals before and after games and practices. Departures will occur at 30-minute intervals during games and press conferences. Shuttle schedules will be posted in the media hotel and in the media workroom at the arena. Shuttle hours are as follows:

Day	Hours
Open Practice Day	9 a.m. – 10:30 p.m.
Game Days	Four hours prior to tipoff of the first game until four hours after conclusion of the last press conference.
Day Between First and Second Rounds	10 a.m. – 8:30 p.m.

**Press Conference Schedule.** Please see the Schedule of Events at the beginning of the manual for a press conference schedule, along with Appendix 8 (Obligations of the Head Coach). The interview policies can be accessed by going to [ncaa.com/media](http://ncaa.com/media) (Interview Policies) or by clicking [here](#).

**Start Times and Halftimes.** The Division I Men's Basketball Committee will determine and announce start times for all games. There will be a 20-minute intermission between halves, unless sites are otherwise advised by the NCAA.

**Television.** All television rights, both live and delayed, will be under the jurisdiction of the Division I Men's Basketball Committee and the Division I Men's Basketball Oversight Committee. Matters pertaining to telecasts should be directed to Julie Kimmons ([jkimmons@ncaa.org](mailto:jkimmons@ncaa.org)) of the NCAA.

Television stations may purchase game action for non-news sports telecasts by contacting Wazee Digital, at 866-815-6599, or [sports@wazeedigital.com](mailto:sports@wazeedigital.com). More information is available at the following link: <http://www.ncaa.com/media>.

**Noncommercial Usage.** Any footage of any game of the championship captured by team videographers may freely be used for an institution's noncommercial purposes (not including television broadcast or cablecast) only with the advance written consent of the NCAA. No footage of the championship may be reproduced or distributed for any purpose without the written permission of the NCAA.

**Television Commercial Format.** Ten full television timeouts shall be permitted per game. Please refer to Appendix 9 for more details regarding the NCAA Championship media timeout format.

- Each full television timeout shall last two minutes, 30 seconds from the time the teams arrive at their benches to the second horn.
- Each team will have available the normal complement of three 30-second timeouts and one 60-second timeout. Except for the first called timeout in each half, which are full television timeouts, all team-called timeouts shall last 30 or 60 seconds from the time the teams arrive at their benches to the second horn.
- In overtime, timeouts will last 60 seconds from the time the teams arrive at their benches to the second horn.

### **Sports Information Director's Responsibilities.**

**Participating Team Media Lists.** Participating SIDs will instruct their media to sign up for inclusion on the team's media list via the NCAA's online credential system. Media members have until 6 p.m. Eastern time Monday, March 12 to sign up for inclusion on the list. By no later than 7 p.m. Eastern time, March 12, each participating team's sports information director shall send a finalized media list to Mike May ([mmay@mail.sdsu.edu](mailto:mmay@mail.sdsu.edu)) and David Worlock ([dworlock@ncaa.org](mailto:dworlock@ncaa.org)).

**Required Information for the Official NCAA Game Program.** When a team qualifies for the tournament, the sports information director must overnight the following to the NCAA's game program publisher, IMG (904 North Broadway; Lexington, Kentucky 40505):

- Media guide and postseason guide (if available).
- Game-by-game scores.
- Individual and team statistics.
- Three game-action photos.

Other information, such as the roster, team photo and individual student-athlete photos, coaches and president or chancellor photos, will be downloaded by IMG College from the FTP site the NCAA maintains during the regular season. Each participating SID is responsible for uploading that information during the regular season; it is their responsibility to make sure that information on the FTP site is accurate and includes all of the information requested by the NCAA.

**Required information for the Host Media Coordinator.** By Noon Eastern time, Monday, March 12, each sports information director must overnight the following to the host media coordinator, who can be contacted for shipping instructions:

- Media guide and postseason guide (if available).
- Roster, including name, position, number, height, class, letters won, hometown and high school.
- Notation of probable starting lineup.
- Game-by-game scores.
- Individual and team statistics.

Host Media Coordinator	
Mike May	
Email	<a href="mailto:mmay@mail.sdsu.edu">mmay@mail.sdsu.edu</a>
Office	619-594-3023
Cell	619-957-8372
Fax	619-582-6541

## SECTION 9

### Medical and Athletic Training Information

**Concussions.** The NCAA has adopted legislation (NCAA Division I Bylaw 3.2.4.18 and Bylaw 3.2.4.18.1 Concussion Safety Protocol [A]) that requires all active member institutions to have a concussion management plan for their student-athletes. In addition, Division I legislation for the conferences with autonomy requires that their concussion protocols be consistent with the Inter-Association Consensus: Diagnosis and Management of Sport-Related Concussion Guidelines. Participating institutions shall follow their concussion management plan while participating in NCAA Championships. If a participating team lacks appropriate medical staff to activate their 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 behavior 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 athletic activity for at least the remainder of that calendar day; and medical clearance for return to athletic activity shall be determined by a physician (e.g., 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 and guidance on concussions, please refer to the most recent online version of the NCAA Sports Medicine Handbook at: [www.ncaa.org/concussion](http://www.ncaa.org/concussion).

**Team Physician.** The student-athlete's team physician, or his/her designee (e.g., athletic trainer), shall examine each student-athlete injured during NCAA competition and make a recommendation to the student-athlete, the coach and the chair of the basketball committee (or the chair's designated representative), as to the advisability of continued participation or disqualification of the athlete. In the absence of a team physician, the NCAA tournament physician, as recommended by the host institution/conference and approved by the basketball committee, shall examine the injured student-athlete and make a recommendation as noted above. The chair of the basketball committee (or the chair's designated representative), will be responsible for enforcement of the medical recommendation if it involves disqualification.

If an institution wishes to have its own team physician seated on its team bench during their game, that individual must be on the 25-person Team Pass Gate List, must occupy one of the 20 chairs and must be issued a team credential pin.

**Hospital/Medical Arrangements.** Each scheduled practice or contest of any round of the Division I Men's Basketball Championship will include the following:

1. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant;



## Section 9..... Medical and Athletic Training Information

2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted;
3. Planned access to a medical facility, including a plan for communication and transportation between the competition venue and the medical facility for prompt medical services, when warranted;
4. Immediate availability (or quick accessibility) to all necessary emergency equipment. Equipment will be in good operating condition, and host personnel will be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available for use by host medical personnel;
5. A thorough understanding by all parties, including the administrators of participating teams, of the personnel and procedures associated with the medical plan; and
6. An inclement-weather policy that includes provisions for decision-making and evacuation plans.

Further, participating institutions should require certification in cardiopulmonary resuscitation (CPR) techniques, first aid and prevention of disease transmission (as outlined by OSHA guidelines) for all athletics personnel associated with practices and contests.

**Local Hospital Information.** In the event of an emergency that requires hospitalization, the following hospital will be used:

**Scripps Mercy Hospital (Trauma I Level)**

4077 Fifth Avenue  
San Diego, California 92103  
Phone Number: 619-294-8111

**Alvarado Hospital**

6655 Alvarado Road  
San Diego, California 92120  
Phone Number: 619-287-3270

**Directions to the hospital from the Team Hotels:**

**Manchester Grand Hyatt to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Manchester+Grand+Hyatt+San+Diego,+Market+Place,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7310884,-117.1876279,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953542db45f7f:0x1638a8b482483c9f!2m2!1d-117.1682171!2d32.7102933!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563>

**Manchester Grand Hyatt to Alvarado Hospital:**

<https://www.google.com/maps/dir/Manchester+Grand+Hyatt+San+Diego,+Market+Place,+San+Diego,+CA/Alvarado+Hospital,+6655+Alvarado+Road,+San+Diego,+CA/@32.7365106,-117.1639429,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953542db45f7f:0x1638a8b482483c9f!2m2!1d-117.1682171!2d32.7102933!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466>

**Marriott Marquis & Marina to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Marriott+Marquis+San+Diego+Marina,+West+Harbor+Drive,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7301739,-117.1876279,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563>

**Marriott Marquis & Marina to Alvarado Hospital:**

<https://www.google.com/maps/dir/Marriott+Marquis+San+Diego+Marina,+West+Harbor+Drive,+San+Diego,+CA/Alvarado+Hospital,+6655+Alvarado+Road,+San+Diego,+CA/@32.7360921,-117.1639429,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953542db45f7f:0x1638a8b482483c9f!2m2!1d-117.1682171!2d32.7102933!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466>

[117.1639429,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466](https://www.google.com/maps/dir/The+Westin+San+Diego+Gaslamp+Quarter,+Broadway+Circle,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7331385,-117.1884075,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466)

**Westin Gaslamp San Diego to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/The+Westin+San+Diego+Gaslamp+Quarter,+Broadway+Circle,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7331385,-117.1884075,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d954a819509a71:0xff5335f61fb7c8b9!2m2!1d-117.1632054!2d32.7143935!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563>

**Westin Gaslamp San Diego to Alvarado Hospital:**

<https://www.google.com/maps/dir/The+Westin+San+Diego+Gaslamp+Quarter,+Broadway+Circle,+San+Diego,+CA/Alvarado+Hospital,+6655+Alvarado+Road,+San+Diego,+CA/@32.7452956,-117.160056,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d954a819509a71:0xff5335f61fb7c8b9!2m2!1d-117.1632054!2d32.7143935!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466>

**Embassy Suites San Diego Bay to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Embassy+Suites+San+Diego+Bay+-+Downtown,+Pacific+Highway,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7319607,-117.1881479,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9535582ed8fab:0xf27f5856eded0090!2m2!1d-117.17057!2d32.712038!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563>

**Embassy Suites San Diego to Alvarado Hospital:**

<https://www.google.com/maps/dir/Embassy+Suites+San+Diego+Bay+-+Downtown,+Pacific+Highway,+San+Diego,+CA/Alvarado+Hospital,+6655+Alvarado+Road,+San+Diego,+CA/@32.7467183,-117.160056,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9535582ed8fab:0xf27f5856eded0090!2m2!1d-117.17057!2d32.712038!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466>

**Marriott Mission Valley to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/San+Diego+Marriott+Mission+Valley,+Rio+San+Diego+Drive,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7641734,-117.1625865,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d95511b5cb3763:0x8d1b1fd759d15dbf!2m2!1d-117.1400123!2d32.7754378!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563>

