

# ***TEAM MANUAL***



## **2007 NCAA® DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP**

First and Second Rounds

**March 18 and 20**

Hartford Civic Center  
Hartford, Connecticut

Hosted by the University of Connecticut





March 12, 2007

On behalf of the University of Connecticut, congratulations on reaching the NCAA tournament and welcome to Hartford! As you prepare for competition, you can also be proud of your accomplishments in the regular season.

While you have been performing on the court and in the classroom for the past seven months, we have been working very hard to make this event one you will never forget.

In early March, each institution received a team packet from the NCAA national office that included information regarding team expense forms, travel, tickets and other championship information. Please contact Vaughn Williams or any NCAA Division I women's basketball staff member (317/917-6222) should you have questions regarding this information.

In order to assist with your arrangements and facilitate your tournament preparation, refer to the participating institution's checklist.

Congratulations on a successful regular season and best of luck throughout the tournament!

Sincerely,

Jeffrey Hathaway  
Director of Athletics  
University of Connecticut

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**Mission Statement**

The mission of the NCAA Division I Women's Basketball Committee is to provide leadership for and management of the NCAA Division I Women's Basketball Championship. The committee's actions will be guided by its commitment to advance the game and conduct the championship with integrity and in compliance with NCAA philosophy and guidelines. The education and well-being of, and the championship experience for, the student-athletes shall be preeminent.

**NCAA Shipping Information**

**Overnight Address:**

NCAA  
1802 Alonzo Watford Senior Drive  
Indianapolis, Indiana 46202  
Main Phone: 317/917-6222

**Regular Address:**

NCAA  
PO Box 6222  
Indianapolis, Indiana 46206  
Main Phone: 317/917-6222

**NCAA Staff**

**Tournament Administration:**

Sue Donohoe  
Vice-President for Division I Women's Basketball  
Office Phone: 317/917-6505  
Fax Number: 317/917-6095  
Home Phone: 317/849-8154  
Cell Phone: 317/966-6745  
E-mail: sdonohoe@ncaa.org

Michelle Perry  
Director of the Division I Women's Basketball Championship  
Office Phone: 317/917-6553  
Fax Number: 317/917-6095  
Home Phone: 317/570-1405  
Cell Phone: 317/966-6789  
E-mail: mperry@ncaa.org

Jacqie Carpenter  
Director of the Division I Women's Basketball Championship  
Office Phone: 317/917-6575  
Fax Number: 317/917-6095  
Home Phone: 317/852-8352  
Cell Phone: 317/966-6763  
E-mail: jcarpenter@ncaa.org

## ***Mission Statement/NCAA Staff***

Rick Nixon

Associate Director for the Division I Women's Basketball Championship

Office Phone: 317/917-6539

Fax Number: 317/917-6095

Home Phone: 317/858-1603

Cell Phone: 317/440-3059

E-mail: [rnixon@ncaa.org](mailto:rnixon@ncaa.org)

Meredith Miles

Coordinator for the Division I Women's Basketball Championship

Office Phone: 317/917-6510

Fax Number: 317/917-6095

Home Phone: 317/440-3001

Cell Phone: 317/532-7655

E-mail: [mmiles@ncaa.org](mailto:mmiles@ncaa.org)

NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP

**POLICY REVISIONS**

Please note the following new or revised championship policies. Refer to the appropriate section in this manual for additional information on these policies.

**VIDEOTAPE PROCEDURES:**

**NEW POLICY:** Each participating team will be issued **two limited access** credentials for **two camera operators** to videotape its respective game.

One team videographer **must** videotape from the designated upper videotape position and **will not** be allowed to film from the courtside areas during the game. They may have access to the courtside areas until 30 minutes prior to the first game in each session and **may not** have access to the courtside areas at halftime or postgame.

The second team videographer will be issued a limited access credential and a TEAM VIDEOGRAPHER armband that will permit access to the team locker room during **pregame, halftime and postgame ONLY**. They may have access to the courtside areas until 30 minutes prior to the first game in each session and may not have access to the courtside areas at halftime or postgame.

**CELL PHONES AND ELECTRONIC DEVICES:**

**NEW POLICY:** Student-athletes are prohibited from using cell phones or any other electronic devices during the time the locker room is open to the media.

**COOLING-OFF PERIOD:**

**REVISED POLICY:** A "cooling-off" period has been established for coaches to be with their student-athletes in the locker room following the game. The period begins when the head coach **reaches the locker room area** immediately following the game or interview with ESPN, Westwood One/NCAA Radio Network and/or an institution's radio network.

**First and Second Rounds:** The winning coach and designated players will be escorted to the postgame news conference room first; the losing coach and designated players will follow at the conclusion of the winning team's interview. The cooling-off period is five minutes for the winning team and 15 minutes for the losing team.

**NOTE:** A coach may shorten the cooling-off period, but may not extend it.

**PLAYING OF NATIONAL ANTHEM:**

**REVISED POLICY:** The National Anthem will be played at the **12:00 mark prior to the first game of each session**. **Teams, including the coaching staff, are required to remain on the floor for the playing of the National Anthem.**

Teams will be positioned on the free throw line extended, facing the flag and will meet at the center court to shake hands following the National Anthem.

## *First- and Second-Round Checklist*

### **PARTICIPATING INSTITUTION FIRST- AND SECOND-ROUND CHECKLIST**

(This checklist is arranged in chronological order to assist those individuals who have specific institutional responsibilities for the first- and second-round competition.)

- \_\_\_\_\_ Determine and invite official travel party.
- \_\_\_\_\_ Determine ticket allocations (e.g., team, official travel party and booster group).
- \_\_\_\_\_ Determine institutional policy regarding travel expenses for various groups (e.g., official travel party, student-athletes, band and cheerleaders, etc.).
- \_\_\_\_\_ Make official travel party arrangements by contacting the NCAA travel service, Short's Travel at 866/655-9215.
- \_\_\_\_\_ Make ground transportation arrangements for team, band/cheerleaders, boosters and alumni groups (e.g., buses, rental cars, etc.).
- \_\_\_\_\_ From the NCAA online site, print and distribute copies of the team manual to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, athletic trainer, director of basketball operations, manager, designated administrator, sports information contact, ticket manager, band director and cheerleader coach).
- \_\_\_\_\_ By **Tuesday morning, March 13**: Call assigned hotel property to confirm room rate, room availability, team meeting/banquet rooms, ballroom for pep rally, etc. Make arrangements for team check-in, billing and team meals. Fax or e-mail catering and function requirements to hotel as soon as possible.
- \_\_\_\_\_ By **5 p.m. ET Tuesday, March 13**: Fax or e-mail the Participating Institution Credential Form and the Institutional Information Form to Vaughn Williams (vaughn.williams@uconn.edu; 860/486-2839). [Refer to Appendices 1A and 1B]
- \_\_\_\_\_ By **Noon Tuesday, March 13**: Send videotape and game statistics to first-round opponent.
- \_\_\_\_\_ Review schedule of events and prepare itinerary, including news conferences, practice schedule, administrative meeting and sports information contacts meeting.
- \_\_\_\_\_ Review will-call, player-guest admissions and ticket procedures.
- \_\_\_\_\_ By **Wednesday morning, March 14**: Fax or e-mail the rooming list for team block of 30 rooms to the team's assigned hotel.
- \_\_\_\_\_ By **Wednesday morning, March 14**: Notify hotel of the plan for utilizing contingency rooms being held at the team's assigned hotel.
- \_\_\_\_\_ By **Noon Wednesday, March 14**: Discuss ticket procedures and policies with your ticket manager and prepare to advise Vaughn Williams (vaughn.williams@uconn.edu; 860/486-2839) of ticket requirements.
- \_\_\_\_\_ By **5 p.m. ET Wednesday, March 14**: Fax or e-mail the Will-Call and Player-Guest Institutional Personnel Form to Vaughn Williams (vaughn.williams@uconn.edu; 860/486-2839). [Refer to Appendix 1C]



### ***First- and Second-Round Checklist***

- \_\_\_\_\_ Process check request for game tickets and encourage ticket manager to pay amount due upon receipt of tickets or no later than 45 days following the last date of competition at the site.
- \_\_\_\_\_ By **5 p.m. ET Thursday, March 15**: Fax or e-mail the Team Pass Gate List to Vaughn Williams (vaughn.williams@uconn.edu; 860/486-2839). [Refer to Appendix 1D]
- \_\_\_\_\_ At **8 a.m. ET Saturday, March 17**: Submit the ESPN and General Media Access Forms at the sports information contacts meeting. [Refer to Appendix 1G]
- \_\_\_\_\_ At **9 a.m. ET Saturday, March 17**: Submit the Band Pass Gate List, Cheerleader/Mascot Pass Gate Lists and the Driver Identification Forms at the administrative meeting. [Refer to Appendices 1E, 1F and 23A]



## ***Tournament Personnel***

Vaughn Williams will be available on Selection Monday, March 12 to address questions from participating institutions. Institutions may contact Vaughn Williams at 860/486-2839.

Director of Athletics: Jeffrey Hathaway

Senior Woman Administrator: Patricia Babcock

Division I Women's Basketball Committee Representatives:	Marilyn McNeil Director of Athletics Monmouth University Phone: 732/263-5189 Fax: 732/571-3535 Cell: 732/692-4137 E-mail: mmcneil@monmouth.edu	Rich Ensor Commissioner Metro Atlantic Athletic Conference Phone: 732/738-5455 Fax: 732/738-8310 Cell: 908/403-8979 E-mail: rich.ensor@maac.org
Tournament Manager:	Vaughn Williams Assoc. AD-Event Mgmt & Planning Phone: 860/486-2839 Fax: 860/486-5511 Cell: 860/906-7153 E-mail: vaughn.williams@uconn.edu	2111 Hillside Road, U-3078 Storrs, CT 06269
Media Coordinator:	Alissa Clendenen Asst. Director Athletic Communications Phone: 860/486-3531 Fax: 860/486-5085 Cell: 860/882-3213 E-mail: alissa.clendenen@uconn.edu	2095 Hillside Road, U-3073 Storrs, CT 06269
Ticket Manager:	Kyle Kravchuk Phone: 860/486-2724 Fax: 860/486-9396 Cell: 860/970-2314 E-mail: kyle.kravchuk@uconn.edu	2095 Hillside Road, U-1173 Storrs, CT 06269
Athletic Trainer:	Stephanie Milazzo Phone: 860/486-3277 Cell: 860/287-9418 E-mail: stephanie.milazzo@uconn.edu	2095 Hillside Road, U-3078 Storrs, CT 06269
Physicians:	Dr. Thomas Trojian Phone: 860/486-0404 Cell: 860/617-0135 E-mail: ttrojian@uchc.edu	Dr. Ketan Mody Phone: 860/486-0404 Cell: 773/991-3938 E-mail: ketan.mody@uconn.edu
On-Site Practice Coordinator:	Timothy Wise Phone: 860/486-6545 Cell: 860/371-1410 E-mail: timothy.wise@uconn.edu	

## ***Tournament Personnel***

Off-Site Practice Coordinator:	Jennifer Byrka Cell: 860/490-3043 E-mail: jennifer.byrka@uconn.edu	
Lodging Liaison:	Jennifer Byrka Cell: 860/490-3043 E-mail: jennifer.byrka@uconn.edu	
Transportation Liaison:	Jason Poppe Phone: 860/486-0498 Cell: 860/786-8604 E-mail: jason.poppe@uconn.edu	
Drug Testing Site Coordinator:	Patti Kula Phone: 860/486-0480 Cell: 860/617-5924 E-mail: patti.kula@uconn.edu	
Band and Cheerleader Liaisons:	<div>           Lisa Turner            Phone: 860/486-4320             Cell: 860/455-5093             E-mail: lisa.turner@uconn.edu         </div>	<div>           Heidi Anderson &amp; Christina Baglas            Phone: 860/486-5473 &amp; 860/486-0371            Cell: 603/661-1612 &amp; 203/526-3700            E-mail: heidi.anderson@uconn.edu &amp; christina.baglas@uconn.edu         </div>
Team Hosts:	<div>           Laura Soll            Phone: 860/688-4499            Cell: 860/833-4466             Anita Jones            Phone: 860/723-2656            Cell: 860/490-4532            E-mail: anita.jones@cox.net             Beverly Ballette            Phone: 860/668-3960            Cell: 860/490-8882            E-mail: beverly.ballette@Arbella.com             Ken Gwozdz            Phone: 860/657-9296            Cell: 860/243-9193            E-mail: gwozdz1@cox.net         </div>	<div>           Anne Lee            Phone: 860/244-8181            Cell: 860/729-2820            E-mail: anne1@visitctriver.com             Craig Mergins            Phone: 860/713-3131            Cell: 860/883-3204            E-mail: mergins@riverfront.org             Steve Dusza            Phone: 860/749-9181            Cell: 860/558-9455            E-mail: dusize@cox.net             Dana Gwozdz            Phone: 860/657-9296            Cell: 860/543-1914            E-mail: gwozdz1@cox.net         </div>

**Section 1.....Administrative Forms**

**Fax and/or e-mail the following forms prior to the team's arrival at the tournament site AND bring three copies of each to the Administrative Meeting:**

**By 5 p.m. ET Tuesday, March 13:**

Fax or e-mail the following to Vaughn Williams. [Refer to Appendixes 1A and 1B]

1. Participating Institution Credential Form.
2. Institutional Information Form.

Vaughn Williams Fax Number: 860/486-5511

Vaughn Williams E-Mail Address: vaughn.williams@uconn.edu

**By 5 p.m. ET Wednesday, March 14:**

Fax or e-mail the Will-Call and Player-Guest Institutional Personnel Form to Vaughn Williams. [Refer to Appendix 1C]

Vaughn Williams Fax Number: 860/486-5511

Vaughn Williams E-Mail Address: vaughn.williams@uconn.edu

**By 5 p.m. ET Thursday, March 15:**

Fax or e-mail the Team Pass Gate List to Vaughn Williams. [Refer to Appendix 1D]

Vaughn Williams Fax Number: 860/486-5511

Vaughn Williams E-Mail Address: vaughn.williams@uconn.edu

At the sports information contacts meeting conducted at 8 a.m. on Saturday, March 17, submit the ESPN and General Media Access Forms. [Refer to Appendix 1G]

At the administrative meeting conducted at 9 a.m. on Saturday, March 17, submit the Band Pass Gate List, Cheerleader/Mascot Pass Gate List and Driver Identification Forms. [Refer to Appendixes 1E, 1F and 23A]

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
PARTICIPATING INSTITUTION CREDENTIAL FORM**

<b>Team:</b>		
<b>Primary Team Administrator:</b>		
<b>Work Phone:</b>	<b>Cell Phone:</b>	<b>E-Mail:</b>
<b>Home Phone:</b>	<b>Fax:</b>	<b>Date/Arrival Time:</b>

Personnel	Name	Credential Type
University President/Chancellor		All Access
Director of Athletics		All Access
Senior Woman Administrator		All Access
Primary Team Administrator		All Access
Women's Basketball Sports Information Contact		All Access
Sports Information Staff		All Access
Sports Information Staff		All Access
Ticket Manager		All Access
Will-Call Coordinator		All Access
Player-Guest Entrance Coordinator		All Access
Cheerleader Coach		Limited Access
Band Director		Limited Access
Team Videographer		Limited Access
Team Videographer		Limited Access

**FAX or E-MAIL BY 5 P.M. ET TUESDAY, MARCH 13 TO:**

Tournament Manager: Vaughn Williams

Fax Number: 860/486-5511

E-Mail Address: Vaughn.williams@uconn.edu

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
INSTITUTIONAL INFORMATION FORM**

**Team:** \_\_\_\_\_

**Team's Arrival Date and Time:** \_\_\_\_\_

**Airline and Flight Number:** \_\_\_\_\_

**Primary Team Administrator:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Travel Coordinator:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Sports Information Contact:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Ticket Manager:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Athletic Trainer:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Band Director:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Cheerleader Coach:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**FAX or E-MAIL BY 5 P.M. ET TUESDAY, MARCH 13 TO:**

Tournament Manager: Vaughn Williams

Fax Number: 860/486-5511

E-Mail Address: vaughn.williams@uconn.edu

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
WILL-CALL/PLAYER-GUEST INSTITUTIONAL STAFF LIST**

**Team:** \_\_\_\_\_

**Ticket Manager:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Player-Guest Coordinator:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Will-Call Coordinator:** \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**FAX OR E-MAIL BY 5 P.M. ET WEDNESDAY, MARCH 14 TO:**

Tournament Manager: Vaughn Williams

Fax Number: 860/486-5511

E-Mail Address: vaughn.williams@uconn.edu

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
TEAM PASS GATE LIST**

**FIRST AND SECOND ROUNDS**

- \_\_\_\_\_ **Open Practice Day**
- \_\_\_\_\_ **First-Round Game Shoot-Around**
- \_\_\_\_\_ **First-Round Game (Official travel party of 22 ONLY)**
- \_\_\_\_\_ **Closed Practice Day**
- \_\_\_\_\_ **Second-Round Game Shoot-Around**
- \_\_\_\_\_ **Second-Round Game (Official travel party of 22 ONLY)**

**Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list each individual from your institution's team party (limit of 22). Please indicate student-athletes with an asterisk.

- |           |           |
|-----------|-----------|
| 1. _____  | 12. _____ |
| 2. _____  | 13. _____ |
| 3. _____  | 14. _____ |
| 4. _____  | 15. _____ |
| 5. _____  | 16. _____ |
| 6. _____  | 17. _____ |
| 7. _____  | 18. _____ |
| 8. _____  | 19. _____ |
| 9. _____  | 20. _____ |
| 10. _____ | 21. _____ |
| 11. _____ | 22. _____ |

Please list any additional individuals who should be admitted to the arena floor and locker room areas for your team's open and closed practices at the site (limit of 13). These individuals will be admitted through the team entrance **ONLY** for the open and closed practices. **NOTE:** These individuals will be required to show a government-issued photo ID for pass gate admittance.

- |          |           |
|----------|-----------|
| 1. _____ | 8. _____  |
| 2. _____ | 9. _____  |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ |           |

Individuals on this list will enter through the shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.

**FAX OR E-MAIL BY 5 P.M. ET THURSDAY, MARCH 15 TO VAUGHN WILLIAMS AT  
vaughn.williams@uconn.edu; 860/486-5511.**



**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
BAND PASS GATE LIST**

\_\_\_\_\_ **First-Round Game**  
\_\_\_\_\_ **Second-Round Game**

**Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list each member of your band who will enter through the shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ |           |

**Director:** \_\_\_\_\_

**NOTE:** The band director will be provided a limited access credential. All band members will be required to present a government-issued photo ID for pass gate admittance. All bags and instrument cases will be inspected.

**Please return this list to Vaughn Williams at the administrative meeting  
on Saturday, March 17 at 9 a.m.**

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
CHEERLEADER/MASCOT PASS GATE LIST**

\_\_\_\_\_ **First-Round Game**  
 \_\_\_\_\_ **Second-Round Game**

**Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list each member of your cheerleading squad who will enter through the shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

13. (Mascot) \_\_\_\_\_
14. (Cheerleader Coach) \_\_\_\_\_

**NOTE:** The cheerleader coach will be provided a limited access credential. All cheerleader squad members will be required to present a government-issued photo ID for pass gate admittance. All bags will be inspected.

**Please return this list to Vaughn Williams at the administrative meeting  
on Saturday, March 17 at 9 a.m.**

## 2007 NCAA® DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP

## ESPN SPECIAL PRODUCTION ACCESS FORM

<b>Institution:</b>	
<b>Head Coach:</b>	
<b>Sports Information Contact:</b>	
<b>Championship Round:</b>	
<b>Site:</b>	
<b>Dates:</b>	

ACCESS TO:	YES	NO	IF YES, CONDITIONS?
Team meetings at the hotel.			
Team meals.			
Team bus rides.			
Any other team activities.			
Student-athlete to carry a video camera to document team's tournament experience.			
Hand-held camera/microphone at closed practice. <b>NOTE:</b> This access opens practice to all media outlets.			
Interview head coach or student-athletes no later than one hour prior to tipoff on game days.			
Hand-held camera/microphone in team locker room during pregame.			
Hand-held camera/microphone in team locker room during halftime.			
Hand-held camera/microphone in team locker room after games during the cooling-off period.			
Sideline reporter to stand behind the team bench during timeouts.			

**NOTE:** ESPN may have multiple platforms onsite covering the championship. The ESPN broadcast production team is the only ESPN entity that may request access to the aforementioned items. Other ESPN platforms (i.e., SportsCenter, Cold Pizza, ESPNNews, ESPN.com, ESPN 360, ESPN DePortes) shall be treated as other news reporting agencies and shall not be granted special access.

2007 NCAA® DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
GENERAL MEDIA ACCESS FORM

Institution:	
Head Coach:	
Sports Information Contact:	
Championship Round:	
Site:	
Dates:	

ACCESS TO:	YES	NO	IF YES, CONDITIONS?
Media access to closed practice. <i>NOTE:</i> This access will open practice to all media outlets.			

*NOTE:* ESPN may have multiple platforms onsite covering the championship. The ESPN broadcast production team is the only ESPN entity that may request access to the aforementioned items. Other ESPN platforms (i.e., SportsCenter, Cold Pizza, ESPNNews, ESPN.com, ESPN 360, ESPN DePortes) shall be treated as other news reporting agencies and shall not be granted special access.

## **Section 2.....Admittance and Credentials**

Team personnel will be admitted to the facility through the shipping and receiving entrance. 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 35 individuals for practice days and 22 individuals for game days. The team pass gate list must be faxed or emailed to the tournament manager **prior** to the administrative meeting. Teams may revise the pass gate list each day and present the changes at the team entrance area. Only a full-time coach or administrator may make changes to the list.

**NOTE:** Should an institution place a person normally identified as a media representative (including the institution's radio crew) on the pass gate list and that person enters the courtside area, the courtside area shall be open to all media.

The pass gate list will be used for all practices and game sessions at the site. Individuals on the list can enter the facility any time on practice or game days. Once inside the facility, participants will be issued a bench credential pin or wristband, which must be worn for access to the courtside area, media areas and other secured areas. The bench credential pin must be worn on the lapel, rather than the belt or jacket pocket.

**NOTE:** The 10 individuals issued all access credentials shall have access to the facility through the team entrance. These individuals **DO NOT** have to be included on the team pass gate list but will be subject to a bag check and will be required to show a government-issued photo ID.

The 22 individuals, included on the official travel party list, will not be required to show a government-issued photo ID; however, the additional 13 individuals will be required to show a government-issued photo ID each time they enter the arena via the pass gate list. Individuals issued a credential or others entering the arena on a pass gate list will be required to show a government-issued photo ID each time they enter the facility. Each participating team's primary administrator must be available at the team entry to confirm identification of the 22 individuals on the official travel party list. **NOTE:** On game days, the additional 13 individuals must have a ticket and enter the area through a general public entrance.

**Bus Drivers. Bus drivers will not be admitted to the facility without a credential or a game ticket.** Arrangements for a team's bus driver should be made by the team in advance of its arrival at the site for practice and game days.

**Temporary Access Credentials.** At the administrative meeting, eight (8) temporary access credentials will be provided to each institution to distribute at its discretion to members of the official travel party. These credentials will not provide gate admission, but will provide pregame, halftime and postgame access to courtside media seating, interview room, media workroom and team locker rooms (after games) on game days. Individuals with temporary access credentials must be seated in the general public seating area. The only institutional representatives with assigned seats in the media area will be the director of athletics, senior woman administrator, primary team administrator and full-time employees of the sports information staff.

At the conclusion of the second-round games, an additional twelve (12) temporary access credentials will be provided to the second-round games winner's team administrator.

<b>Practice Day Admittance</b>	At the team entrance on both practice days, each of the 35 individuals on the team's pass gate list will be admitted to the facility and will be issued a wristband. The wristband must be worn for admission to the courtside area, media areas and locker rooms.
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## Section 2.....Admittance and Credentials

<b>Shoot-Around Admittance</b>	At the team entrance on both game days, each of the 35 individuals on the team's pass gate list will be admitted to the facility and will be issued a wristband. The wristband must be worn for admission to the courtside area, media areas and locker rooms.
<b>Game Admittance</b>	At the team entrance, each of the 22 individuals on the team's pass gate list will be issued a bench credential pin that must be worn for admittance to the bench area, locker rooms, media areas, including scouting seats and the non-playing participant seating area.
<b>Participants in the First Game of a Session</b>	For student-athletes, no credential is necessary for first-game courtside admittance. The game uniform or warm up will provide access. Coaches and other administrative personnel must wear a bench credential pin for access. After the game, all student-athletes must wear the bench credential pin for access to the non-playing participant seating area.
<b>Participants in the Second Game of a Session</b>	At the team entrance, any of the 22 individuals, attending the first game of the session, will be issued a bench credential pin that must be worn for admission to the non-playing participant seating area. For student-athletes, no credential is necessary for second-game courtside access. The game uniform or warm up will provide access. To be admitted to the courtside area for the second game, coaches and other administrative personnel must wear a bench credential pin.
<b>Teams That Have Been Eliminated</b>	The 22 individuals, on the pass gate list of teams that have been eliminated, may be admitted to remaining sessions at the site. They shall be admitted via the pass gate list through the team entrance and issued a wristband that must be worn for access to the non-playing participant seating area.

**BENCH CREDENTIAL PINS MAY ONLY BE WORN BY INDIVIDUALS WHO ARE LISTED ON THE 22-PERSON TEAM PASS GATE LIST. CREDENTIALS ARE NOT TRANSFERABLE.**

The following members of the official travel party will be admitted to the facility via the pass gate list or by credential:

1. Twenty-two (22) bench personnel. These individuals will occupy the 17 spaces on the team bench (the remaining five individuals being the players on the floor).
2. Two (2) videographers. **NOTE:** One team videographer **must** videotape from the designated upper videotape position and will not be allowed to film from the courtside areas during the game. The second videographer will be issued a limited access credential and a team videographer armband that will permit access to the team locker room during pregame, halftime and postgame only.
3. Thirty (30) band members, including the director. The band director will be provided a limited

## **Section 2.....Admittance and Credentials**

access credential.