**Marriott Mission Valley to Alvarado Hospital:**

<https://www.google.com/maps/dir/San+Diego+Marriott+Mission+Valley,+Rio+San+Diego+Drive,+San+Diego,+CA/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/@32.7749835,-117.1170215,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d95511b5cb3763:0x8d1b1fd759d15dbf!2m2!1d-117.1400123!2d32.7754378!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466>

**Sheraton Mission Valley to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Sheraton+Mission+Valley+San+Diego+Hotel,+Camino+del+Rio+Sout h,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.75845 69,->

[117.1641559,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9552208b04bb3:0x5e1a4e87af6e69f6! 2m2!1d-117.1506527!2d32.7649263!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d- 117.1607918!2d32.7516563](https://www.google.com/maps/dir/Sheraton+Mission+Valley+San+Diego+Hotel,+Camino+del+Rio+Sout h,+San+Diego,+CA/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.75845 69,-)

**Sheraton Mission Valley to Alvarado Hospital:**

<https://www.google.com/maps/dir/Sheraton+Mission+Valley+San+Diego+Hotel,+Camino+del+Rio+Sout h,+San+Diego,+CA/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/@32.7729475,->

[117.1484134,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9552208b04bb3:0x5e1a4e87af6e69f6! 2m2!1d-117.1506527!2d32.7649263!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d- 117.0572538!2d32.776466](https://www.google.com/maps/dir/Sheraton+Mission+Valley+San+Diego+Hotel,+Camino+del+Rio+Sout h,+San+Diego,+CA/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/@32.7729475,-)

**Courtyard San Diego Mission Valley to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circl e,+595+Hotel+Cir+S,+San+Diego,+CA+92108/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+S an+Diego,+CA/@32.7546581,->

[117.1689114,16z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9552c06a2002b:0xfde5e938bfe95461! 2m2!1d-117.1682725!2d32.7596637!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d- 117.1607918!2d32.7516563](https://www.google.com/maps/dir/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circl e,+595+Hotel+Cir+S,+San+Diego,+CA+92108/Scripps+Mercy+Hospital+San+Diego,+Fifth+Avenue,+S an+Diego,+CA/@32.7546581,-)

**Courtyard San Diego Mission Valley to Alvarado Hospital:**

<https://www.google.com/maps/dir/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circl e,+595+Hotel+Cir+S,+San+Diego,+CA+92108/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/ @32.770581,->

[117.148627,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80d9552c06a2002b:0xfde5e938bfe95461!2 m2!1d-117.1682725!2d32.7596637!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d- 117.0572538!2d32.776466](https://www.google.com/maps/dir/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circl e,+595+Hotel+Cir+S,+San+Diego,+CA+92108/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/ @32.770581,-)

**Crowne Plaza San Diego to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Crowne+Plaza+San+Diego+- +Mission+Valley,+2270+Hotel+Cir+N,+San+Diego,+CA+92108/Scripps+Mercy+Hospital+San+Diego, +Fifth+Avenue,+San+Diego,+CA/@32.7558915,->

[117.1819487,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deaad06c20cb49:0x51489168ab743c1a! 2m2!1d-117.183929!2d32.760649!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d- 117.1607918!2d32.7516563](https://www.google.com/maps/dir/Crowne+Plaza+San+Diego+- +Mission+Valley,+2270+Hotel+Cir+N,+San+Diego,+CA+92108/Scripps+Mercy+Hospital+San+Diego, +Fifth+Avenue,+San+Diego,+CA/@32.7558915,-)

**Crowne Plaza San Diego to Alvarado Hospital:**

<https://www.google.com/maps/dir/Crowne+Plaza+San+Diego+- +Mission+Valley,+2270+Hotel+Cir+N,+San+Diego,+CA+92108/Alvarado+Hospital,+Alvarado+Road,+ San+Diego,+CA/@32.7679067,->

[117.1639429,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deaad06c20cb49:0x51489168ab743c1a! 2m2!1d-117.183929!2d32.760649!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d- 117.0572538!2d32.776466](https://www.google.com/maps/dir/Crowne+Plaza+San+Diego+- +Mission+Valley,+2270+Hotel+Cir+N,+San+Diego,+CA+92108/Alvarado+Hospital,+Alvarado+Road,+ San+Diego,+CA/@32.7679067,-)

**Directions to the hospital from the COMPETITION VENUE:**

**Viejas Arena to Scripps Mercy Hospital:**

<https://www.google.com/maps/dir/Viejas+Arena,+Canyon+Crest+Drive,+San+Diego,+CA/Scripps+Mercy+Hospital,+San+Diego,+Fifth+Avenue,+San+Diego,+CA/@32.7723793,-117.0804968,16.08z/data=!4m19!4m18!1m10!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3m4!1m2!1d-117.0766439!2d32.7756786!3s0x80d956808791e32f:0x71621f7dfa78b2c5!1m5!1m1!1s0x80d954da02975b1b:0x3caa80d907edba96!2m2!1d-117.1607918!2d32.7516563!3e0>

**Viejas Arena to Alvarado Hospital:**

<https://www.google.com/maps/dir/Viejas+Arena,+Canyon+Crest+Drive,+San+Diego,+CA/Alvarado+Hospital,+Alvarado+Road,+San+Diego,+CA/@32.7763556,-117.0785409,15.5z/data=!4m19!4m18!1m10!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3m4!1m2!1d-117.0757885!2d32.7757311!3s0x80d956808f85e161:0x2b16008ec7083477!1m5!1m1!1s0x80d9568b42859345:0x96413be879eddf3e!2m2!1d-117.0572538!2d32.776466!3e0>

**Athletic Training.** A dedicated athletic training room with standard training supplies will be established at the competition venue. The host athletic trainer will contact each participating institution's athletic trainer to determine the best method of treating any special medical needs of student-athletes.

The tournament training room is located in Room 124, on the lower level of Viejas Arena.

The training room will be open -- Practice days: Viejas ATR will open 1 hour before the first practice. Game days: Viejas ATR will open 90 minutes before first game & Physicians report 1 hour before the first game.

**Available supplies, equipment and modalities include:**

Stationary Bikes	Hydrocollator	Crutches (assorted & extra tall)
Cold Tubs	Ice	Ace Bandages
Tape & Tape Related Supplies	Hot Packs	Infectious Waste
Braces	Ice Bags	Walking Boots
Band-Aids	Ultrasound/Electrical Stimulator Therapeutic Unit	Gauze Pads

HOST ATHLETIC TRAINER	
Lisa Contois	
Email	<a href="mailto:lcontois@mail.sdsu.edu">lcontois@mail.sdsu.edu</a>
Office	619-594-5551
Cell	619-760-6210

**Medical Insurance.**

**Accidental Death and Dismemberment.** If an injury incurred by a student-athlete under the situations described in this medical section results directly and independently of all other causes and, within 180 days from the date of the injury, in loss of life, an indemnity will be paid in the amount of \$10,000. Further, under the benefits of this policy, provisions are made for dismemberment and loss of sight. This coverage

also applies to athletics department staff representatives, faculty athletics representatives, coaches, student-managers, student-coaches and student-trainers who are traveling with the team and representing the institution.

**Medical.** Arrangements have been made to provide basic accident, medical and catastrophic injury insurance for student-athletes in NCAA championships.

The basic coverage will pay all medical and dental expenses incurred as the result of an accident up to \$90,000 on each claim. Benefits would be afforded to a student-athlete while:

1. Actually practicing for or competing in an NCAA championship as an official representative of the institution;
2. Actually being transported in a group, under the supervision and personal direction of a coach, manager or other duly delegated authority of the institution, to or from practice or play in an NCAA championship; or
3. On a supervised team trip away from the city or town in which the institution is located for the purpose of participating in an NCAA championship.

This coverage also applies to athletics department staff representatives, faculty athletics representatives, coaches, student-managers, student-coaches and student-trainers who are traveling with the team and representing the institution.

The catastrophic coverage will provide lifetime medical and rehabilitation benefits to student-athletes, student-coaches, student-trainers and student-managers who suffer injuries while participating in Nos. 1, 2 or 3 as outlined above. Benefits would begin after the injured participant's medical and dental expenses exceed the deductible amount of \$90,000 (limit of basic program). The coverage will provide disability benefits and lifetime medical and rehabilitation benefits to all students incurring catastrophic injuries.

The insurance program covering participants in NCAA championships will reimburse expenses incurred in excess of the deductible amount as noted and not covered by other valid and collectible insurance plans, government programs or other sources. For additional information or to obtain a claim form, contact the travel and insurance department at the NCAA national office.

## SECTION 10

### Per Diem, Travel Information, Courtesy Vehicles and Parking

**General Travel Information.** Institutions will be assigned a username and password for access to the Short's Travel team portal. Before the travel may be authorized, team administrators must go online to [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps) and submit the following:

- Travel contact information. Contact information for the person responsible for arranging all travel. Short's Travel will communicate primarily with this person to finalize all travel arrangements.
- Team contact information. Contact information for institution and basketball staff personnel. The necessary contact information is needed for the athletics director, head coach, primary team administrator and sports information director.
- Tentative team manifest. The manifest should include everyone who may be a part of the travel party, including student-athletes, coaches, band members, spirit squad members and mascots. Institutions should indicate each individual's status (i.e., student-athlete, coach, athletics administrator, etc.), as well as the approximate weights of each traveler. Institutions should also submit a list of cargo, game equipment and band equipment, if applicable.
- Preferred departure times. Institutions should list their preferred day, time and place of departure for both their outbound and return trips. Preferences for both win and lose scenarios should be included. It is very important to include this information as Short's will begin working with it immediately upon release of the team's selection to arrange travel.

Once a team is selected for the tournament, Short's Travel will email a confirmation to the primary travel contact. If the team has not already done so, they should log onto the Short's portal and submit their manifest, request departure cities, dates, times, etc., or finalize any preliminary information they have submitted. Short's Travel will be able to begin working on flight arrangements for the team immediately upon release of team selections. Teams may telephone Short's Travel at 866-655-9215, to confirm their information.

Institutions must be flexible in departure and arrival times for charters. Most charter airlines will not respond and confirm charter times or rates until the afternoon of **Monday, March 12**. Short's Travel will contact each institution as soon as their information becomes available and no later than 18 hours prior to departure time, circumstances permitting.