4. Twelve (12) cheerleaders and one (1) cheerleader coach. The cheerleading coach will be provided a limited access credential.
5. One (1) mascot.
6. Ten (10) administrators: the university president/chancellor; director of athletics; senior woman administrator; primary team administrator; three members of the sports information staff; three other administrators, including the ticket manager, will-call coordinator and player-guest coordinator. All administrators will receive all access credentials (based on the actual number of administrators in attendance). The director of athletics, senior woman administrator, primary team administrator and sports information staff members will be provided seats in the media seating area. If administrators do not wish to sit on press row but, prefer to sit in their team seating section, a ticket must be provided from the institution's allotment. **NOTE:** These credentials will be delivered to the team hotel by the tournament manager and are non-transferable.
7. Two (2) representatives of each institution's conference office will be provided all access credentials (based on the actual number of administrators in attendance) and provided press row seating.

At the Administrative Meeting, each institution's administrator will receive the following credentials:

1. Two (2) limited access credentials and one TEAM VIDEOGRAPHER armband for the team videographer.
2. One (1) limited access credential for the cheerleader coach.
3. One (1) limited access credential for the band director.
4. Eight (8) temporary access-first round credentials. The four teams advancing to the second-round will receive eight (8) temporary access - second round credentials prior to the second-round game.

**NOTE:** At the conclusion of the second-round games, an additional twelve (12) temporary access credentials will be provided to the second-round games winner's team administrator.

The all access credentials for each team's conference office representatives will be available for pick up at the media credential distribution.



### **Section 3.....Awards**

The NCAA will provide participant awards for individuals and teams that participate in NCAA championships. The number of awards for the championship is determined by the Division I Championships/Competition Cabinet.

**Participation Awards.** Each participating institution will receive 26 participant awards. The NCAA will ship all participant awards to the director of athletics of participating teams following their team's participating in the tournament.

Subject to the director of athletics' discretion, an institution may purchase NCAA participant awards for all eligible members of the squad list, for all non-participant members of the official travel party and for institutional personnel. This will be monitored to ensure that these awards are not devalued and that institutions are giving the awards to the appropriate individuals. To order additional awards, contact Trina Brand (317/917-6516; tbrand@ncaa.org).

**NOTE:** For the 2007 Division I Women's Basketball Championship, the participant award will be a mini-trophy signifying each student-athlete's participation in the championship.

**Team Bench Chairs.** Participating teams have the opportunity to purchase sideline bench chairs. Teams must complete the order form included and return it to Specialized Seating no later than April 17. Neither the NCAA nor the host institution will sell the chairs to teams directly.

### **Bands**

**Entrance to Facility.** Band members and one director (not to exceed 30 individuals) will be admitted to the facility for their team's sessions only. Admission will be through the shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street, via a pass gate list. The institution must provide the pass gate list to the tournament manager at the administrative meeting.

**Band Director.** The band director will be issued a limited access credential for his/her use only for the sessions in which his/her team is participating. The band director shall accompany and supervise the band at all times.

**Identification.** The 30 individuals included on the pass gate list will be required to show a government-issued photo ID each time they enter the facility.

**Bag Checks.** All band equipment cases will be inspected and tagged upon entry. Band members are requested to leave their instrument cases on the bus.

**Seating When Competing.** There shall be **FOUR** band seating areas with 31 seats in each, 30 for the band of each team participating in a session and one seat for the institution's cheerleading coach.

The band director may stand on the court side of the barrier while the band is playing, but must be seated in the band seating area while the game is in progress.

Band directors are asked to advise their groups of the following policies:

1. The National Anthem will be played by one of the participating institutions' bands, to be determined by a coin flip at the administrative meeting, prior to the first game of each session.
2. If a band elects to play its institution's alma mater, it must be played after the National Anthem.
3. Artificial noisemakers of any kind, including but not limited to air horns, electronic instruments, cow bells, inflatable noisemakers, laser pointers, etc., are not permissible.
4. Bands are not permitted to use electronic musical instruments or amplification equipment (e.g., electric guitar/amplifier) at any time.
5. Band members are not permitted to exit their designated seating area to play at any time during the game, including pregame warm-up periods or at halftime.
6. Band members must be seated and must not block the view of fans or media during competition.
7. Bands or any component thereof (including drums) may not play while the game is in progress.
8. Band members must wear their institutional band uniform that may bear only a single manufacturer's or distributors label or trademark not to exceed 2 ¼ square inches in area.
9. Bands may not perform routines that are affiliated with any professional sports team or commercial product.

If a band does not comply with the tournament policies, the tournament manager or band liaison will ask the director of athletics (or designee) to rectify the situation. If the issue is not resolved, the incident will be reported to the basketball committee representatives and the Division I Women's Basketball Committee will consider it as a misconduct issue.

**Storage.** If available, an area shall be provided for the band members to store their equipment during games. Band members are requested to leave their instrument cases on the bus. The host institution/conference, facility and NCAA are not responsible for the security of these articles. Storage will be available down the shipping and receiving entrance, directly to the right which runs parallel to the band/cheerleader bus parking area (West Exhibition Hall, low ceiling area).

**Substitute Band.** An institution may contract or "rent" a band only if the institution does not have a band of its own.

## **Section 4.....Bands/Cheerleaders/Mascots**

An institution may hire a band comprised of prospect-aged individuals to perform at post-season home or away-from-home contests, 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.

### **Cheerleaders**

**Dance Squads.** If an institution's dance squad is designated as its primary spirit squad, these members must adhere to the same policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc. Dance squads may perform at halftime of their institution's game and will be allowed a maximum of four minutes for their performance.

**Additional Performers.** Additional spirit squad members (e.g., pom pom squads, dance teams) may only perform at halftime. These individuals must purchase tickets and be seated in the general public seating area.

**NOTE:** Additional members of the cheerleading/dance squads seated in the general public seating area MAY NOT rotate with the 12 individuals seated at the end of the playing floor.

**Entrance to Facility.** Cheerleaders, the mascot and the cheerleading coach (not to exceed 14) will be admitted to the facility for their team's sessions only. Admission will be through the shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street, via a pass gate list. The institution must provide the pass gate list to the tournament manager at the administrative meeting.

**Cheerleading Coach.** The cheerleading coach will be issued a limited access credential for his/her use only for the sessions in which his/her squad is participating. The cheerleading coach shall accompany and supervise the cheerleaders at all times. The cheerleading coach is not allowed on the floor or baseline area when the game is in progress and must be seated in the band seating area.

**Identification.** The 14 individuals included on the pass gate list will be required to show a government-issued photo ID each time they enter the facility.

**Bag Checks.** All cheerleader/mascot equipment bags will be inspected and tagged upon entry.

**Mascots.** Each institution is permitted to have one mascot on the playing floor at any given time. Mascots shall adhere to the policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc.

**Seating When Not Competing.** Seating will be provided for cheerleaders and the cheerleader coach for the game in the session in which its team is not competing.

Cheerleading coaches are asked to advise their groups of the following policies:

1. A maximum of 12 cheerleaders and one mascot, from each participating team, shall be allowed on the floor when the game clock is stopped.
2. When play is in progress, all cheerleader squad members and the mascot must sit or kneel on their team's end of the court, on the side of the basket opposite the photographers.
3. Cheerleaders and mascots will only have access to this baseline area when their team is playing.
4. Cheerleaders and mascots will be allowed on the playing floor only when the game clock is stopped.
5. Cheerleaders and mascots may not block the view of participants, patrons or media during competition.

#### **Section 4.....Bands/Cheerleaders/Mascots**

6. Cheerleaders and mascots are not allowed to enter the general public seating area or position themselves behind the team benches to lead cheers at any time.
7. Squads are restricted to the designated baseline area, except when performing during full timeouts or halftime.
8. During pregame player introductions, cheerleading squads and mascots are restricted to the area between the baseline and the free throw line extended.
9. At no time shall a mascot converse or interact with the game officials.
10. At no time shall a mascot interact with the opposing team's mascot.
11. Artificial noisemakers of any kind including, but not limited to air horns, electronic instruments, cow bells, inflatable noisemakers, laser pointers, etc., are not permissible.
12. Cheerleader, spirit squad or mascot uniforms may bear only a single manufacturer's or distributor's label or trademark, not to exceed 2 ¼ square inches in area. These groups may not perform routines that are affiliated with any professional sports team or commercial product.
13. Cheerleaders and mascots may use megaphones for voice amplification, but not as a distraction. This includes pounding them on the floor, striking them with the hand(s) or other objects or waving them in any way.
14. Flags, of any size, may be displayed or waved on the court during pregame activities and halftime. Flags will not be permitted on the court during timeouts.
15. Only the participating institutions' representatives may perform at halftime. Each institution may occupy the floor for a maximum of four minutes.
16. If a spirit squad performs to taped music, the squad leader must provide the music to the band/cheerleader liaisons prior to the start of the game in which the squad will be participating. The music will be reviewed and approved by the NCAA women's basketball committee representatives.
17. Cheerleading squads may not throw items (e.g., t-shirts, souvenir basketballs) into the general public seating area.
18. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification are not allowed. The NCAA reserves the right to prohibit additional items at any time.
19. Cheerleaders and mascots shall alternate performances at timeouts. They shall depart the floor when the first horn sounds at the conclusion of a regular timeout. Cheerleaders and mascots shall not perform on the floor during 30-second timeouts. The band and cheerleader liaisons will be responsible for confirming the timeout performance schedule in advance of the start of the game.

If a cheerleading squad does not comply with the tournament policies, the tournament manager or cheerleader liaison will ask the director of athletics (or designee) to rectify the situation. If the issue is not resolved, the incident will be reported to the basketball committee representatives and the Division I Women's Basketball Committee will consider it as a misconduct issue.

**Performance Guidelines.** All cheerleading squads must conform to the guidelines established by the American Association of Cheerleader Coaches and Advisors (AACCA). The NCAA, host institution/conference or facility shall not be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted below, supervision of cheerleading squads, their activities, yells and stunts are the participating institution's sole responsibility.

The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.

## **Section 4.....Bands/Cheerleaders/Mascots**

**Substitute Squad.** An institution may contract or “rent” cheerleaders only if the institution does not have cheerleaders of its own.

An institution may hire a cheerleader squad comprised of prospect-aged individuals to perform at post-season home or away-from-home 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.

**Warmup and Storage Space.** If available, an area shall be provided for the members to store their equipment and warmup. The host institution/conference, facility and NCAA are not responsible for the security of these items. The warmup and storage space is located at the shipping and receiving entrance, directly to the right, which is parallel to band/cheerleader bus parking area (West Exhibition Hall).

Questions regarding bands/cheerleaders/mascots should be directed to the host band/cheerleader liaisons.

Band and Cheerleader			
Liaisons:			
	Lisa Turner	Heidi Anderson	Christina Baglas
	Phone: 860/486-4320	Phone: 860/486-5473	Phone: 860/486-0371
	Cell: 860/455-5093	Cell: 603/661-1612	Cell: 203/526-3700
	E-mail:	E-mail:	E-mail:
	<a href="mailto:lisa.turner@uconn.edu">lisa.turner@uconn.edu</a>	<a href="mailto:heidi.anderson@uconn.edu">heidi.anderson@uconn.edu</a>	<a href="mailto:christina.baglas@uconn.edu">christina.baglas@uconn.edu</a>

**AACCA RECOMMENDATIONS AND SAFETY GUIDELINES  
FOR COLLEGIATE CHEERLEADING**

**Specific Safety Guidelines Partner Stunts, Pyramids and Tosses**

1. All partner stunts, pyramids and basket tosses shall be reviewed and approved by the coach prior to execution. "Hands on" spotting is required until new stunts are mastered.
2. In all pyramids there must be at least two spotters designated for each person who is above "two high" and whose base does not have at least one foot on the ground. One of the spotters must be in the back and the other can be at the side or in front of the pyramid to spot the front of the pyramid. This spotter can move to the back to catch the cradle. The spotters must assist the top person when dismounting.
3. Pyramids over "two high" should be limited to appropriate surfaces.
4. Cradles from pyramids over "two high" must use at least two catchers.
5. A forward three-quarter roll dismount off of pyramids must use at least two catchers.
6. Toe touch dismounts off of pyramids two body lengths high or above must use at least three catchers.
7. Basket tosses or similar tosses may only be performed from ground level and shall be cradled by three catchers (the original two bases and a spotter at the head and shoulder area). These tosses may not be directed so that the bases must move to catch the top person.
8. An additional spotter that assists in the dismount is required for the following:
  - a. Twisting dismounts with more than a 360 degree rotation.
  - b. Flip dismounts to a cradle from shoulder height partner stunts.
  - c. Stunts which use only one arm of the base for support.

Restrictions:

1. The use of mini-trampolines, springboards or any height-increasing apparatus is prohibited.
2. Pyramids higher than two and one-half body lengths are prohibited. Pyramid height is measured by body lengths. For example, a shoulder stand is two body lengths, a chair is one and one-half body lengths, an extension on top of a thigh stand is three body lengths high and therefore, is prohibited.
3. Single-based split catches are prohibited.
4. Full-twist dismounts from a chair are prohibited.
5. Flips into and from partner stunts as well as straddle catches are prohibited, with the exception of the following: basket tosses or similar tosses, front flip dismounts from shoulder level to a cradle, back flip dismounts from shoulder level double base stunts to a cradle. Flips must land in a cradle to the original bases, and must have an additional spotter.
6. All flips from pyramids are prohibited except a forward three quarter roll dismount, which will be allowed as long as at least two catchers are used.