All charters and travel times must be approved by the NCAA. Charter flights do not offer flexibility in terms of time change on outbound or return flights due to the need to maximize the use of all aircraft. Therefore, once charter arrangements have been confirmed, institutions will not be permitted to make changes, except in extreme circumstances.

For the first round on Thursday and Friday, teams that play games with a tipoff scheduled before 3 p.m. Pacific will be required to travel home postgame. Departures will be scheduled for as early as seven hours after the scheduled tipoff, and up to as late as 10 p.m. Pacific

Teams that have a scheduled tipoff of 3 p.m. or later Pacific will have return flights scheduled for the next day. These departures will be scheduled as early as practical based on a team's game time, but teams should be aware that departure may be scheduled as late as 10 p.m. Pacific. Teams with late departure times will be paid per diem for the additional day and have hotel rooms secured for late checkout.

## Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking

Due to heightened airport security, a government-issued photo ID will be required for check-in for every passenger. The name on the ID must match the name on the reservation EXACTLY or the airline may deny boarding.

**Travel Policies.** The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. **Air Transportation:** Participating institutions shall be required to make all air travel arrangements with the NCAA's official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions which fail to use the official agency will not receive reimbursement for their travel.

All charter arrangements must be made through the official travel agency. If an institution elects to take more travelers than allowed by policy, the institution must pay for additional passengers above the official travel party size. For charter flights, the institution will be charged a maximum of \$350, one way, per additional person.

**In terms of additional passengers, the NCAA academic and membership affairs staff (AMA) has determined that a parent of a student-athlete is only able to purchase a seat on the team's NCAA charter if they are a member of a group other than parents of the athletes (e.g., alumni association, booster club, etc.). In other words, access to purchase a seat on a team's NCAA charter solely due to an individual's status as the parent of a student-athlete constitutes an impermissible extra benefit.**

It is possible the same plane will be used to transport multiple teams back-to-back. Therefore, it is imperative that teams report to the airport for their charter flights no later than 1 hour prior to their scheduled departure time. Should a team delay its departure by arriving to the airport late, the basketball committee may deem this action to be a misconduct and penalties may be applied to the institution. Penalties will be assessed on a case by case basis and will not be applied if the delay is out of the control of the university.

For the men's basketball championship, the NCAA will not reimburse any costs for baggage fees or shipping costs for golf clubs. In addition, when traveling by charter, teams will not be permitted to carry golf clubs on the charter aircraft as checked baggage. Any traveler wishing to take golf clubs will be responsible for baggage fees or shipping costs.

As part of the allowable baggage policy, each team will be allowed one massage/training table on the aircraft. Any institution wishing to take additional massage/training tables will need to ship those at their own cost.

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

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

## Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking

Please remember, the supply of charter aircraft is extremely limited. The NCAA will provide aircraft large enough to accommodate the NCAA paid travel party size (75 persons) and a reasonable amount of equipment (i.e. standard basketball equipment, one training table, one drum set, two tubas and personal luggage).

As stated earlier in this section, teams are allowed to take additional passengers over and above the paid travel size of 75, at a cost of \$350 per person, one way, should there be open seats on the aircraft. It is imperative that a team enters its total planned travel party size accurately into the system and include any additional passengers.

If a team knowingly enters a larger travel party size than what it actually plans to take simply to obtain a larger aircraft, that team could be subject to a financial penalty. Penalties will be assessed on a case by case basis by the men's basketball committee and will be imposed on any team that overstates its travel party size by more than 10 percent (e.g. requests an aircraft large enough to accommodate a travel party of 130; actually travels with only 95 persons).

Many collegiate sports teams traveling for competitions in the regular season utilize private charters and, in many cases, these private charters are allowed to apply an identity-based screening option. When the NCAA charters flights for the post-season, identity-based screening will most likely not be an option. Traditional passenger screening conducted by non-TSA screeners at a Fixed Based Operator (FBO) or by TSA screening officers at an established TSA screening checkpoint will be employed and requires 100 percent passenger screening. Please be aware of this and allow extra time, if necessary.

If two teams are scheduled to fly out of the same FBO at approximately the same time, efforts will be made to provide extra screeners. If extra screeners are not available, the higher seeded team will be scheduled to fly out first.

2. **Hub Rule:** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.
3. **Ground Transportation:** Teams located within 350 miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the mileage calculator available through the online reimbursement system.

Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

Charter Bus Transportation Program. Participating institutions shall be required to make all ground transportation arrangements with the official NCAA provider, GO GROUND, and secure one hotel room in the team room block for the team bus driver. The NCAA will pay for the bus services directly to GO GROUND and the team bus driver will pay for his or her hotel room. (Bus driver gratuity is not provided by the NCAA.) Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For services not reimbursable under the NCAA travel policy, GO GROUND will bill the institution after the championship is over.



## Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking

Bus Driver Hours. All teams should discuss with their bus drivers the driving hour limit drivers will be under each day. Drivers can work a 15-hour shift, but can only drive for 10 of those hours. Once the driver reaches the limit, they must rest and be off the clock for eight consecutive hours. Their 15-hour shift begins when the driver starts the bus engine. All teams should communicate with their drivers to assure they will be available for all transportation needs, especially during long practice and game days.

The NCAA will reserve three (3) charter buses per team through GO GROUND and will pay the actual costs to GO GROUND for the use of two (2) of those buses. Should a team wish to utilize the third bus, or any other amount of buses above the two, the institution can coordinate with GO GROUND to secure those buses. Institutions will be responsible for the costs of the additional buses. Per the transportation policies, the NCAA will reimburse the following:

Teams that are required to drive to the site of competition:

The NCAA will pay the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

Teams that fly to the site of competition:

If campus is 25 miles or more from the departure airport, the NCAA will pay the cost of the airport transfers, both on departure and on return.

If the arrival airport is 25 miles or more from the site of competition, the NCAA will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.

If either of the legs described above are less than 25 miles, no costs will be paid by the NCAA since local transportation is at the cost of the institution.

The GO GROUND online transportation portal can be accessed at [www.gochampionships.com](http://www.gochampionships.com). The username and password are the same as that used for the Short's Travel portal.

Once logged in, institutions should complete the "Getting Started" information, and if the institution has a preferred bus driver, the name of that driver should be placed in the "Special Request" section.

In addition to the online portal, institutions can contact GO GROUND at 866-386-4951 with questions.

4. **Per Diem:** Transportation expenses and a per diem with a base rate of **\$205** will be provided for an official travel party of 75 persons for preliminary-round sessions. Per diem allowances will be paid or prorated on the following basis:
  - a. Up to two days of per diem prior to the first day of competition, depending on when travel actually occurs.
  - b. One for each day of competition.
  - c. One for each day between days of competition.
  - d. One-half for the day of departure from the site, provided the team did not compete on that day.
  - e. If approved in advance by the NCAA travel staff, member institutions may be provided additional per diem due to transportation circumstances that would otherwise prevent teams from arriving at

## Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking

the site of competition in time to meet administrative requirements of the championship (e.g., practice, pre-tournament meetings or press conferences).

- f. If approved in advance by the NCAA travel staff, institutions may be provided additional per diem to travel from one preliminary-round site to the next site, rather than returning to campus between rounds.
- g. For a participating institution to receive full per diem and transportation expenses for the Division I Men's Basketball Championship, its traveling party must include 29 band members, one band director, 12 spirit squad members, one spirit squad coach, and one mascot. The institution will receive per diem and transportation expenses for the actual number of band members, band director, spirit squad members, spirit squad coach and mascot who attend. Institutions will not receive per diem for "rented bands."

More information is available in the NCAA travel policies, which are located at the following link: [Division I Travel Policy](#)

- 5. **Expense Reimbursement:** Team expense reports should be filed online through the Travel Expense System (TES). Access to the system is managed through the SSO administrator on your campus. The system can be accessed through the following link: [Expense Reimbursement](#)

All institutions must complete the online reimbursement process in order to receive the appropriate reimbursement. Reimbursement requests must be submitted to the NCAA national office within 45 days of the final day of competition. Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament including ground transportation, lodging, meals and all other miscellaneous expenses.

- 6. **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. The travel group can be reached at 317-917-6757, or by email at [travel@ncaa.org](mailto:travel@ncaa.org).
- 7. **Police Escorts.** Teams will be provided a police escort at NCAA expense from their hotel to the arena (and back) for their games and to the arena for their practice sessions. There may be additional times in which a team desires a police escort, and teams may make arrangements by contacting Sgt. David Kries, [dkries@pd.sandiego.gov](mailto:dkries@pd.sandiego.gov), 858-495-7881. Any expenses for the additional services are the responsibility of the institution.

**Student Assistance Fund.** Subject to conference approval, the student assistance fund may be used to provide actual and necessary expenses to student-athletes who are eligible for competition to travel with the team. Using the student assistance fund to provide actual and necessary expenses to the parents of student-athletes who are eligible for competition is allowed subject to conference office approval. Institutions should contact their conference office to use the student assistance fund for this purpose.

### **Courtesy Vehicles and Parking.**

**Courtesy Vehicles.** One courtesy vehicle will be available to each institution during its stay in each preliminary-round host city. A team representative should contact the host institution's transportation liaison to make arrangements to pick up the vehicle and complete the necessary documentation at the airport or team hotel (the form can be found on the [March Madness Teamworks App](#)). Each institution should also coordinate the return of the vehicle at the team hotel with the transportation liaison, and it is not required

## Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking

for the team to fill the gas tank when the vehicle is returned. The vehicles were secured with the pre-pay fuel option. If an institution has a need for additional vehicles, it can contact Joe Kalman, who is the local Enterprise representative at 310-678-6356 and [joseph.s.kalman@ehi.com](mailto:joseph.s.kalman@ehi.com).

**Parking Passes.** Upon each participating institutions' arrival, the team host will provide the primary administrator with six venue parking passes for private vehicles. The passes provided are session-specific and will be valid for open practice day and first round game day. Parking passes for the off day and second-round game day will be disseminated following the team's first round victory. The institution's hotel is to provide courtesy parking for three buses and two passenger vehicles.

The NCAA provided courtesy car will be able to park in Lot 13 located at the back entrance to Viejas Arena. Other cars and vans may be parked in Levels 1 or 2 of Parking Structure 12. Buses will be directed to park in Lot 15.