7. Front, back and side tension drops are prohibited.
8. Toe pitch, leg pitch or walk-in and "smoosh" front and back flips are prohibited.
9. All flips with two rotations or greater from any type of toss are prohibited.
10. Twisting skills greater than two rotations from partner stunts, pyramids or from tosses are prohibited. (Exception: Double full cradles to the front from side facing stunts such as Arabesques and Scorpions are legal.)
11. Basket tosses or similar tosses must be performed from ground level and must be cradled by the same bases that originally tossed the top person and an additional spotter.
12. Participants may not jump, flip or dive over, under or through partner stunts, pyramids or individuals from basket tosses, partner stunts or other tosses from hands.
13. The top person in a partner stunt, pyramid or transition cannot dismount or be tossed to purposely land or be caught in an inverted body position.

Tumbling:

1. All tumbling activities should be reviewed and approved by the advisor/coach prior to execution.
2. Tumbling skills must use at least one spotter until performance consistency is demonstrated.
3. A clear, accurate communication between performer and spotter must be established prior to attempting a skill.
4. New tumbling skills should be mastered on a mat whenever possible. If a mat is not available, "over spotting" should be employed. New tumbling skills should not be learned on inappropriate surfaces.
5. Tumbling skills performed over, under or through partner stunts, pyramids or individuals are prohibited.
6. Somersaults greater than one rotation are prohibited.
7. Twists greater than two rotations are prohibited.
8. Dive rolls are prohibited. (A dive roll is defined as a forward roll wherein the performer is airborne prior to the completion of the forward roll.)

Specific Basketball Guidelines:

1. Pyramids over two body lengths performed indoors must have spotters in front and back of the pyramid for each person over "two persons" high.
2. Pyramids over two high should be performed only during pregame, timeouts or halftime activities.
3. Flips from partner stunts or basket tosses should not be performed indoors without the use of cushioned mats.
4. Basket tosses should be performed only during pregame, timeouts or halftime activities and should be performed in a space which insures that no incidental traffic could interfere with the toss.



General Guidelines:

1. Cheerleading squads should be placed under the direction of a qualified and knowledgeable advisor or coach.
2. All practice sessions should be supervised by the coach and held in a location suitable for the activities of cheerleaders (i.e., use of appropriate mats, away from excessive noise and distractions, etc.).
3. Advisors/coaches should recognize a squad's particular ability level and should limit the squad's activities accordingly. "Ability level" refers to the squad's talents as a whole and individuals should not be pressed to perform activities until safely perfected.
4. All cheerleaders should receive proper training before attempting any form of cheerleading gymnastics (e.g., tumbling, partner stunts, pyramids and jumps).
5. Professional training in proper spotting techniques should be mandatory for all squads.
6. All cheerleading squads should adopt a comprehensive conditioning and strength building program.
7. A structured stretching exercise and flexibility routine should precede and follow all practice sessions, game activities, pep rallies, etc.
8. Tumbling, partner stunts, pyramids and jumps should be limited to appropriate surfaces.
9. As a general rule, all programs should qualify cheerleaders accordingly to accepted teaching progressions. Appropriate spotting should be used until all performers demonstrate mastery of the skill.

Copies of these guidelines should be distributed to all squad members and any administrators involved with the cheerleading program. All guidelines should be understood and accepted by all parties involved in the cheerleading program including advisors, coaches, assistants, squad members, parents and administrators.

Note: The above safety guidelines are general in nature and are not intended to cover all circumstances. All cheerleading gymnastics including tumbling, partner stunts, pyramids and jumps should be carefully reviewed and supervised by a qualified adult advisor or coach. The American Association of Cheerleading Coaches and Advisors makes no warranties or representations, either expressed or implied, that the above guidelines will prevent injuries to individual participants.

If you have any questions regarding the legality of a specific skill, contact us at 800/533-6583. For the latest safety updates, visit us on the web at <http://www.aacca.org>.

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The NCAA Division I Women'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.

Student-athletes who compete in the NCAA Division I Women's Basketball Championship may be subject to drug testing in accordance with NCAA Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

**Institutional Drug Testing Representatives.** An institutional representative must be identified and accompany student-athletes to the drug testing area. This individual should remain in the testing area until the testing has been completed for their student-athletes.

**News Conference Obligations.** Student-athletes who are selected for drug testing and are scheduled to participate in the postgame news conference are required to attend the news conference first then return to the locker room to complete the 30-minute interview period before they are escorted to the drug testing area.

**Next-Day Testing.** If competition begins at 9 p.m. ET 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. Once testing has begun, testing must be completed and cannot be deferred until the next morning. Necessary transportation arrangements have been made by the host institution/conference for teams that elect to test the next morning or for individuals that need to remain at the facility after other team personnel have departed.

**Participant Notification.** Announcing, in advance whether drug testing will be conducted at a championship site, is strictly prohibited. Coaches and student-athletes should presume that post-event drug testing will occur. The drug testing crew chief will notify the participating institution's representative no earlier than two hours prior to the tip-off of their game that drug testing will be conducted at the site.

**Testing Procedures/Protocol.** Teams will enter the locker room for the cooling-off period. If ESPN has been given access to the team's locker room, ESPN will enter the locker room. At the conclusion of the cooling-off period, ESPN 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 escorts will take the coach and requested student-athletes to the news 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 and is not obligated to the media but, selected for drug testing, is permitted to exit the locker room to complete drug testing. The student-athletes, selected for the news conference, must return to the locker room after the news conference for the remainder of the 30-minute interview period before proceeding to the drug testing area.

For additional information regarding NCAA drug testing, refer to the NCAA Drug Testing Program 2006-07 booklet found on the NCAA Web site at ([http://www.ncaa.org/library/sports\\_sciences/drug\\_testing\\_program/](http://www.ncaa.org/library/sports_sciences/drug_testing_program/)).

## **Section 6.....Entrances/Seat Locations**

### **Entrances**

<b>Team Entrance:</b>	Enter through shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.
<b>Media Entrance:</b>	Enter through shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.
<b>Band/Cheerleader/Mascot Entrance:</b>	Enter through shipping and receiving entrance which is down the ramp at the corner of Ann Street and Asylum Street.
<b>Player-Guest Entrance:</b>	Enter through the Civic Center lobby and proceed to the left of the box office windows and entrance doors to the team tables.
<b>Will-Call Windows:</b>	The main box office which is located on Trumbull Street. Enter though the Civic Center lobby and proceed to the box office windows.

### **Seat Locations**

#### **Non-Playing Participant Seating:**

<b>Team</b>	<b>Seat Locations</b>
High Seed First-Round Game 1	Section 109, Rows HHH-KKK, Seats 1-10
Low Seed First-Round Game 1	Section 110, Rows HHH-JJJ, Seats 1-10
High Seed First-Round Game 2	Section 121, Rows HHH-KKK, Seats 1-10
Low Seed First-Round Game 2	Section 122, Rows HHH-JJJ, Seats 1-10
High Seed First-Round Game 3	Section 109, Rows HHH-KKK, Seats 1-10
Low Seed First-Round Game 3	Section 110, Rows HHH-JJJ, Seats 1-10
High Seed First-Round Game 4	Section 121, Rows HHH-KKK, Seats 1-10
Low Seed First-Round Game 4	Section 122, Rows HHH-JJJ, Seats 1-10

### **Coaches' Scouting Seats**

Seats for participating team scouts will be reserved in the courtside media area. Only members of the basketball coaching staffs of the competing teams, who are wearing bench credential pins, may occupy scouting seats.

**If coaches want to utilize press row seating, they must utilize the assigned seats regardless of whether additional seats or other seat locations are available.**

## Section 6.....Entrances/Seat Locations

<b>Tournament Round</b>	<b>Scouting Seats Available</b>
First Round, Session No. 1, First Game	Six seats (for the two teams playing in the second game)
First Round, Session No. 1, Second Game	Three seats (for the team that won the first game)
First Round, Session No. 2, First Game	Six seats (for the two teams playing in the second game)
First Round, Session No. 2, Second Game	Three seats (for the team that won the first game)
Second Round, First Game	If the second-game winner will play the first-game winner in the regional semifinals, six seats (three for each team in the second game). Otherwise, no seats.
Second Round, Second Game	If the first-game winner will play the second-game winner in the regional semifinals, three seats (for the team that won the first game). Otherwise, no seats.

### **Cheerleader/Mascot Seating (when not participating):**

**High Seed First-Round Games 1 and 3** section 109, rows FFF & GGG, seats 1-10  
Cheerleaders/mascot:

**Low Seed First-Round Games 1 and 3** section 110, rows FFF & GGG, seats 1-10  
Cheerleaders/mascot:

**High Seed First-Round Games 2 and 4** section 121, rows FFF & GGG, seats 1-10  
Cheerleaders/mascot:

**Low Seed First-Round Games 2 and 4** section 122, rows FFF & GGG, seats 1-10  
Cheerleaders/mascot:

**Administrators Seating:** (Director of athletics, senior woman administrator, primary team administrator, sports information staff and conference representatives seated in the media seating area): Seat assignments will be posted on press row.

**Additional Administrators Seating:** (Ticket manager, will-call coordinator and player-guest coordinator): Seats should be provided from the participating team's ticket allotment.

**Team Security:** Participating teams may have personal security personnel assigned during the tournament. These individuals must be provided a bench credential pin or a credential from the participating institution's allotment for admission into the facility. If the team security personnel wish to be seated in the general public seating area, they must be provided a ticket from the team ticket allotment. If the team security personnel wish to be seated on the bench, they must be issued one of the team bench credential pins and occupy one of the 17 bench chairs provided.

**NOTE:** Team security personnel are required to comply with the facility's policies regarding firearms.

In order to enhance ESPN's telecast, the NCAA Division I Women's Basketball Committee has agreed to allow ESPN to request special production access from a participating institution subject to the head coach's approval. Each participating institution's sports information contact will be required to complete an ESPN access form and return it to the host media coordinator indicating the access allowed for their team [Refer to Appendix 1G]. Team representatives are requested to immediately report to the basketball committee representatives any issues which may arise with regard to ESPN access.

ESPN may request the following access:

- a. Have a hand-held camera and microphone at team meetings at the hotel.
- b. Have a hand-held camera and microphone at team meals.
- c. Have a hand-held camera and microphone on the team bus.
- d. Have a hand-held camera and microphone at any other team activities.
- e. Request a student-athlete carry a video camera to document a team's tournament experience from the student-athlete's perspective.
- f. Have a hand-held camera and microphone at closed practice. **NOTE:** Granting this access will open the practice to all media outlets.
- g. Interview the head coach or student-athletes no later than one hour prior to tipoff on game days.
- h. Have a hand-held camera and microphone in the team locker room during pregame.
- i. Have a hand-held camera and microphone in the team locker room during halftime.
- j. Have a hand-held camera and microphone in the team locker room after games during the cooling-off period and before drug testing notification. ESPN must leave the locker room during drug testing notification.
- k. Allow the sideline reporter to stand behind the team bench during timeouts. There will be no camera or live microphone, but the reporter may give a brief summary report following the timeout. Discussions in the team huddles will not be recorded or aired.

**NOTE:** ESPN may have multiple platforms on site covering the championship. The ESPN broadcast production team is the only ESPN entity that may request access to the aforementioned areas (G-K). Other ESPN platforms (i.e., SportsCenter, Cold Pizza, ESPNNews, ESPN.com, ESPN 360, ESPN DePortes) shall be treated as other news reporting agencies and shall not be granted special access.

**NEW REQUEST: Interview Request for Uniforms.** Teams shall bring dark uniforms to all ESPN interviews.

## **Section 8.....Expense Forms**

**Expense Reimbursement Form.** Expense forms and instructions are available on the NCAA Web site in the championships administration section (<http://www2.ncaa.org/sports>). Directors of athletics of participating institutions, who are unable to access the forms on the Web site, may contact Joyce Collins or Juanita Sheely in the NCAA travel department (phone: 317/917-6757; e-mail: [travel@ncaa.org](mailto:travel@ncaa.org)) to receive hard copies.

Completed forms must be received at the NCAA national office within 30 days following the final day of competition.

Teams should have sufficient funds to meet all expenses throughout the tournament, including ground transportation, lodging, meals and other miscellaneous expenses.

## **Section 9.....Game Officials**

**Selection of Game Officials.** Game officials are selected by the NCAA Division I Women's Basketball Committee based on nominations submitted by each conference office. Ninety-six officials are selected to work first-round games and 56 officials are selected to work second-round games.

**Evaluation of Officials.** Every official's performance will be evaluated by conference coordinators, regional advisors and the national coordinator of officiating. Evaluations will be reviewed by the Division I Women's Basketball Committee and advancement of officials will be based upon the individual performance of each official. Officials will no longer be preassigned for advancement but will be advanced to subsequent rounds based on performance.

**NOTE:** Coaches will receive correspondence from the NCAA requesting post-event evaluations on each official's performance.

**Notification of Assignments.** Teams participating in Game No. 1 of a session will be provided the officiating assignments one hour prior to tip. Teams participating in Game No. 2 of a session will be provided the officiating assignments at halftime of Game No. 1.