### **Directions: Airport to Team Hotels**

#### **Manchester Grand Hyatt from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Manchester+Grand+Hyatt+Hotel,+Market+Place,+San+Diego,+CA/@32.721773,-117.1933509,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d953543313e741:0x463fd6c72fd1b74!2m2!1d-117.1678339!2d32.709746>

#### **Marriott Marquis & Marina from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Marriott+Marquis+San+Diego+Marina,+West+Harbor+Drive,+San+Diego,+CA/@32.7211344,-117.1933509,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688>

#### **Westin Gaslamp San Diego from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/The+Westin+San+Diego+Gaslamp+Quarter,+Broadway+Circle,+San+Diego,+CA/@32.7240967,-117.1920603,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d954a819509a71:0xff5335f61fb7c8b9!2m2!1d-117.1632054!2d32.7143935>

#### **Embassy Suites San Diego Bay from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Embassy+Suites+San+Diego+Bay+-+Downtown,+Pacific+Highway,+San+Diego,+CA/@32.7226095,-117.1962441,15z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d9535582ed8fab:0xf27f5856eded0090!2m2!1d-117.17057!2d32.712038>

#### **Marriott Mission Valley from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/San+Diego+Marriott+Mission+Valley,+Rio+San+Diego+Drive,+San+Diego,+CA/@32.745603,->

**Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking**

[117.2225173,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d95511b5cb3763:0x8d1b1fd759d15dbf!2m2!1d-117.1400123!2d32.7754378](https://www.google.com/maps/dir/117.2225173,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d95511b5cb3763:0x8d1b1fd759d15dbf!2m2!1d-117.1400123!2d32.7754378)

**Sheraton Mission Valley from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Sheraton+Mission+Valley+San+Diego+Hotel,+Camino+del+Rio+South,+San+Diego,+CA/@32.7433956,->

[117.1944621,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d9552208b04bb3:0x5e1a4e87af6e69f6!2m2!1d-117.1506527!2d32.7649263](https://www.google.com/maps/dir/117.1944621,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d9552208b04bb3:0x5e1a4e87af6e69f6!2m2!1d-117.1506527!2d32.7649263)

**Courtyard San Diego Mission Valley from San Diego International Airport:**

[https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circle,+Hotel+Circle+Sout](https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Courtyard+by+Marriott+San+Diego+Mission+Valley%2FHotel+Circle,+Hotel+Circle+South,+Mission+Valley,+San+Diego,+CA/@32.7408243,-)

[117.2130642,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d9552c06a2002b:0xfde5e938bfe95461!2m2!1d-117.1682725!2d32.7596637](https://www.google.com/maps/dir/117.2130642,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80d9552c06a2002b:0xfde5e938bfe95461!2m2!1d-117.1682725!2d32.7596637)

**Crowne Plaza San Diego from San Diego International Airport:**

<https://www.google.com/maps/dir/San+Diego+International+Airport,+3225+N+Harbor+Dr,+San+Diego,+CA+92101/Crowne+Plaza+San+Diego+-+Mission+Valley,+Hotel+Circle+North,+San+Diego,+CA/@32.7408243,->

[117.2130642,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80deaad06c20cb49:0x51489168ab743c1a!2m2!1d-117.183929!2d32.760649](https://www.google.com/maps/dir/117.2130642,14z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x80deab3944f1e6ef:0xdc2e46f957550b6b!2m2!1d-117.1933038!2d32.7338006!1m5!1m1!1s0x80deaad06c20cb49:0x51489168ab743c1a!2m2!1d-117.183929!2d32.760649)

**Directions: Team Hotels to Competition Venue (for buses)**

**Manchester Grand Hyatt to Viejas Arena:**

<https://www.google.com/maps/dir/Manchester+Grand+Hyatt,+Market+Place,+San+Diego,+CA/Viejas+Arena,+Canyon+Crest+Drive,+San+Diego,+CA/@32.7268852,->

[117.1364973,14.25z/am=t/data=!4m19!4m18!1m10!1m1!1s0x80d953542db45f7f:0x1638a8b482483c9f!2m2!1d-117.1682171!2d32.7102933!3m4!1m2!1d-](https://www.google.com/maps/dir/117.1364973,14.25z/am=t/data=!4m19!4m18!1m10!1m1!1s0x80d953542db45f7f:0x1638a8b482483c9f!2m2!1d-117.1682171!2d32.7102933!3m4!1m2!1d-)

[117.075635!2d32.7756544!3s0x80d956808f85e161:0x2b16008ec7083476!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3e0](https://www.google.com/maps/dir/117.075635!2d32.7756544!3s0x80d956808f85e161:0x2b16008ec7083476!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3e0)

**Marriott Marquis & Marina to Viejas Arena:**

<https://www.google.com/maps/dir/Marriott+Marquis,+West+Harbor+Drive,+San+Diego,+CA/Viejas+Arena,+Canyon+Crest+Drive,+San+Diego,+CA/@32.7626628,->

[117.0928527,14z/am=t/data=!4m19!4m18!1m10!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688!3m4!1m2!1d-](https://www.google.com/maps/dir/117.0928527,14z/am=t/data=!4m19!4m18!1m10!1m1!1s0x80d953512d023233:0x68796363723141a6!2m2!1d-117.1652285!2d32.7084688!3m4!1m2!1d-)

[117.0751915!2d32.775367!3s0x80d95680eaa41ee3:0x3c3ef27a72a9e124!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3e0](https://www.google.com/maps/dir/117.0751915!2d32.775367!3s0x80d95680eaa41ee3:0x3c3ef27a72a9e124!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3e0)

**Westin Gaslamp San Diego to Viejas Arena:**

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[117.0794146,16z/data=!4m19!4m18!1m10!1m1!1s0x80d954a819509a71:0xff5335f61fb7c8b9!2m2!1d-117.1632054!2d32.7143935!3m4!1m2!1d-117.0753489!2d32.775523!3s0x80d95680916885e3:0xf2da4c31941d91d2!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d!12m2!1d-117.0746039!2d32.7738062!3e0](#)

### Embassy Suites San Diego Bay to Viejas Arena:

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## Marriott Mission Valley to Viejas Arena:

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### Sheraton Mission Valley to Viejas Arena:

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## Courtyard San Diego Mission Valley to Viejas Arena:

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### Crowne Plaza San Diego to Viejas Arena:

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**Section 10.....Per Diem, Travel Information. Courtesy Vehicles and Parking**

[117.075635!2d32.7756544!3s0x80d956808f85e161:0x2b16008ec7083476!1m5!1m1!1s0x80d956811ec12201:0x4e8b8901636384d1!2m2!1d-117.0746039!2d32.7738062!3e0](#)

TRANSPORT LIAISON	
Philip Piech	
Email	<a href="mailto:ppiech@mail.sdsu.edu">ppiech@mail.sdsu.edu</a>
Office	619-594-1938
Cell	505-507-4900

## **SECTION 11**

### **Practice Opportunities**

**Open Practice Day (mandatory for teams).** Practices held on the day before first round games at the competition venue are mandatory, and open to the general public and media. Should a team wish to have music playing during its practice, it can coordinate with the host staff to select pre-approved house music. Teams are not allowed to play their own pre-recorded music. See the Schedule of Events at the beginning of the manual for a complete list of practices.

The basketball committee requests that:

1. Each team report to the court at the start of its assigned practice time during this mandatory open practice session;
2. Each team use at least 30 minutes of its allotted time; and
3. Student-athletes must wear their correct jersey numbers during this open practice. It is mandatory that players' jersey numbers be on the players' practice jerseys during all open practices.

**Closed Practices (optional for teams).** Except for the open practice session described above, all other practices at the competition venue are closed. The following exceptions apply to closed practices:

- Any closed practice session held on game days at the competition venue that occurs within two hours of tipoff will be open to credentialed individuals, however, no photography or interviews will be permitted.
- Representatives of Turner/CBS, Hammond Communications, the NCAA Radio Network and technicians from photo agencies who are installing or maintaining equipment will have access to the floor at all times. None of these technicians from any agency may sit and watch practice. All individuals must be actively working or else will be asked to move to back-of-house areas.

Turner/CBS announce talent may attend and watch closed practices but must receive permission from the head coach in advance.

Personnel from a participating institution's rights-holding radio network may attend and watch closed practice for their team's practice only. These individuals must be included on the 40-member pass gate list of individuals who are allowed to attend a team's practice.

Some teams may have more than 15 players. Please note those players are allowed to participate in a team's closed practice session(s) and in the team's public practice on open practice day. However, teams may have only 15 players in uniform on the bench during games.

**Alternate Practice Availability (optional for teams).** Alternate practice sites are available on a first-come, first-serve basis. The participating institutions must provide their own equipment (basketballs, towels, beverages, water coolers, etc.) for these practice sessions. In addition, the teams will have the option of closing this practice to the public and media if they choose.

Section 11 .....Per Diem, Travel Information, Courtesy Vehicles and Parking

<p><b>Peterson Gym</b>  San Diego State University  5500 Campanile Drive  San Diego, California 92182  Contact: Louis Schenk  Cell: 702-278-3034  Email: <a href="mailto:lschenk@mail.sdsu.edu">lschenk@mail.sdsu.edu</a></p>	<p><b>San Diego Miramar College</b>  10440 Black Mountain Road  San Diego, California 92126  Contact: Nick Gehler  Office: 619-388-7715  Cell: 760-960-1397  Email: <a href="mailto:ngehler@sdccd.edu">ngehler@sdccd.edu</a></p>
<p><b>Grossmont College</b>  8800 Grossmont College Drive  El Cajon, California 92020  Contact: Thomas.armstrong@gccd..edu  Office: 619-644-7440  Email: <a href="mailto:Thomas.armstrong@gccd.edu">Thomas.armstrong@gccd.edu</a></p>	<p><b>Point Loma Nazarene University</b>  3900 Lomaland Dr.  San Diego, CA 92106  Contact: Steven Riddle  Office: 619-849-2268  Cell: 619-249-9139  Email: <a href="mailto:sriddle@pointloma.edu">sriddle@pointloma.edu</a></p>
<p><b>St. Augustine High School</b>  3266 Nutmeg Street  San Diego, CA 92104  Contact: Michael A. Haupt  Office: 619-282-2184 ex. 5521  Cell: 619-922-3242  Email: <a href="mailto:MHaupt@sahs.org">MHaupt@sahs.org</a></p>	<p><b>University of San Diego (pending availability)</b>  5998 Alcala Park  San Diego, California 92110  Contact: Josh Lawrence  Office: 619-260-7531  Email: <a href="mailto:jlawrence@sandiego.edu">jlawrence@sandiego.edu</a></p>
<p><b>University of California, San Diego (pending availability)</b>  9500 Gilman Drive  La Jolla, California 92093-0531  Contact: Tara Snowdeal  Office: 858-354-3012  Email: <a href="mailto:tsnowdeal@ucsd.edu">tsnowdeal@ucsd.edu</a></p>	

PRACTICE COORDINATOR	
Louis Schenk	
Email	<a href="mailto:lschenk@mail.sdsu.edu">lschenk@mail.sdsu.edu</a>
Office	619-594-7201
Cell	702-278-3034



## **SECTION 12**

### **Security**

#### **General Public**

The following is a listing of items prohibited from being brought into the competition venue:

- Bottles, cans, beverage containers or coolers (except for guests with medical and/or dietary needs);
- Alcoholic beverages;
- Food or beverage items other than those dispensed by the approved concessionaire;
- Video recorders on game days;
- Still cameras with lenses longer than 4 inches on game days;
- Large bags, backpacks or large purses;
- Weapons and explosives of any kind;
- Missile-like objects;
- Laser pointers;
- Artificial noisemakers;
- Objects that obstruct the view of other guests (Signs, Flags, Banners - larger than 20"X20", or on a stick); and
- Promotional Items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification.