## **Section 10.....Games Management**

**Basketballs.** The Wilson Solution B-0701R basketball shall be used for all 2007 championship games and practices. At the conclusion of the competition at the site, the tournament manager shall ship one basketball to each participating team.

**Television Commercial Format.** Nine “full television timeouts” shall be permitted per game. Those include four each half, at the first non-shooting dead-ball situation after the game clock passes 16, 12, eight and four minutes remaining. The other “full television timeout” will be the first team-called timeout in the second half. That timeout does not replace one of the scheduled “full television timeouts.” For example, if the first team-called timeout in the second half occurs with 15:58 remaining in the half, that timeout becomes a “full television timeout”; another “full television timeout” will be called at the next non-shooting dead-ball situation.

The network is not guaranteed any in-action breaks other than the four “full television timeouts” in each half. All other in-action breaks are contingent on teams calling timeouts. Refer to Appendix 10A for the specific commercial format used during the championship.

**Game Programs.** Prior to the first round game, the host shall deliver 25 complimentary game programs to each team locker room.

**Halftime.** There shall be a 15-minute intermission between halves. Only the participating institutions’ representatives may perform at halftime. Each institution may occupy the floor for a maximum of four minutes.

**National Anthem.** Prior to the first game of each session, the National Anthem will be played by one of the participating institutions’ bands, to be determined by a coin flip at the administrative meeting.

Teams, including the coaching staff, are **REQUIRED** to remain on the floor for the playing of the National Anthem.

**REVISED POLICY:** The National Anthem will be played at the 12:00 mark prior to the first game of a session. The horn will sound at the 12:30 mark to clear the floor. Teams will be positioned on the free throw line extended, facing the flag and will meet at the center court to shake hands following the National Anthem.

**Prohibited Items.** Large signs, flags or banners are not permitted in the facility. No signs, flags or banners of any size may be affixed to the facility. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted.

Individuals may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants, cowbells, air horns, electronic instruments, noisemakers, inflatable noisemakers, video cameras or strobe lights, onto the premise without the written permission of the NCAA. Promotional items (e.g., shakers cups, flags, etc.) with commercial slogans or identification are not allowed without the permission of the NCAA. The NCAA reserves the right to prohibit additional items at any time.

**Pep Rallies.** Participating institutions are encouraged to conduct pep rallies or pre-game hospitality at their team hotel. Facilities shall not provide space within the facility proper for pep rallies.

**Public Statements Regarding Officiating.** Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA competition. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.10.

**NCAA Rules.** The Men’s and Women’s Basketball Rules Interpretations and operating manual policies shall be strictly enforced. Details pertaining to games management shall be administered by the NCAA Division I Women’s Basketball Committee.

**Rim Testing.** Each facility is responsible for testing its rims within two weeks of the tournament to ensure that the rebound elasticity falls within the recommended collegiate range as specified in the NCAA Men’s and Women’s Rules and Interpretations Book.

**Squad Sizes.** All teams are limited to 15 student-athletes in uniform. Replacements are permitted up to the starting time of any game. After the game starts, no replacements shall be permitted for any reason.

The number of student-athletes in uniform shall not exceed the prescribed number at the start of the contest. An institution that is advised it is in violation of this regulation 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.

**Start Times.** Game times shall be announced during the NCAA Division I Women's Basketball Championship selection show on ESPN at 8 p.m. ET on March 12, 2007. Times and sequences of games may be changed only with the approval of the NCAA. There shall be a minimum of 30 minutes between games. **NOTE:** A minimum of 27:00 will be put on the clock. Player introductions will begin when the clock reaches 0:00 and will take approximately 3:00.

**Student-Athlete Affidavit.** Pursuant to NCAA Bylaw 18.4, the Division I Championship/Competition Cabinet has directed the Division I Women's Basketball Committee to administer a certification procedure under which student-athletes participating in the Division I Women's Basketball Championship must complete and sign the affidavit and swear to its truthfulness before a notary public. This affidavit should have been signed by each student-athlete at the beginning of the academic year. Institutions shall not send affidavits to the NCAA, but shall have on file and available upon request.

**Team Introductions.** The public address announcer shall introduce the starting players in the following order, beginning with the lower-seeded team: forward, forward, center, guard, guard.

The first player introduced shall proceed to the jump circle at midcourt and remain until the first player from the higher-seeded team is introduced. The two players shall shake hands, then each shall proceed to the free throw line in front of her team's bench. The same procedure shall be observed throughout the lineup.

The two head coaches will be introduced (lower-seeded team's coach first) and shake hands in front of the official scorer's table.

**Warm-Up.** The teams will warm-up on the end of the court opposite from their respective benches prior to the start of the game.

Teams participating in the first game of a session may begin pregame warm-ups a maximum of 60 minutes prior to tip-off **if the final morning practice has concluded; 45 minutes otherwise.** Teams participating in the second game may begin warm-ups as soon as the floor is cleared.

**Team Hosts.** The host institution has assigned individuals to serve as team hosts. These are individuals who are willing to serve as a "concierge" for the participating institution's team. If a team requests that it not be assigned a team host or that their role be minimal, the host must withdraw accordingly from all team activities. Participating teams shall notify their team host of its needs prior to a team's arrival at the site.

## NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP COMMERCIAL FORMAT

### PREGAME

Break(s) to be determined at the discretion of ESPN

### FIRST HALF (8:00)

	<u>1st Horn</u>	<u>2nd Horn</u>
Break #1 (under 16)	2:00	2:15
Break #2 (under 12)	2:00	2:15
Break #3 (under 8)	2:00	2:15
Break #4 (under 4)	2:00	2:15

### HALFTIME (7:30)

Break #1  
Break #2  
Break #3

### SECOND HALF (8:00)

Break #1 (under 16)	2:00	2:15
Break #2 (under 12)	2:00	2:15
Break #3 (under 8)	2:00	2:15
Break #4 (under 4)	2:00	2:15
<i>Floater Break (first team called timeout in second half)</i>	2:00	2:15

### TEAM TIMEOUTS

- Each team gets four 30-second timeouts per game. A team may carry a maximum of three 30-second timeouts into the second half. A team may carry all remaining timeouts from the second half into the overtime period.
- A team receives one additional 30-second timeout per overtime period.
- Each team gets one 60-second timeout per game. This may be used in either half.

### FLOATER BREAKS

- The first team-called timeout in the second half becomes a full-length media timeout (2:15). This timeout counts as a 30-second timeout against the team that calls it.
- ESPN may go to commercial break on the team-called 60-second timeouts or if a team combines two 30-second timeouts for a 60-second timeout. These shall be considered as bonuses.

### NOTES

- ESPN may go to break on four 30-second timeouts per game. These breaks must be executed in conjunction with the timeout coordinator. Please note any 30-second timeout may be shortened at the discretion of the coach (e.g., a coach uses a 30-second timeout for a substitution).
- There will be 60-second breaks between regulation and the first overtime period and between each overtime period. The first team-called timeout in the first and all subsequent overtime periods becomes a full-length media timeout (2:15). ESPN may go to commercial on these breaks.
- The commercial time listed in the pregame and halftime segments are maximums. The network has the ability to use less commercial time in these segments.
- ESPN may request up to two (2) 10-second timeout extensions per half. These extensions may not be used for additional commercial time or billboards. The time must be used to help further enhance the game coverage (e.g., highlight of an outstanding play, sideline report, etc.).

## **Section 11.....Lodging**

The host institution/conference has reserved the following room block for each team:

Friday, March 16	30 (guaranteed) **
Saturday, March 17	30 (guaranteed) **
Sunday, March 18	30 (guaranteed) **
Monday, March 19	30 (all on contingency basis)
Tuesday, March 20	30 (all on contingency basis)

\*\* 25 of the 30 rooms reserved shall be double/doubles

**NOTE: Each institution will be financially responsible for the guaranteed rooms for a three-night minimum, beginning the night before the open practices. The other rooms shall be held on a contingency basis. The institution should notify the hotel of its departure plans if it wins or loses.**

Per the hotel contract, two sleeping rooms shall be upgraded to one-bedroom parlor suites. Additionally, the hotel agrees to provide one complimentary standard room night for each 30 room nights actually occupied. Each institution shall have the option to either (1) assign these complimentary rooms to individuals, or (2) apply the credit to the master account, per the approval of the hotel property.

Two meeting rooms have been reserved at each team's hotel for team meals and meetings. Each participating institution is responsible for making its own arrangements for meeting rooms, meals and other functions. Each participating institution should contact its assigned hotel property to provide estimated time of arrival, make check-in arrangements and confirm services to be provided to the team.

Teams are not allowed to relocate to another hotel property without prior notification and approval from the tournament manager. Teams are not allowed to relocate to another team hotel, ESPN hotel or to the headquarters hotel. If an institution fails to make satisfactory arrangements with the hotel for use of the reserved rooms, full charges for these rooms will be deducted from the institution's per diem.

Questions regarding lodging should be directed to the host institution's lodging liaison.

Lodging Liaison: Jennifer Byrka  
Phone: 860/490-3043  
Cell: 860/490-3043  
E-mail: jennifer.byrka@uconn.edu

### **Hotel Assignments:**

#### **NCAA Headquarters and Media Hotel:**

Hilton Hotel Hartford	Contact Person: Erin Weller	Phone: 860/728-5151
315 Trumbull Street		
Hartford, CT 06103	E-mail: eweller@whghotels.com	Fax: 860/240-7264

#### **Directions**

**From Airport to Hotel:**      **Travel Time from Airport:**      17 minutes (14.9 miles)

1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.
2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.
3. Merge onto CT-20 east toward I-91/Hartford/Springfield.
4. Merge onto I-91 south toward Hartford.
5. Take exit #32A-32B/I-84 West onto Trumbull Street.

<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	1 minute (0.2 miles)
<ol style="list-style-type: none"> <li>1. No need for driving</li> <li>2. Exit hotel on Trumbull Street</li> <li>3. Take a right</li> <li>4. Civic Center on right</li> </ol>		

**NOTE:** The headquarters hotel requires a two-night minimum stay (open practice night and the night of the first games) for all media representatives. Please notify your team's media representatives accordingly.

<b>Team Hotel</b>	Marriott Hartford Downtown 200 Columbus Blvd. Hartford, CT 06103	Contact Person: Jessica Ritti  E-mail: jritti@waterfordhotelgroup.com Phone: 860/249-8000 Fax: 860/760-2222
<b>Directions</b>		
<b>From Airport to Hotel:</b>	<b>Travel Time from Airport:</b>	18 minutes (15.1 miles)
<ol style="list-style-type: none"> <li>1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.</li> <li>2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.</li> <li>3. Merge onto CT-20 east toward I-91/Hartford/Springfield.</li> <li>4. Merge onto I-91 south toward Hartford.</li> <li>5. Take exit #31/State Street</li> <li>6. Turn left onto Columbus Blvd.</li> </ol>		
<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	2 minutes (0.80 miles)
<ol style="list-style-type: none"> <li>1. Go toward Potter Street and turn right on Arch Street.</li> <li>2. Turn right onto Main Street.</li> <li>3. Turn left onto Asylum Street.</li> <li>4. Turn right onto Ann Street.</li> <li>5. Take quick right down ramp to shipping and receiving entrance.</li> </ol>		

<b>Team Hotel</b>	Hartford Marriott Rocky Hill 100 Capital Blvd. Rocky Hill, CT 06067	Contact Person: Jenifer Nelson  E-mail: jenifer.nelson@marriott.com Phone: 860/257-6061 Fax: 860/257-6070
<b>Directions</b>		
<b>From Airport to Hotel:</b>	<b>Travel Time from Airport:</b>	27 minutes (24.1 miles)
<ol style="list-style-type: none"> <li>1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.</li> <li>2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.</li> <li>3. Merge onto CT-20 east toward I-91/Hartford/Springfield.</li> <li>4. Merge onto I-91 south toward Hartford.</li> <li>5. Take exit #23/West Street toward Rocky Hill.</li> <li>6. Turn left on West Street.</li> <li>7. Turn right onto Capitol Blvd.</li> </ol>		
<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	13 minutes (10.9 miles)
<ol style="list-style-type: none"> <li>1. Turn left onto West Street.</li> <li>2. Turn right onto Corporate Pl.</li> <li>3. Turn left onto West Street.</li> </ol>		

4. Bear right onto I-91.
5. Take exit #29A toward Capitol Area onto Whitehead Hwy.
6. Bear right onto Wells Street at Elm Street.
7. Continue on Trumbull Street.
8. Turn left onto Asylum Street.
9. Take right onto Ann Street.
10. Take quick right down ramp to shipping and receiving entrance.

<b>Team Hotel</b>	Hartford Marriott Farmington 15 Farm Springs Road Farmington, CT 06032	Contact Person: Dino DiMattia E-mail: Dino.Dimattia@marriottsales.com Phone: 860/678-1000 Fax: 860/676-0025
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**Directions**

**From Airport to Hotel:      Travel Time from Airport:**      24 minutes (22.65 miles)

1. Exit airport going east on Schoepoester Rd toward CT-75/Turnpike Rd.
2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.
3. Merge onto CT-20 east toward I-91/Hartford/Springfield.
4. Merge onto I-91 south toward Hartford.
5. Merge onto I-84 west via exit #32A toward Waterbury.
6. Take the Fienemann Road exit, exit #37.
7. Take the Fienemann Road ramp.
8. Turn slight left onto Farm Springs Road.

**From Hotel to Facility:      Travel Time to Facility:**      12 minutes (9.96 miles)

1. Start going south on Farm Springs Road toward Fienemann Road.
2. Turn left onto Fienemann Road.
3. Merge onto I-84 east toward CT-9 south/Hartford.
4. Take exit #50 toward Main Street.
5. Turn right onto Trumbull Street.
6. Turn right onto Asylum Street.
7. Turn right onto Ann Street.
8. Take quick right down ramp to shipping and receiving entrance.

<b>Team Hotel</b>	Sheraton Hartford Hotel 100 East River Drive East Hartford, CT 06108	Contact Person: Diane Heinsius  E-mail: dheinsius@sheraton-htfd.com Phone: 860/528-2036 Fax: 860/289-4728
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**Directions**

**From Airport to Hotel:      Travel Time from Airport:**      15 minutes (13.42 miles)

1. Exit airport going east on Schoepoester Rd toward CT-75/Turnpike Rd.
2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 South.
3. Merge onto CT-20 east toward I-91/Hartford/Springfield.
4. Merge onto I-91 South toward Hartford.
5. Merge onto US 6 east/I-84 east/US 44 east via exit 30 on the left toward East Hartford/New London.
6. Take the US-44 east/Connecticut Blvd exit, #53 toward East Hartford.
7. Take the East River Drive ramp.
8. Turn left onto East River Drive.

**From Hotel to Facility:      Travel Time to Facility:**      4 minutes (1.31 miles)

1. Start going east on East River Drive toward Darlin Street.
2. Turn right onto Darlin Street.
3. Merge onto CT-2 west toward downtown Hartford.
4. CT-2 west becomes Founders Bridge.
5. Founders Bridge becomes State Street.
6. Turn slight left onto American Row.
7. Turn right onto Central Row.
8. Turn right onto Main Street.
9. Turn left onto Asylum Street.
10. Turn right onto Ann Sreet.
11. Take quick right down ramp to shipping and receiving entrance.

**Team Hotel**

Crowne Plaza  
50 Morgan Street  
Hartford, CT 06120

Contact Person: Gibson Curzi  
  
E-mail: gcurzi@rosdevhotels.com  
Phone: 860/502-1357  
Fax: 860/549-7844

**Directions**

**From Airport to Hotel:      Travel Time from Airport:**      15 minutes (13.08 miles)

1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.
2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.
3. Merge onto CT-20 east toward I-91/Hartford/Springfield.
4. Merge onto I-91 south toward Hartford.
5. Take the Trumbull Street exit, exit #32B.
6. Turn left onto Market Street.
7. Turn right onto US-44 west/Morgan Street.

**From Hotel to Facility:      Travel Time to Facility:**      2 minutes (0.50 miles)

1. Start going west on Morgan Street toward US-44/Main Street.
2. Turn left onto Trumbull Street.
3. Turn right onto Asylum Street.
4. Turn right onto Ann Street.
5. Take quick right down ramp to shipping and receiving entrance.

**Team Hotel**

Hilton Garden Inn Hartford  
South/Glastonbury  
85 Glastonbury Blvd  
Glastonbury, CT 06033

Contact Person: Jennifer Tripp  
  
E-mail: jennifer.tripp@hershahotels.com  
Phone: 860/652-8111  
Fax: 860/652-8333

**Directions**

**From Airport to Hotel:      Travel Time from Airport:**      24 minutes (20 miles)

1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.
2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.
3. Merge onto CT-20 east toward I-91/Hartford/Springfield.
4. Merge onto I-91 south toward Hartford.
5. Take left exit #55 onto CT-2 East toward New London/Norwich.
6. Take exit #6/Griswold Street.
7. Continue on Glastonbury Blvd.

<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	6 minutes (6 miles)
<ol style="list-style-type: none"> <li>1. Go toward Connecting Rd.</li> <li>2. Turn right onto CT-3.</li> <li>3. Take the CT-2 left exit.</li> <li>4. Take ramp onto State Street.</li> <li>5. Turn left onto American Row.</li> <li>6. Turn right on Central Row.</li> <li>7. Turn right on Main Street.</li> <li>8. Turn left on Asylum Street.</li> <li>9. Turn right on Ann Street.</li> <li>10. Take quick right down ramp to shipping and receiving entrance.</li> </ol>		

<b>Team Hotel</b>	Hilton Garden Inn Hartford North/ BDL 555 Corporate Drive Windsor, CT 06095	Contact Person: Vickie Maryou  E-mail: Vickie_maryou@hilton.com Phone: 860/688-6400 Fax: 860/688-5700
<b>Directions</b>		
<b>From Airport to Hotel:</b>	<b>Travel Time from Airport:</b>	10 minutes (7.4 miles)
<ol style="list-style-type: none"> <li>1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Road.</li> <li>2. Turn right onto CT-75/Turnpike Rd, continue to follow CT-75 south.</li> <li>3. Merge onto CT-20 east toward I-91/Hartford/Springfield.</li> <li>4. Merge onto I-91 south toward Hartford.</li> <li>5. Take exit #38A-38B/CT-75 onto Day Hill Road.</li> <li>6. Turn left onto Corporate Drive.</li> </ol>		
<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	8 minutes (8.3 miles)
<ol style="list-style-type: none"> <li>1. Turn right onto Day Hill Rd.</li> <li>2. Bear right onto I-91.</li> <li>3. Take exit #32A-32B/I-84/Trumbull Street onto Trumbull St toward Waterbury.</li> <li>4. Turn right onto Asylum Street.</li> <li>5. Turn right onto Ann Street.</li> <li>6. Take quick right down ramp to shipping and receiving entrance.</li> </ol>		

<b>Team Hotel</b>	Hartford/Windsor Marriott Airport 28 Day Hill Road Windsor, CT 06095	Contact Person: April Elliott  E-mail: marriott.airport2@snet.net Phone: 860/847-5012 Fax: 860/847-5019
<b>Directions</b>		
<b>From Airport to Hotel:</b>	<b>Travel Time from Airport:</b>	8 minutes (5.61 miles)
<ol style="list-style-type: none"> <li>1. Exit airport going east on Schoephoester Rd toward CT-75/Turnpike Rd.</li> <li>2. Turn right onto CT-75/Turnpike Rd. Continue to follow CT-75 south.</li> <li>3. Merge onto CT-20 east toward I-91/Hartford/Springfield.</li> <li>4. Merge onto I-91 south toward Hartford.</li> <li>5. Take the CT_75 exit, #38A-38B toward Poquonock/Windsor.</li> <li>6. Take the Day Hill Road exit, exit #38B, on the left.</li> <li>7. Stay straight to go onto Day Hill Road.</li> </ol>		



<b>From Hotel to Facility:</b>	<b>Travel Time to Facility:</b>	11 minutes (8.81 miles)
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| <ol style="list-style-type: none"><li>1. Turn left onto Day Hill Rd.</li><li>2. Bear right onto I-91 south.</li><li>3. Take exit #32A-32B/I-84/Trumbull Street onto Trumbull Street toward Waterbury.</li><li>4. Turn right onto Asylum Street.</li><li>5. Turn right onto Ann Street.</li><li>6. Take quick right down ramp to shipping and receiving entrance.</li></ol> |
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**Hospital:**

Saint Francis Hospital & Medical Center  
114 Woodland Street  
Hartford, CT 06105-1208  
860/714-4944

**Directions from team hotels to hospital:**

**Hartford Marriott Downtown**

1. Go toward Grove Street.
2. Turn left on State Street.
3. Turn left on American Row.
4. Turn right on Central Row.
5. Turn right on Main Street.
6. Turn left on Asylum Street.
7. Continue on Asylum Avenue.
8. Turn right on Woodland Street.

**Marriott Hartford Rocky Hill**

1. Turn left on West Street.
2. Turn left onto I-91 North toward Hartford.
3. Take the I-84 West left exit toward Waterbury.
4. Take exit #48 onto Spring Street toward Asylum Street.
5. Turn right on Asylum Avenue.
6. Turn right on Woodland Street.

**Marriott Hartford Farmington**

1. Turn left on Fienemann Road
2. Turn right onto I-84 East toward Hartford.
3. Take exit #48A/Asylum Street/Capitol Avenue toward R.R. & Bus Station.
4. Turn left on Asylum Street.
5. Continue on Asylum Avenue.
6. Turn right on Woodland Street.

**Sheraton Hartford Hotel**

1. Turn left on Connecticut Blvd.
2. Take ramp onto I-84 West.
3. Take exit #48 onto Spring Street toward Asylum Street.
4. Turn right on Asylum Avenue.
5. Turn right on Woodland Street.

**Crowne Plaza**

1. Take ramp onto I-84 West toward Waterbury.
2. Take exit #48 onto Spring Street toward Asylum Street.
3. Turn right on Asylum Avenue.
4. Turn right on Woodland Street.

**Hilton Garden Inn Hartford South-Glastonbury**

1. Continue on Griswold Street.
2. Take left ramp onto CT-2 West toward I-91 North.
3. Take exit #48 onto Spring Street toward Asylum Street.
4. Turn right on Asylum Avenue.
5. Turn right on Woodland Street.

**Hilton Garden Inn Hartford North-Bradley**

1. Turn right on Day Hill Road.
2. Take ramp onto I-91 South toward Hartford.
3. Take exit #32A-32B onto I-84 West toward Waterbury.
4. Take exit #48 onto Spring Street toward Asylum Street.
5. Turn right on Asylum Avenue.

6. Turn right on Woodland Street.

**Marriott Hartford-Windsor**

1. Take ramp onto I-91 South toward Hartford.
2. Take exit #32A-32B onto I-84 West toward Waterbury.
3. Take exit #48 onto Spring Street toward Asylum Street.
4. Turn right on Asylum Avenue.
5. Turn right on Woodland Street.

**Directions from facility to hospital:**

1. Go north on Ann Street toward Allyn Street.
  2. Turn left onto Allyn Street.
  3. Turn left onto High Street.
  4. Turn right onto Asylum Street.
  5. Asylum Street becomes Asylum Avenue.
  6. Turn right onto Woodland Street.
- Travel time: 5 minutes (1.51 miles).

**Athletic Trainer: Stephanie Milazzo**

Office Phone: 860/486-3277

Fax: 860/486-5277

Cell: 860/287-9418

E-mail: stephanie.milazzo@uconn.edu

**Training Room Policies and Procedures:**

Training room will be open and a certified trainer will be present for all practices and games at the facility and physicians will be on-call.

**Location of Training Room:**

Room 1: Through shipping & receiving entrance, left of team personnel entrance.

One hour prior to practices and games and remain open an hour after the conclusion of practices and games.

**Available Supplies:**

Air splints, blood-borne pathogen kit, crutches, electro-galvanic stimulator, first aid supplies, gurney, ice, immobilizer/knee stabilizer, moist hot packs, sharps kit, spine board, ultrasound.

The tournament physicians are:

Physicians:	Dr. Thomas Trojian Phone: 860/486-0404 Cell: 860/617-0135 E-mail: ttrojian@uchc.edu	Dr. Ketan Mody Phone: 860/486-0404 Cell: 773/991-3938 E-mail: ketan.mody@uconn.edu
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**Training Facilities.** Training facilities will be available to the competing institutions. An athletic trainer will be available to assist the participating teams' athletic trainers.

Access to emergency medical service will be available at the facility during all practice sessions and competition.

If an institution wishes to have its own team physician on its bench, that individual must occupy one of the 17 chairs and be issued a bench credential pin.

The NCAA will provide drinking cups, water coolers and bottles. No other cups, coolers or water bottles may be used. Athletic trainers must be prepared to utilize the coolers and water bottles provided.

### **Administrative Meeting**

The NCAA Division I Women's Basketball Committee representatives will conduct a mandatory meeting of representatives of the participating institutions to review tournament procedures and distribute credentials. This meeting will be held:

Date: Saturday, March 17

Time: 9 - 9:45 a.m.

Location: Room 7, Hartford Civic Center. Enter through the shipping and receiving entrance located on the corner of Ann Street and Asylum Street. The meeting room is to the right after entering the building.

It is **mandatory** that the following individuals from each participating institution attend this meeting:

1. Director of athletics, senior woman administrator or other designated administrator;
2. Sports information contact, and
3. Head coach.

**NOTE:** The head coach will be required to attend the first portion of the meeting to obtain team-specific information and will be allowed to depart the meeting after this information has been provided.

### **Sports Information Contacts Meeting**

Alissa Clendenen will conduct a mandatory meeting with the sports information contacts of the participating institutions, ESPN and the timeout coordinator to review media-related policies and television procedures for the championship. This meeting will be held:

Date: Saturday, March 17

Time: 8 – 8:45 a.m.

Location: Room 7, Hartford Civic Center. Enter through the shipping and receiving entrance located on the corner of Ann Street and Asylum Street. The meeting room is to the right after entering the building.

**NOTE:** The primary sports information contact from each participating institution **MUST** attend this meeting. Other sports information personnel from the participating institutions are strongly encouraged to attend.

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.

**Administrative Meeting.** During the administrative meeting, the women's basketball committee representative will review and explain the policies related to tournament administration and misconduct policies.