All patrons will be requested to return prohibited items to their vehicles, hotel rooms or homes. Any discarded items will be destroyed and not returned.

All guests and items (purses, small handbags, etc.) are subject to physical inspection by security personnel. Any item deemed dangerous or inappropriate by venue management will not be allowed in the competition venue. At the discretion of venue management, a separate entrance may be established for individuals who are not carrying bags.

Any participating team security personnel carrying firearms must contact the arena in advance of arrival to be briefed on the arena's policies regarding firearms. They should enter with the team and stay with the team.

## SECTION 13

### Ticket Information

**Ticket Requirement.** Each institution participating in the first round must purchase 350 tickets for the session in which it participates. This allotment does not include the 31 seats reserved for the institution's band (29 band members, 1 band director and 1 spirit squad coach), who will be admitted to the session in which their institution participates via a pass gate list. If it advances, the institution must purchase 350 lower-level tickets for its second-round session. Please note that institutions are prohibited from selling these "required tickets" on venue property unless it is at the institutional ticket window and have received prior approval from the NCAA.

If a team cannot sell all its required purchase tickets, it is permitted to sell them directly to another team participating in the same session.

**Pool Tickets.** Each institution may purchase an additional 100 tickets (in addition to the 350 tickets noted above) for the session(s) in which it participates. Institutions may return any of the 100 tickets no later than 9 a.m. Pacific time, **Wednesday, March 14**. Second-round participants must notify the tournament manager and ticket manager no later than the transition meeting, if they wish to use the additional 100 tickets for the second round.

**Payment Deadline.** Full payment for all tickets must be received by the NCAA **no later than Thursday, May 17, 2018**. A fine of \$500 may be assessed by the NCAA for each day an institution fails to pay for its tickets subsequent to the deadline, with a maximum fine of \$15,000. The basketball committee reserves the right to review the circumstances and impose additional fines as necessary. It is strongly encouraged to make payment electronically or be able to track payment by mail to avoid late payment.

**Player-Guest Tickets.** Participating institutions may provide player-guest tickets but are not entitled to complimentary tickets. Participating institutions that choose to offer player-guest tickets must first purchase tickets, which then are treated as complimentary tickets for their player-guests. The host institution/conference will provide a player-guest entrance, **and two representatives from each of the participating institutions must staff and distribute their player-guest tickets at this gate.** These representatives must staff this entrance beginning 30 minutes before public doors open for the session in which they participate (even if they are in the second game of the session). Failure to do so could result in a reduction of the participating institution's per diem reimbursement.

**Will-Call.** The host facility's ticket office will accept will-call envelopes from the participating institutions. Tickets must be delivered to the ticket office at least 30 minutes prior to the opening of general public doors, regardless of whether its team plays in the first or second game of the session. **Envelopes MUST be written/typed with the recipient's Last Name first, First Name last (KRAMER, Jared).**

Should there be any will-call issues, the host facility's ticket office will attempt to resolve them by communicating with the ticket office representative at the player-guest entrance, who will seek assistance from the representatives of the participating institutions. If a participating institution is not distributing player-guest tickets and opts to drop off will-call tickets to the host facility ticket office, a representative of the institution should be on hand to assist with any will-call issues, or at the very least, provide a cell phone number to assist with any questions from the host facility ticket office regarding distribution. Tournament managers are requested to submit to **Jared Kramer** ([jkramer@ncaa.org](mailto:jkramer@ncaa.org)) any issues related to a participating team's will-call staff immediately following the completion of competition.

**Ticket Prices.**

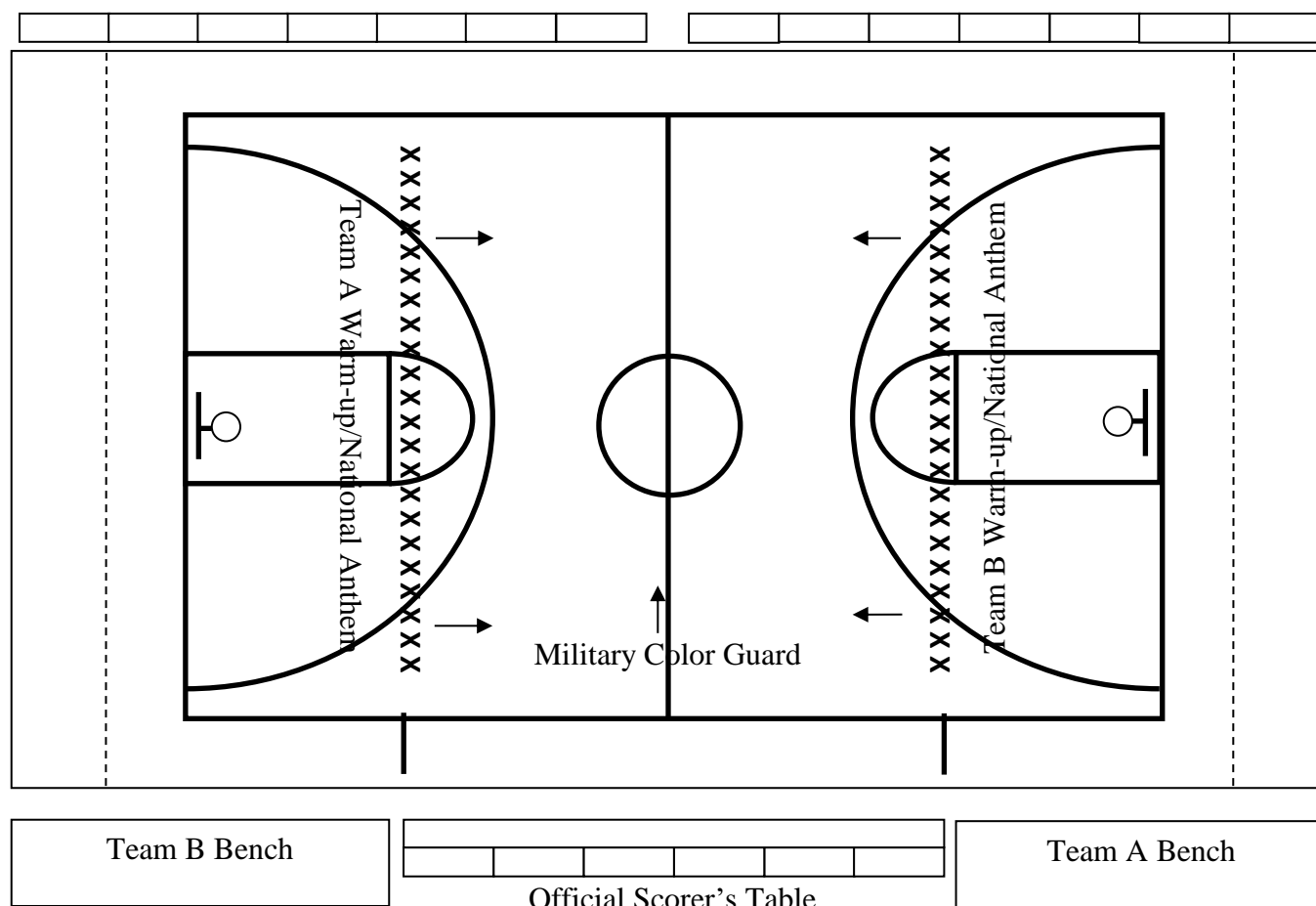
Single-Session Ticket Price:

Required ticket price:   **\$100**

Pool ticket price:       **\$66**

TICKET LIAISON	
Gina Balistreri	
Email	<a href="mailto:gbalistr@mail.sdsu.edu">gbalistr@mail.sdsu.edu</a>
Office	619-283-7378x3211
Cell	619-518-8297

National Anthem Protocol.



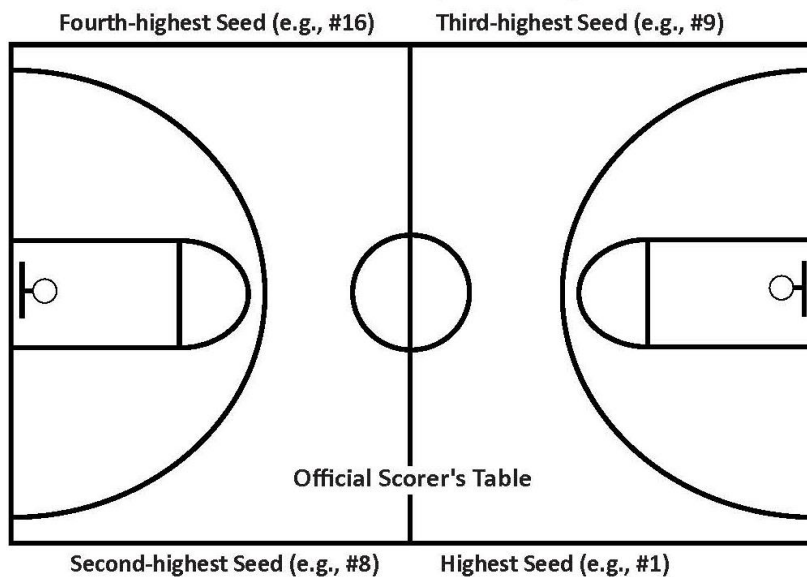
Teams remain on their warm-up side of the court (opposite side as their bench) and face center court.

When the national anthem is complete, and the color guard exits the floor, student-athletes and coaches make their way to center court and shake hands before returning to warm-ups or to the locker room.

Should there be any changes to the national anthem protocol, those will be noted at the pre-tournament meeting.

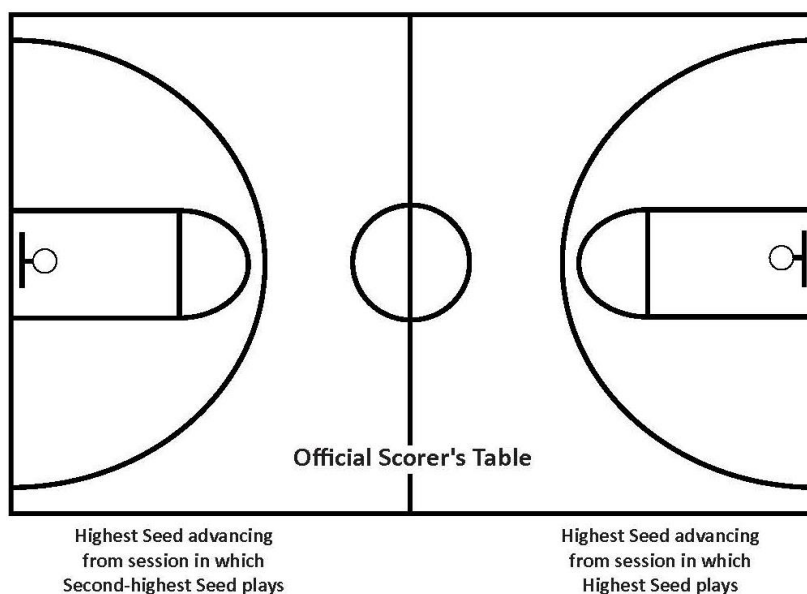
**Fan Seating.****First Round**

(Note: If both pod groupings at one site are the same, the grouping that includes the team that was highest on the overall seed list shall be placed in Pod 1.)

**Second Round**

Lower Seed advancing  
from session in which  
Highest Seed plays

Lower Seed advancing  
from session in which  
Second-highest Seed plays



**Band/Spirit Squad Performance Guidelines.**

**Full Media Timeouts.** A total of five full media timeouts may occur each half. The first timeout called by either team becomes a full media timeout and the remaining four media timeouts take place at the first dead ball situation under the 16, 12, 8 and 4-minute marks. In the first half, bands should rotate playing starting with the lower-seeded team. In the second half, bands should rotate playing starting with the higher-seeded team. If the 5th media timeout does not occur in either half, it is lost. Cheerleading squads and mascots may perform on the court but must exit at the first horn.

1st Half		✓	2nd Half		✓
First Full Media	Lower-seed		First Full Media	Higher-seed	
Second Full Media	Higher-seed		Second Full Media	Lower-seed	
Third Full Media	Lower-seed		Third Full Media	Higher-seed	
Fourth Full Media	Higher-seed		Fourth Full Media	Lower-seed	
Fifth Full Media	Lower-seed		Fifth Full Media	Higher-seed	

**30- or 60-second Timeouts** (excludes first called media timeout of each half). Each team has a total of four 30-second timeouts, three of which can be carried over to the second half or overtime. Each team has one 60-second timeout it can use at any time during the game. In the first half, bands should rotate playing starting with the higher-seeded team. In the second half, bands should continue the rotation as it left off in the first half. Spirit squads and mascots may not take the floor during these timeouts.

1st Half		✓	2nd Half		✓
First 30/60-sec. timeout	Higher-seed		First 30/60-sec. timeout	Higher-seed	
Second 30/60-sec. timeout	Lower-seed		Second 30/60-sec. timeout	Lower-seed	
Third 30/60-sec. timeout	Higher-seed		Third 30/60-sec. timeout	Higher-seed	
Fourth 30/60-sec. timeout	Lower-seed		Fourth 30/60-sec. timeout	Lower-seed	
Fifth 30/60-sec. timeout	Higher-seed		Fifth 30/60-sec. timeout	Higher-seed	
Sixth 30/60-sec. timeout	Lower-seed		Sixth 30/60-sec. timeout	Lower-seed	
Seventh 30/60-sec. timeout	Higher-seed		Seventh 30/60-sec. timeout	Higher-seed	
Eighth 30/60-sec. timeout	Lower-seed		Eighth 30/60-sec. timeout	Lower-seed	
Ninth 30/60-sec. timeout	Higher-seed		Ninth 30/60-sec. timeout	Higher-seed	
Tenth 30/60-sec. timeout	Lower-seed		Tenth 30/60-sec. timeout	Lower-seed	

**Overtime.** If the game goes into overtime, all timeouts are 60 seconds and the timeout rotation will continue where it left off during regulation. Spirit squads and mascots may not take the floor during these timeouts but may cheer on the apron while their band performs.

Overtime		
First Timeout	Continue rotation of 30/60-second timeouts from second half. All timeouts in overtime are 60 seconds.	
Second Timeout		
Third Timeout		
Fourth Timeout		
Fifth Timeout		
Sixth Timeout		

**Halftime.** Participating institutions may perform for a maximum of four minutes each starting with whichever squad is prepared to perform first. Squads can perform to their band or provide music in a CD or DVD format which must be given to the Band/Spirit Squad Liaison prior to the start of the game.

NCAA Approved Courtside Items.

## WHAT IS ALLOWED AND NOT ALLOWED ON TEAM BENCHES AND IN TEAM LOCKER ROOMS

### ALLOWED

Any Coke/Powerade product (any flavor), or NCAA-provided items, are **ALLOWED**. Energy chews, not in the manufacturer's packaging are **ALLOWED**.



It is **IMPERMISSIBLE** to tape/cover up or otherwise deface any of the Coke/Powerade/NCAA marks.

### NOT ALLOWED

Any non-Coke/Powerade items are **NOT ALLOWED**, even if the labels are removed and covered.



Energy chews in the manufacturer's packaging are **NOT ALLOWED**.

NCAA is a trademark of the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

**Uniform Policy.****Rule 1, Section 22. Uniforms (Game Jersey and Shorts).**

**Art. 1.** A uniform shall consist of the game shorts and game jersey. Game shorts are the bottom portion of the uniform. Game jerseys are the top part of the uniform.

**Art. 2.** Warm-ups are any pieces of clothing worn by team members that must be removed before they become players. Warm-ups are not considered part of the uniform.

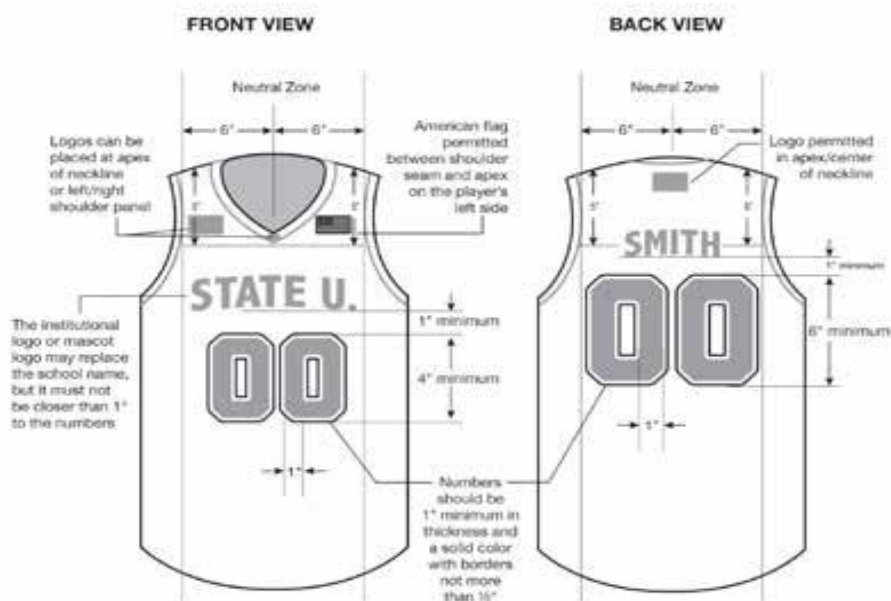
**Art. 3.** The color, style and design of all teammates' game jerseys and game shorts shall be alike.

**Art. 4.** Opposing team uniforms shall be of contrasting colors. The home team shall wear light game jerseys and game shorts and the away team shall wear dark game jerseys and game shorts. This rule may be altered by mutual consent of the competing institutions. Team uniform and game jersey colors shall be defined by the color of the neutral zone. A perceptible majority of the color of the game shorts shall be the color of the neutral zone.

**Art. 5.** The neutral zone(s) of the game jersey shall be of the same single color. A tonal design effect is permitted within the neutral zone(s) provided the tonal shift is not more than 15 percent of any one shade of color.

**Art. 6.** The neutral zone of the game jersey shall meet the following requirements:

- a. The front neutral zone shall be measured from the shoulder panel and extend to the bottom of the game jersey. It shall be a minimum 12 inches wide measured 6 inches in each direction from the center of the neckline.
- b. The back neutral zone shall be measured from the shoulder panel and extend to the bottom of the game jersey. It shall be a minimum 12 inches wide measured 6 inches in each direction from the center of the neckline.
- c. For the purposes of defining the neutral zone, the shoulder panel shall be measured from the top of the shoulder/shoulder seam and extend a maximum of 5 inches toward the bottom of the game jersey on both the front and back.