**Criticism of Officials.** Members of the coaching staff 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.

**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 women's basketball committee.

**Penalty for Misconduct.** In accordance with NCAA Bylaw 31.1.10.3, the women's basketball committee 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 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) 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;
- (6) Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- (7) Cancellation of all or a portion of the honorarium for hosting an NCAA championship, and
- (8) Financial or other penalties different from Nos. 1 through 7, but only with prior approval from the Division I Championships/Competition Cabinet.

**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.

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

## **Section 15.....News Conferences**

All coaches and student-athletes are required to be available for all news conferences and interviews. All uniforms and apparel worn while participating in news conferences must meet the provisions of NCAA Bylaw 12.5.4 regarding commercial identification.

Throughout the championship, news conferences are scheduled for the convenience of the media representatives and the coaches and student-athletes representing the participating institutions. They are designed to provide the media with tournament information required for thorough coverage and to manage the time demands placed upon the coaches and student-athletes.

Each institution's sports information contact is responsible for assisting the basketball committee representatives and the host media coordinator in ensuring that all participants in news conferences are available at the designated times and that all policies regarding news conferences are followed.

### **Pregame News Conferences**

Pregame news conferences will be conducted in the Interview Room (9) located in Assembly Hall at the Hartford Civic Center at the following times:

#### **Saturday, March 17**

10:20 – 10:50 a.m.	Game No. 1 Higher Seed News Conference
11:20 – 11:50 a.m.	Game No. 1 Lower Seed News Conference
12:20 – 12:50 p.m.	Game No. 2 Higher Seed News Conference
1:20 – 1:50 p.m.	Game No. 2 Lower Seed News Conference
2:20 – 2:50 p.m.	Game No. 3 Higher Seed News Conference
3:20 – 3:50 p.m.	Game No. 3 Lower Seed News Conference
4:20 – 4:50 p.m.	Game No. 4 Higher Seed News Conference
5:20 – 5:50 p.m.	Game No. 4 Lower Seed News Conference

#### **Monday, March 19**

1:50 – 2:20 p.m.	Game No. 1 Winner News Conference
2:30 – 3 p.m.	Game No. 3 Winner News Conference
3:20 – 3:50 p.m.	Game No. 2 Winner News Conference
4:10 – 4:40 p.m.	Game No. 4 Winner News Conference

### **Required Attendance**

**Saturday, March 17:** Each head coach and at least two designated players are required to participate in scheduled news conferences prior to the first-round games. No more than three players should attend.

**NOTE:** Any of the team's student-athletes who are not participating in media interviews in the media interview room **must** be available in the locker room during the time the coach and selected student-athletes are participating in the news conference.

**Monday, March 19:** Each head coach and at least two designated players are required to participate in scheduled news conferences prior to the second-round game. No more than three players should attend.

**NOTE:** Any of the team's student-athletes who are not participating in media interviews in the media interview room **must** be available in the locker room during the time the coach and selected student-athletes are participating in the news conference.

### **Postgame News Conferences**

Postgame news conferences will be conducted immediately following the cooling-off period in the Interview Room (9) in Assembly Hall in the HCC.

**Required Attendance:** The head coach and a minimum of two players are required to attend the postgame news conference. A sports information staff representative must escort its team members to the interview room.

**On-Court Interviews:** If requested, the winning coach and winning student-athletes and the losing coach shall grant postgame interviews, not to exceed a total of four minutes with ESPN, Westwood One/NCAA Radio Network and/or its respective originating radio network, provided it is still providing live coverage from the facility. The head coach may designate an assistant coach to conduct a post-game interview with its originating radio network within the four minute window. **NOTE:** These interviews **MUST** occur before participating in any institutional activities (e.g., participating in school song or alma mater).

The networks cannot inordinately delay the coaches' and student-athletes' return to the locker room. If the networks are not prepared to conduct live interviews immediately, it will be necessary for the interviews to be taped. The interview with the losing coach **MUST** be conducted off the court, near the locker room.

ESPN will have the first choice of individuals to interview, then Westwood One/NCAA Radio Network, then the institution's network. All interviews must be concluded within four minutes of the end of the game. The host media coordinator will be responsible for terminating the four-minute interview period, not ESPN or the radio networks.

Regardless of any personal regular-season radio or television contracts, the head coach is first obligated to the entire media staffing the tournament and must report to the interview room immediately following the expiration of the cooling-off period.

The head coach cannot delay a post-game interview with the tournament media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview by ESPN.

**REVISED POLICY: Cooling-Off Period:** A "cooling-off" period has been established for coaches to be with their student-athletes in the locker room following the game. The period begins when the head coach **reaches the locker room area** immediately following the game or interview with ESPN, Westwood One/NCAA Radio Network and/or an institution's radio network.

**First and Second Rounds:** The winning coach and designated players will be escorted to the postgame news conference room first; the losing coach and designated players will follow at the conclusion of the winning team's interview. The cooling-off period is five minutes for the winning team and 15 minutes for the losing team.

**NOTE:** A coach may shorten the cooling-off period, but may not extend it.

### **Locker Rooms:**

**Game Days.** The locker rooms will be open to the media for a maximum of 30 minutes after the cooling-off period expires. Student-athletes, who did not play in the game and are selected for drug testing, may depart for the drug testing area earlier. All other student-athletes must remain in the locker room until the locker room closes to the media 30 minutes following the expiration of the cooling-off period.

**Practice Days.** On practice days, each team's top five student-athletes, who are not in the media interview room and any others requested by the media, shall be available to the media in the locker room area during the time the coach and selected student-athletes are participating in the news conference. A representative of each institution's sports information staff shall be in

the area and will assist in coordinating these interview requests.

**NEW POLICY: Cell Phones and Electronic Devices:** Student-athletes are prohibited from using cell phones or any other electronic devices during the time the locker room is open to the media.



**DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP**  
**Obligations of the Head Coach**

Each head coach of a participating institution in the Division I Women's Basketball Championship must fulfill the following obligations that have been established by the NCAA Division I Women's Basketball Committee.

**A. General.**

- Wear the bench credential pin or wrist band to practices and games.
- Participate in scheduled news conferences the day before the first- and second-rounds. A member of the sports information staff should escort the coach to each news conference.
- 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. ESPN shall contact a participating team's sports information contact before arrival at a site should the network desire to interview the student-athlete(s) on open practice day.
- Participate in scheduled postgame news conferences and ensure that the locker room is open to the media after the designated cooling-off period. The team advancing to the next round shall open its locker room not later than five minutes after the coach reaches the locker room area. The other locker room opens 15 minutes after the coach reaches the locker room area. The coach and a minimum of two starters representing the team advancing to the next round will participate in a news conference in the designated interview room immediately after the locker room is open.
- Attend the administrative meeting on the day before the first-round games.
- 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.

**B. ESPN.**

- If requested, grant an interview to ESPN upon the team's arrival on game days. The coach may permit ESPN to interview student-athletes at this time.
- The coach shall have the option of participating in a halftime interview with ESPN. ESPN will determine which coach shall be interviewed prior to leaving the floor at the start of the halftime period while the other coach will be interviewed when the team returns to the floor at the end of the halftime break.
- If requested, participate in news conferences and interviews with ESPN at the facility the day before the second-round games.
- If requested, grant interviews to ESPN after all games.
- If requested, grant interviews with ESPN 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. A coach is not required to participate in a Game No. 1 halftime or postgame interview if the team that he or she represents is participating in Game No. 2 of the session.

## **Section 16.....Official Travel Party**

The official travel party for the first- and second-round competition (i.e., those for whom transportation and per diem expenses will be reimbursed by the NCAA) is 75 individuals. If the host institution's team is participating, the official travel party is 52 individuals.

In order for a participating institution to receive full reimbursement for transportation and per diem expenses, its official travel party must include 30 band members (including the director), 12 cheerleaders and one mascot. If the travel party does not include these 43 individuals, the institution shall receive per diem and transportation expenses for the actual number of members of the official travel party.

Team travel reimbursement information can be found on the NCAA Web site and can be accessed by clicking the "sports & championships" link, the "basketball" link, the "women's basketball championship" link and the "administration and forms" link.

**IMPORTANT:** Refer to Section 1 Administrative Forms. Administrators are required to:

1. Fax or e-mail the completed Institutional Information Form and Participating Institution Credential Form to Vaughn Williams no later than **5 p.m. ET Tuesday, March 13.** [Refer to Appendices 1A and 1B]

Vaughn Williams Fax Number:	<u>860/486-5511</u>
Vaughn Williams E-Mail Address:	<u>vaugh.williams@uconn.edu</u>

2. Fax or e-mail the completed Will-Call/Player-Guest Institutional Staff Form to Vaughn Williams no later than **5 p.m. ET Wednesday, March 14.** [Refer to Appendix 1C]
3. Fax or e-mail the completed Team Pass Gate List to Vaughn Williams no later than **5 p.m. ET Thursday, March 15:** [Refer to Appendix 1D]
4. Complete the ESPN and General Media Access Forms and submit at the sports information contacts meeting conducted at 8 a.m. on Saturday, March 17. [Refer to Appendix 1G]
5. Complete the Band Pass Gate List, Cheerleader/Mascot Pass Gate List and the Driver Identification Forms and submit at the administrative meeting conducted at 9 a.m. on Saturday, March 17. [Refer to Appendices 1E, 1F and 23A]

**BRING THREE COPIES OF EACH COMPLETED FORM  
TO THE ADMINISTRATIVE MEETING.**

## **Section 17.....Per Diem**

A per diem allowance is guaranteed for those teams participating in the NCAA Division I Women's Basketball Championship.

Per diem allowances will be paid or prorated on the following basis:

1. One for the day before the first day of competition.
2. One for the day of competition.
3. One for each day between days of competition.
4. One-half for the day of departure from the site, provided the team did not compete on that day.
5. If approved in advance by the NCAA financial/travel analyst, member institutions may be provided additional per diem due to transportation circumstances that prevent teams from arriving at the site of competition in time to meet administrative requirements.
6. If approved in advance by the NCAA financial/travel analyst, institutions may be provided additional per diem to travel from one preliminary-round site to the next site, rather than return to campus between rounds.
7. If a host institution's on-campus dining and residence facilities are open and available to student-athletes, the host institution shall receive half-day's per diem for each day the institution competes. If the host institution's campus dining and residence facilities are both closed, the institution shall receive the full per diem allowance for each day the institution competes and each day between competitions. This policy shall also apply to competing institutions located in the same metropolitan area as the championship site (i.e., those located within 25 miles of the site).
8. In order for a participating institution to receive full per diem and transportation expenses for the Division I Women's Basketball Championship, its travel party must include 30 band members (including one director), 12 cheerleaders and one mascot. If the travel party does not include these 43 individuals, the institution shall receive per diem and transportation expenses for the actual number of band members, cheerleaders and mascot who attend.  
**NOTE:** Institutions will not receive per diem for rented bands or cheerleaders.

Transportation expenses and a \$165 per diem will be provided for 75 persons for participating teams in the first and second rounds. In the event the host institution's team is participating, a \$165 per diem will be provided for 52 persons.

## **Section 18.....Practice Schedule**

Teams may practice at the competition site only on the day preceding the first competition at the site, game days and the day between games. Teams are required to practice at the competition site on the day before the first-round games. The committee requires that teams arrive at the scheduled time and conduct practice for the entire time.

The length of each practice is as follows:

Saturday, March 17	50 minutes
Sunday, March 18	20 minutes
Monday, March 19	90 minutes
Tuesday, March 20	60 minutes

**Adjusting Game Day Practice Schedules.** If any teams decline to use its assigned closed practice times, the time slot shall be made available to the other teams in seed order.

**Closed to Public.** Except as noted below, all practices, other than those on the day before the first competition day, will be closed to the general public and all media.

**Off Day Exceptions.** The women's basketball committee representative may determine, after consultation with the producers of ESPN, whether a limited number of production technicians can be present during closed practice on the "off" day to perform necessary services related to the presentation of the telecast(s)/broadcast(s).

**Exception for ESPN.** ESPN's on-air talent, producer and director will be permitted to observe the closed practices. The television personnel may not interview or talk with the coaches or players during the closed practices, unless initiated by the team personnel.

**Admittance to Closed Practice.** Closed practice is restricted to the 35 individuals on the pass gate list and the 10 administrators from the participating institution with all access credentials. All 35 individuals must be included on the team pass gate list and will be issued a closed practice day wristband. All student-athletes must wear wristbands during practice. Teams may revise the pass gate list each day and present the changes at the team entrance. Only a full-time coach or administrator may make changes to the list.

**NOTE:** Should an institution place a person normally identified as a media representative (including the institution's radio crew) on the pass gate list and that person enters the courtside area, the courtside area shall be open to all media outlets.

**Open to Public.** Practices at the competition site on the day prior to the first-round games will be open to the general public (free of charge) and credentialed individuals.

*Teams are required to have jersey numbers on their practice apparel to facilitate the identification of players by the individuals attending the open practice sessions.*

Opposing coaches, student-athletes or team administrators shall be prohibited from attending the open practices of the other participating teams. Sports information contacts may be admitted to the courtside areas provided they are conducting media-related duties.

**Practice Players.** For competitive equity, male practice players **ARE NOT PERMITTED** to take part in any women's basketball team practices in the locale of the championship site. This policy applies to all participating institutions, regardless of whether the team is traveling for an away-from-home contest or playing in a home contest.