**Art. 7.** Only the following are permitted in the front and back neutral zones:

- a. A player or institutional name/mascot/logo.
  1. No more than two identifying names or abbreviations may be placed on the front or back of the game jersey. The name(s) shall:
    - (a) Identify the school, the school nickname or mascot, or the player's name.
    - (b) Be placed horizontally.
    - (c) Be placed no closer than 1 inch from the uniform number.
  2. No commercial advertising is permitted anywhere on the uniform.
- b. A player number with Arabic numerals.
  1. Each team member's game jersey shall be numbered on the front and back. The number shall be located in the neutral zone(s).
  2. The following numbers are legal: 0, 1, 2, 3, 4, 5, 00, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23, 24, 25, 30, 31, 32, 33, 34, 35, 40, 41, 42, 43, 44, 45, 50, 51, 52, 53, 54, and 55. Team rosters can include 0 or 00, but not both.
  3. The numbers on the front and back of the game jersey shall be centered horizontally in the neutral zone and be of the same color and style.
  4. The number shall be at least 6 inches high on the back and at least 4 inches high on the front and not less than 1 inch wide.
  5. Duplicate numbers are not permitted to be worn by members of the same team.
  6. The number shall be one single solid color that contrasts the neutral zone and may be bordered by no more than a ½-inch border of any color(s).
- c. An institutional or conference logo and/or commemorative/memorial patch meeting the restrictions of Rule 1-25.2 located in one of two places on the front of the jersey (1) the apex of the neckline; (2) shoulder panel on either the right or left side, and in only one place on the back of the jersey, the apex/center of the neckline as close to the neckline as is possible. The same logo cannot appear on both the front and the back. An institutional and a conference logo may both appear on the front of the game jersey.
- d. An American flag located between the apex of the front neckline and the shoulder seam on the left side of the game jersey and meeting the size restrictions of Rule 1-25.2.
- e. A colored neckline not to exceed 1 inch in width.
- f. Other names intended to celebrate or memorialize persons, events, or other worthy causes are permitted only in the back neutral zone.

**Art. 8.** There shall be no other letters, numbers, or decorative elements between a number and a name unless it is part of the institution's official logo.

**Art. 9.** There shall be no color or design restrictions outside the neutral zones.

**Art. 10.** Game jerseys shall be tucked in the game shorts.

***Note:** The first time an official must tell a player to tuck in the game jersey, the official shall issue a warning to the head coach. The next time any player on the same team has the game jersey untucked, that player shall leave the game until the next opportunity to substitute. The official shall enforce this rule at the next dead ball after observing the violation.*

**Art. 11.** Institutional names, nicknames, mascots or logos are permitted on the game shorts provided that a perceptible majority of the game shorts is the color of the neutral zone. One conference logo meeting the restrictions of Rule 1-25.2 is permitted on the game shorts.

**Rule 1, Section 23. Undergarments.**

**Art. 1.** An undershirt is considered to be part of the game jersey and must be a color similar to that of the game jersey as defined by the neutral zone. In addition, the sleeves and neckline of undershirts shall be unaltered (e.g., no cut-off sleeves or cut necklines). Both sleeves shall be of the same length and not extend beyond the elbows. No logos, decorations, trim, commemorative patches, lettering or numbering may be used on an undershirt. The same color must be worn by teammates.

**Art. 2.** Undergarments may extend below the game shorts and shall be of the same color as that of the game shorts, black, white or beige. One institutional logo or mascot meeting the restrictions of Rule 1-25.2 may appear on undergarments that extend below the game shorts. The same color must be worn by teammates.

**Rule 1, Section 24. Headbands and wristbands.**

**Art. 1.** Any item that goes entirely around the head, such as headbands or hair control devices shall:

- a. Be a single non-abrasive and unadorned item made of cloth, elastic, fiber, soft leather, pliable plastic or rubber;
- b. Be single solid-colored, similar to the dominant color of the game jersey, white, black or beige;
- c. Be not wider than 2 inches;
- d. Bear one manufacturer's logo or one institutional logo/mascot that shall meet the restrictions of Rule 1-25.2. The logo shall appear only once; and
- e. Exclude hard items including, but not limited to, barrettes, beads and bobby pins.

**Art. 2.** Wristbands shall meet the same restrictions as headbands as stated in 1-24.1.

**Art. 3.** Wristbands and headbands shall be uniform to each other for the entire team.

**Art. 4.** The use of an arm sleeve, knee sleeve and lower leg sleeve is permissible. These sleeves must be of a solid color. The arm sleeve may be black, white beige or any color contained in the jersey, and the same color must be worn by teammates. The sleeves on the leg (knee or lower leg) may be black, white beige or the color of the game shorts, and the same color must be worn by teammates. One institutional logo or mascot meeting the restrictions of Rule 1-25.2 may appear on an arm sleeve, knee sleeve or leg sleeve.

**Rule 1, Section 25. Logos, labels, trademarks, patches.**

**Art. 1.** A single manufacturer's or distributor's normal logo, label or trademark meeting the size restrictions of 1-25.2 is permitted once on the game jersey, once on the game shorts and once on all other items of apparel excluding the undershirt.

**Art. 2.** The following shall be contained within a four-sided geometrical space (i.e. rectangle) that does not exceed 2¼ square inches:

- a. A manufacturer's or distributor's logo, label or trademark
- b. An institutional or conference logo/mascot.
- c. A commemorative or memorial patch.
- d. A flag.

**Art. 3.** When an institution's uniform or any item of apparel worn by a student-athlete contains an identification label or washing instructions, they shall be located no more than 2 inches from the bottom of the game jersey's torso and the entire label shall be contained within a four-sided geometrical space not to exceed 2¼ square inches. The following may be included in the identification label:

- a. The manufacturer's normal logo, label or trademark.
- b. Space for a team member's name and number.
- c. The institution's name or logo and/or the conference's name or logo.

**Placement of the NCAA logo patch.****Primary placement:**

The primary placement for the NCAA logo is on the player's upper left chest.

**Secondary placement:**

If the institution's logo does not allow for primary placement, please place logo on the player's right chest.

**Placement of the NCAA logo patch with the American flag:****Primary placement with the American flag on the front of the jersey:**

The primary placement for the NCAA logo is on the player's upper left chest, opposite of the American flag. Every attempt should be made to place the NCAA logo on the side opposite the American flag. If this is not possible and the patch must be located on the same side as the flag, the NCAA logo should NOT be placed above the American flag as the protocol for the flag indicates that there should be nothing above it.

**Other recommendations:**

It is recommended that you remove the patch prior to washing and drying your uniforms. The patches are pressure-sensitive, and heat will activate the pressure-sensitive backing possibly causing a residue to form on your uniforms. Patches can be reapplied after you wash and dry your uniforms. The NCAA disclaims, and shall otherwise not be responsible or liable for, any damages or injuries of any kind caused by or arising out of the patches or the use thereof.



### **SPORTS WAGERING CONTACT**

Mark Strothkamp  
Associate Director of Enforcement  
[mstrothkamp@ncaa.org](mailto:mstrothkamp@ncaa.org)

For more information, please contact the NCAA sports wagering staff at 317-917-6222 or visit <http://www.ncaa.org/enforcement/sports-wagering>.

The NCAA opposes all forms of legal and illegal sports wagering as it has the potential to undermine the integrity of sports contests and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike with a message that is contrary to the purpose and meaning of sport. It has no place in NCAA competition.

### **WHAT IS SPORTS WAGERING?**

The NCAA defines sports wagering as any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

Sports wagering includes placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include but are not limited to: the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition.

### **IF I BREAK THE SPORTS WAGERING BYLAW WHAT WILL HAPPEN TO ME?**

The following sanctions for violations of the sports wagering bylaw apply:

**PERMANENTLY INELIGIBLE** if you engage in activities designed to influence a portion or final outcome of a sports contest (e.g., point-shaving, spot fixing) or participate in any sports bet of any kind on ANY team at your school.

**INELIGIBLE** for a minimum of one year if you participate in a sports bet of any kind via or through the internet, a bookie or a parlay card.

**INELIGIBLE** (length to be determined) if you participate in a sports bet of any kind (other than those identified above) by putting something at risk (e.g., money, entry fee or tangible item) for the opportunity to win something. This would include participation in fantasy leagues, Super Bowl pools, March Madness brackets, etc.

### **Obligations of the Head Coach.**

Each head coach of an institution participating in the Division I Men's Basketball Championship must fulfill the following obligations established by the NCAA Division I Men's Basketball Committee. This document must be signed and returned to the committee member at your first site of competition.

#### **1. Sportsmanship.**

The men's basketball championship is the highest profile event conducted by the NCAA. The Men's College Basketball Oversight Committee has engaged and welcomed feedback from multiple stakeholders regarding sportsmanship. There has been additional discussion on general sideline decorum between coaches, student-athletes and institutional personnel, typically regarding unacceptable language or other action in the team area.

When these activities are witnessed by fans or those watching a broadcast, such actions also damage the game – a concern to all that support the principles of sportsmanship. All stakeholders must agree that behavior exhibited by coaches, student-athletes and institutional personnel at the championship should portray the highest ideals of higher education and intercollegiate athletics.

The men's basketball committee will monitor decorum throughout the championship. With your leadership, this year's championship can demonstrate your personal as well as our collective commitment to assuring that this event will continue to be the best possible experience for student-athletes and fans alike.

We fully anticipate and appreciate your cooperation in helping us to further enhance this outstanding championship.

#### **2. Division I Men's Basketball Championship.**

##### **a. General.**

1. Wear visibly, at all times the credential pin or wristband provided at the team entrance to practices and games.
2. Either personally attend or require a full-time assistant coach or director of basketball operations to attend the pre-tournament meeting on the day before the first game at all rounds.
3. Be present and in formation for the national anthem for any game in which your team participates.
4. Participate in scheduled news conferences the day before the First Four, first round, second round, regional semifinals, regional final, national semifinals and national championship game. A member of the sports information staff should escort the coach to each news conference.
5. Ensure that the student-athletes who represent their team participate in scheduled news conferences. A member of the sports information staff should escort the student-athletes to each news conference. Turner/CBS shall contact a participating team's sports information director before arrival at a site should the network desire to interview the student-athlete(s) on practice day.
6. Participate in scheduled postgame news conferences and ensure that the locker room is open to the media after the designated cooling-off period. The coach and a minimum of two starters from the team advancing will participate in a news conference in the designated interview room immediately after their five-minute cooling-off period ends. The coach and a minimum of two starters from the team not advancing to the next round will have a 15-minute cooling-off period before being escorted to participate in a news conference in the designated interview room immediately after the conclusion of the advancing team's press conference. Note that for the regional championship and national championship games the losing team will conduct its

press conference first. For all other tournament games, the winning team's press conference is first.

7. The head coach and a minimum of two starters from teams advancing to the regional semifinals are encouraged to participate in a news conference for beat writers and the team's local media. This should be scheduled for a minimum of 30 minutes by the participating institution on the Monday or Tuesday preceding the Sweet 16.
8. Refrain from any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics, which constitutes misconduct.
9. Advise the coaching staff and all student-athletes that all comments in a public space can be heard and used by members of the media, whether they are directed to the media or not. Therefore, they should use caution when speaking in public areas.

### **b. Turner/CBS Sports.**

1. If requested, grant an interview to Turner/CBS upon the team's arrival on game days. The coach may permit Turner/CBS to interview student-athletes at this time.
2. Provide maximum flexibility to Turner/CBS regarding access from Selection Sunday through the conclusion of competition.
3. If requested, the coach shall participate in a halftime interview with Turner/CBS. The following procedures will be used: Turner/CBS will interview the coach of the leading team going off the floor at the start of the halftime period. The network will interview the other coach when the teams return to the floor at the end of the halftime break. If the game is tied, the coach of the higher-seeded team will be interviewed first.
4. If requested in advance, grant an interview with the Turner/CBS sideline reporter prior to the start of all tournament games.
5. Participate in interviews with Turner/CBS at the arena the day before the regional semifinals and regional final, the Thursday and Friday prior to the national semifinals, and the day before the national championship. Selected student-athletes should also be made available on these days, at scheduled times.
6. If requested, grant interviews to Turner/CBS after all contests. The winning coach shall conduct this interview immediately following the conclusion of each game. These will take place on the court but must not interfere with teams warming up for the next game. The losing coach's interview will take place in a designated area inside or near the team locker room and shall take place after the cooling-off period and prior to the coach being escorted to the postgame press conference.
7. If requested, grant interviews with Turner/CBS during halftime of the other game in the session in which the team is participating, or between games if the postgame news conference obligations have been fulfilled. A coach is not required to participate in a Game No. 1 halftime or postgame interview if the team that he represents is participating in Game No. 2 of the session.
8. Make special coverage opportunities available to Turner/CBS, if any special media arrangements are made with a single television station or a network or cable entity.
9. For teams that win regional championship games on Saturday, the head coach, if requested, shall be available for interviews during halftime of the regional championship games that take place on Sunday.

### **c. Westwood One.**

1. If requested, grant interviews with Westwood One during halftime of the other game in the session in which the team is not participating or between games if the postgame news conference obligations have been fulfilled. (If Turner/CBS makes the same request, the priority goes to the television network.) A coach is not required to participate in a Game No. 1

halftime or postgame interview if the team that he represents is participating in Game No. 2 of the session.

2. If requested, provide an interview to Westwood One after all contests. In most instances, the radio network will interview a student-athlete while the coach is being interviewed by Turner/CBS.
3. Participate in interviews with Westwood One the day prior to the regional semifinals, the regional final, the Thursday before the national semifinals, and the day prior to the national championship game. Select student-athletes should also be made available on these days, at scheduled times.

### 3. Final Four.

#### a. General.

1. **Monday:** The head coach of each participating team shall participate in a mid-day telephone conference scheduled by the basketball committee. The NCAA will confirm the telephone number from which the coach will participate with the institution on Monday. The following schedule will be followed; **ALL TIMES ARE APPROXIMATE:**

1 – 1:20 p.m.	Coach of Game 1, Team A (alphabetically)
1:20 – 1:40 p.m.	Coach of Game 1, Team B (alphabetically)
1:40 – 2 p.m.	Coach of Game 2, Team A (alphabetically)
2 – 2:20 p.m.	Coach of Game 2, Team B (alphabetically)

2. **Monday-Tuesday:** The head coach and a minimum of two starters are encouraged to participate in a news conference for beat writers and the team's local media. This should be scheduled for a minimum of 30 minutes by the participating institution on the Monday or Tuesday preceding the national semifinals.

#### b. Turner/CBS Sports.

1. If requested, the coaching staff and student-athletes shall participate in interviews with Turner/CBS on campus the Monday, Tuesday and Wednesday preceding the Final Four.
2. It is the option of the coach to permit a Turner/CBS video crew to fly on the team charter or commercial flight to the Final Four host city.

#### c. Thursday. Join the other three head coaches and teams that evening at the Final Four Salute Celebration. Each coach will respond to general questions from a moderator.

1. Participate in interviews with Turner/CBS, Westwood One and NCAA Productions, and require select student-athletes to do the same.
2. Participate in a joint Turner/CBS interview with the other Final Four head coaches.
3. Require student-athletes to be available to the media in the team locker room during a designated window determined by the NCAA.

#### d. Friday. Participate in the scheduled news conferences at the venue. Each coach and a minimum of two starting players shall be available to the media in the interview room. In addition, five student-athletes shall participate in breakout sessions with the media. The locker room shall be open to the media during the time that the coaches and student-athletes are in the interview room and breakout sessions.

1. Participate in interviews with Turner/CBS talent courtside at the start or end of the open practice.
2. Participate in an interview with Westwood One talent courtside at the start or end of the open practice.

#### e. Saturday. Participate in the scheduled postgame news conferences.

**f. Sunday.**

1. **News Conferences.** The coach and a minimum of two student-athletes identified by David Worlock, the tournament media coordinator, are required to participate in a mid-day news conference. Require select student-athletes (typically the five starters) to participate in individual breakout sessions at the competition venue.
2. **Turner/CBS.**
  - (a) Be available, along with select student-athletes, for exclusive interviews with Turner/CBS for not more than 30 minutes immediately before practice. The locker room shall be open to the media during the time that the coaches and student-athletes are in the interview room.
  - (b) Meet privately with the talent, producer and director to develop background material that will enhance the quality of the next day's telecast.
  - (c) Participate in a joint interview with the other head coach advancing to the championship game between the two scheduled afternoon news conferences.
  - (d) At the coach's option, permit Turner/CBS to video the following selected portions of the team's daily routine and activities: team breakfast/meal; bus ride to practice; behind the scenes at the news conference; team and coaches meeting; players relaxing at hotel with family and friends; team meal; alumni group party, and any team group outing.
3. **Westwood One.** If requested, the head coach and select student-athletes will participate in an interview with the Westwood One in conjunction with the news conference.
4. **NCAA Productions.** If requested, participate in an interview with NCAA Productions in conjunction with the news conference.
5. **ESPN.** The head coach shall participate in a brief interview with ESPN.
6. **NABC.** The head coaches from the two teams that advance to the national championship game shall make a brief appearance during the NABC Awards Program Sunday evening, to be coordinated with the NABC.

**g. Monday.** Participate in the scheduled postgame news conferences. The coach and players representing the second-place team will appear first in the postgame interview room after a 15-minute cooling-off period. The winning coach and players will appear after a five-minute cooling-off period following the trophy presentation and net-cutting on the court.

**Turner/CBS Sports.**

1. If requested, grant an interview to Turner/CBS at a mutually determined time and place.
2. At the option of the head coach, permit Turner/CBS to video the following selected portions of the team's daily routine and activities: selected portion of team meeting; selected portion of coaches meeting; players at hotel; team meal, and bus ride to game.
3. **NCAA Productions.** If requested, participate in an extensive interview with NCAA Productions after all other media obligations have been fulfilled following the championship game.
4. **ESPN.** If requested, grant an interview with ESPN following all other postgame obligations.
5. **NABC Trophy Presentation.** Head coach and players participate in a post-championship NABC trophy presentation at a time and location to be determined.



**2018 NCAA Division I Men's Basketball Championship.****Media Timeout Format (Rule 5-14.10)**

1. Each team has three 30-second timeouts per regulation game, two of which may be carried over to the second half.
2. Each team has one 60-second timeout, which may be used at any time during the game.
3. The electronic media agreement determines the number and media marks for electronic media timeouts (e.g., 15-, 10-, and 5- minute marks or 16-, 12-, 8-, and 4-minute marks).
4. The electronic media timeouts will occur at or after the first dead ball after any of the above minute marks when the game clock is stopped.
5. The first timeout requested (charged) by either team in both halves (regardless of the time on the clock) shall become the length of a media timeout. [Note: The first timeout requested by either team in both halves shall NOT replace any timeout created under Item No. 6 below.]
6. When a timeout is granted and creates a dead ball with 30 seconds or less before any of the media marks or creates the first dead ball after one of the media marks, that timeout will become the scheduled electronic media timeout.
7. In addition to carrying over any unused timeouts into any overtime period, each team shall receive one additional timeout for each overtime period but not until the period begins.

**1st Half and 2nd Half.**

*Example No. 1: First team-called timeout occurs at 16:45 of **either half**. (This is a charged timeout that becomes the length of a media timeout because it is the first team-called timeout of the half.)*

Scenario	Action
15:55 – First dead ball occurs at or under 16:00	16-minute media timeout.
12:05 – Team calls a timeout.	Charged timeout; becomes the 12-minute media timeout.
11:59 – Dead ball occurs after team took a timeout from 12:30-12:00.	Not a media timeout.

*Example No. 2: The first dead ball occurs at or below 15:59 of **either half**. (This becomes the under 16-minute media timeout.)*

Scenario	Action
11:45 – First team-called timeout of either half.	Charged timeout and length of the media timeout because it is the first team-called timeout of the half.
10:05 – Team calls a timeout, and this is the first dead ball at or under 12:00 (after the first team-called timeout)	Charged timeout; becomes the 12-minute media timeout.
7:45 – Team calls a timeout, and this is the first dead ball at or under 8:00	Charged timeout; becomes the 8-minute media timeout.

**Miscellaneous Information.**

**San Diego State Visiting Team Guide:**

[http://grfx.cstv.com/photos/schools/sdsu/genrel/auto\\_pdf/2016-17/misc\\_non\\_event/visiting-guide-16.pdf](http://grfx.cstv.com/photos/schools/sdsu/genrel/auto_pdf/2016-17/misc_non_event/visiting-guide-16.pdf)

**Explore San Diego's Top Things to Do:**

<https://www.sandiego.org/explore/things-to-do.aspx>

**San Diego Visitor Centers Information:**

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March 7 – 11	#Selections #MarchMadness
March 11	#SelectionSunday #MarchMadness
March 13 – 14	#FirstFour #MarchMadness
March 15 – 18	#MarchMadness
March 22 – 25	#Sweet16 #Elite8 #MarchMadness
March 26 – April 2	#FinalFour



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