This restriction is in effect once the team departs its campus for a championship round or, in the event the host institution's team is participating, beginning the day prior to any championship round contest it hosts until the end of that round of the championship. For example, if School A is hosting the first- and second-rounds on its campus with Saturday and Monday games, the host institution is not permitted to use male practice players from Friday through Monday.

## **Section 18.....Practice Schedule**

**Male Managers.** Male managers that perform typical managerial duties may occasionally assist in drills. The male manager is **NOT ALLOWED TO SCRIMMAGE OR SERVE AS A PRACTICE PLAYER**. The male manager may only perform typical managerial duties. (NCAA Interp-November 13, 2002)

It is not permissible for a **male** student who is receiving financial aid or any compensation for serving in any position in the athletics department to practice with a women's team. [References: NCAA Bylaw 14.1.8.1 (requirement for practice); 12/5/91 official interpretation, Item No. 3; 10/22/92 official interpretation, Item No. 2; 5/4/93 official interpretation, Item No. 4; 2/18/99 official interpretation, Item No. 5, and 11/13/02 staff interpretation, item 1]

### **Saturday, March 17**

#### **(Open Practices)**

11 - 11:50 a.m.	Game No. 1 Higher Seed Practice
Noon - 12:50 p.m.	Game No. 1 Lower Seed Practice
1 - 1:50 p.m.	Game No. 2 Higher Seed Practice
2 - 2:50 p.m.	Game No. 2 Lower Seed Practice
3 - 3:50 p.m.	Game No. 3 Higher Seed Practice
4 - 4:50 p.m.	Game No. 3 Lower Seed Practice
5 - 5:50 p.m.	Game No. 4 Higher Seed Practice
6 - 6:50 p.m.	Game No. 4 Lower Seed Practice

### **Sunday, March 18**

#### **(Closed Practices)**

7 - 7:20 a.m.	Game No. 1 Lower Seed
7:25 - 7:45 a.m.	Game No. 1 Higher Seed
7:50 - 8:10 a.m.	Game No. 2 Lower Seed
8:15 - 8:35 a.m.	Game No. 2 Higher Seed
8:40 - 9 a.m.	Game No. 3 Lower Seed
9:05 - 9:25 a.m.	Game No. 3 Higher Seed
9:30 - 9:50 a.m.	Game No. 4 Lower Seed
9:55 - 10:15 a.m.	Game No. 4 Higher Seed

### **Monday, March 19**

#### **(Closed Practices)**

Noon - 1:30 p.m.	Game No. 1 Winner Practice
1:40 - 3:10 p.m.	Game No. 2 Winner Practice
3:20 - 4:50 p.m.	Game No. 3 Winner Practice
5 - 6:30 p.m.	Game No. 4 Winner Practice

### **Tuesday, March 20**

#### **(Closed Practices)**

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. The final practice will conclude three hours prior to tip-off of the first game.

**Alternate Practice Sites:** No additional practice time is available at the competition site. The following is a list of alternate practice sites, which are located in close proximity to your team's hotel property. The sites are available on a first-come, first-served basis. The participating institutions must provide basketballs, towels, etc. Each team will have the option of closing the practice to the media.

**St. Joseph College**

1678 Asylum Avenue

West Hartford, CT

Contact: Debbie Fiske/Associate AD

Phone: 860/231-5423

E-mail: dfiske@sjc.edu

**University of Hartford**

200 Bloomfield Ave

West Hartford, CT

Contact: Ryan Steele, Assistant Facilities Director

Phone: 860/768-5707

E-mail: rsteele@hartford.edu

**Central Connecticut State**

1615 Stanley Street

New Britain, CT

Contact: Steve Villanti, Assistant Director of Athletics

Phone: 860/832-3078

E-mail: villantis@ccsu.edu

**Loomis Chafee**

4 Batchelder Road

Windsor, CT

Contact: Matthew Lawlor, Physical Education Teacher

Phone: 860/687-6184

E-mail: matthew\_lawlor@loomis.org

**\*\*Please note: There may be charges incurred with the use of these facilities. All insurance and contract agreements are to be handled between the institution and the facility.\*\***

## Section 19.....Schedule of Events

### Saturday, March 17

8 – 8:45 a.m.	Sports Information Contacts Meeting
8:30 a.m.	Team Entrance Opens
8:30 a.m. – 3:30 p.m.	Credential Distribution
9 – 9:45 a.m.	Administrative Meeting
10 a.m.	Facility Doors Open to Public
10:20 – 10:50 a.m.	Game No. 1 Higher Seed News Conference
11 – 11:50 a.m.	Game No. 1 Higher Seed Practice
11:20 – 11:50 a.m.	Game No. 1 Lower Seed News Conference
11:30 a.m. – 1 p.m.	Media Buffet
Noon – 12:50 p.m.	Game No. 1 Lower Seed Practice
12:20 – 12:50 p.m.	Game No. 2 Higher Seed News Conference
1 – 1:50 p.m.	Game No. 2 Higher Seed Practice
1:20 – 1:50 p.m.	Game No. 2 Lower Seed News Conference
2 – 2:50 p.m.	Game No. 2 Lower Seed Practice
2:20 – 2:50 p.m.	Game No. 3 Higher Seed News Conference
3 – 3:50 p.m.	Game No. 3 Higher Seed Practice
3:20 – 3:50 p.m.	Game No. 3 Lower Seed News Conference
4 – 4:50 p.m.	Game No. 3 Lower Seed Practice
4:20 – 4:50 p.m.	Game No. 4 Higher Seed News Conference
5 – 5:50 p.m.	Game No. 4 Higher Seed Practice
5 – 6:30 p.m.	Media Buffet
5:20 – 5:50 p.m.	Game No. 4 Lower Seed News Conference
6 – 6:50 p.m.	Game No. 4 Lower Seed Practice

### Sunday, March 18

1 hour before practice	Team Entrance Opens
7 – 7:20 a.m.	Game No. 1 Lower Seed
7:25 – 7:45 a.m.	Game No. 1 Higher Seed
7:50 – 8:10 a.m.	Game No. 2 Lower Seed
8:15 – 8:35 a.m.	Game No. 2 Higher Seed
8:40 – 9 a.m.	Game No. 3 Lower Seed
9:05 – 9:25 a.m.	Game No. 3 Higher Seed
9:30 – 9:50 a.m.	Game No. 4 Lower Seed
9:55 – 10:15 a.m.	Game No. 4 Higher Seed
2 hours prior to tip-off	Credential Distribution
60 minutes prior to tip-off	Facility Doors Open to Public
TBD	First-Round Game No. 1



## **Section 19.....Schedule of Events**

TBD	First-Round Game No. 2
Between Sessions	Media Buffet
TBD	First-Round Game No. 3
TBD	First-Round Game No. 4

### **Monday, March 19**

Noon – 3 p.m.	Credential Distribution
Noon – 1:30 p.m.	Game No. 1 Winner Practice
1:40 – 3:10 p.m.	Game No. 2 Winner Practice
1:50 – 2:20 p.m.	Game No. 1 Winner News Conference
2:30 – 3 p.m.	Game No. 3 Winner News Conference
3:20 – 4:50 p.m.	Game No. 3 Winner Practice
3:20 – 3:50 p.m.	Game No. 2 Winner News Conference
4:10 – 4:40 p.m.	Game No. 4 Winner News Conference
5 – 6:30 p.m.	Game No. 4 Winner Practice

### **Tuesday, March 20**

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. The final practice will conclude three hours prior to tip-off of the first game.

2 hours before game	Credential distribution
90 minutes before game	Media Buffet
60 minutes before game	Facility Doors Open to Public
60 minutes before practice	Team Entrance Opens
TBD	Second-Round Game No. 1
TBD	Second-Round Game No. 2

The following security policies will be implemented for the first- and second-round competition:

**Participating Teams**

1. The 22 individuals included on the official travel party list will not be required to show a government-issued photo ID; however, the additional 13 individuals will be required to show a government-issued photo ID. Individuals issued a credential or others entering the building on a pass gate list will be required to show a government-issued photo ID each time they enter the facility. Each participating team's primary administrator must be available at the team entry to confirm identification of the 22 individuals on the official travel party list.
2. All participating teams' bags (including equipment bags, band equipment bags/instrument cases and spirit squad equipment bags) will be inspected and tagged prior to each entry into the facility.

**General Public**

1. Backpacks and large bags will be prohibited. The size limit shall be at the discretion of the host facility.
2. All bottles, cans and other containers, except in cases of medical need as certified by a physician, shall be prohibited.
3. All patrons will be requested to return prohibited items to their vehicles, hotel rooms or homes.
4. All small bags will be inspected.
5. A separate entrance will be established for individuals who are not carrying bags.

**Media**

1. **ALL INDIVIDUALS WITH CREDENTIALS WILL BE REQUIRED TO PRESENT GOVERNMENT-ISSUED PHOTO ID, ALONG WITH THEIR CREDENTIAL, EACH TIME THEY ENTER THE FACILITY.**
2. All media bags will be inspected and tagged prior to each entry into the facility.

No later than Tuesday, March 13, each participating institution's sports information contact shall compile its participant media list via the NCAA's online credential system ([www.ncaasports.com/media](http://www.ncaasports.com/media)). Once complete, the sports information contact will electronically submit his/her media list to Alissa Clendenen ([alissa.clendenen@uconn.edu](mailto:alissa.clendenen@uconn.edu); 860/486-3531) and Rick Nixon (e-mail: [rnixon@ncaa.org](mailto:rnixon@ncaa.org); Fax: 317/917-6095), via the credential system and fax or email the form, produced by the credential system as a backup record.

**Materials Requested.** On Tuesday, March 13 or when a team earns their conference's automatic qualification to the tournament, the sports information contact shall send the following materials (via overnight mail service) to Marianne Stoess at Host Communications (859/226-4536; [marianne.stoess@hostcommunications.com](mailto:marianne.stoess@hostcommunications.com); 904 North Broadway; Lexington, Kentucky 40505): media guide and postseason guide (if available); roster including name, position, number, height, class, letters won, hometown, high school; probable starting lineup; game-by-game scores; individual and team statistics; school logo; three game-action photos; a team photo and head-and-shoulder photos of all student-athletes and coaches, the institution's president/chancellor and the director of athletics.

On Tuesday, March 13, each sports information contact shall forward the following materials (via overnight mail service) to Alissa Clendenen ([alissa.clendenen@uconn.edu](mailto:alissa.clendenen@uconn.edu); 860/486-3531): media guide and postseason guide (if available); roster, including name, position, number, height, class, letters won, hometown, high school; probable starting lineup; game-by-game scores; individual and team statistics and school logo.

**Media Lodging.** Rooms for participating institution's media have been reserved at the NCAA headquarters hotel. These room reservations can be made at the same time that credentials are requested via the online credential system.

**NOTE:** The headquarters hotel requires a two-night minimum stay (open practice night and the night of the first games) for all media representatives. Please notify your team's media representatives accordingly.

**Media Services.** The host media coordinator shall distribute play-by-play, halftime and final boxes to the media at courtside, in the workroom and to teams during timeouts. Additionally, halftime and final boxes shall also be delivered to the team locker rooms.

**Quotes and Notes.** Typed quotes shall be distributed to the media immediately following each practice day news conference and postgame interview session. Updated notes (e.g., team notes, tournament notes/records, etc.) shall also be distributed to the media immediately following games.

**Facsimile Service.** A sign-up list (including name, outlet and fax number to send information) should be posted in the media workroom for the media to submit their postgame facsimile requests (e.g., final box only, complete play-by-play, quotes/notes, etc.).

**Flip Cards.** The host media coordinator shall print and distribute a flip card to the media.

**Statistics and Reports.** Each participating institution's sports information contact shall update the team and individual statistics after each game. These statistics shall be reproduced and distributed at the first scheduled news conference preceding the team's next competition in the tournament.

Host media coordinator:	Alissa Clendenen Phone: 860/486-3531 Fax: 860/486-5085 Cell: 860/882-3213 E-mail: <a href="mailto:alissa.clendenen@uconn.edu">alissa.clendenen@uconn.edu</a>	2095 Hillside Road, U-3073 Storrs, CT 06269
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## **Section 22.....Ticket Information**

**Allotments.** Each participating institution in the first-round must purchase 100 lower-level tickets for the session in which it is a participant and, if it advances, the institution must purchase 100 lower-level tickets for its second-round session.

**Pool Tickets.** Each institution may purchase an additional 100 tickets (in addition to the 100 tickets noted herein) for the sessions in which they participate. **NOTE:** The pool tickets are located contiguous to the institution's original 100 ticket allotment. Teams may purchase more tickets based on availability.

Each participating institution must notify the host institution by Noon on **Wednesday, March 14** regarding the number of pool tickets they wish to purchase. Any remaining pool tickets will be divided equally among the other participating institutions that want to purchase additional tickets.

**Complimentary Tickets.** Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for the student-athletes. The host institution/conference will provide a player-guest entrance and representatives from the participating institutions must distribute their player-guest tickets at this gate.

**Payment:** Full payment for tickets must be received by the host institution's box office manager within 45 days of the last date of competition at the site. A fine of \$500 may be assessed by the NCAA for each day an institution fails to pay for its tickets subsequent to the 45-day deadline, with a maximum fine of \$10,000. The committee reserves the right to review the circumstances and impose additional fines as necessary.

The deadline for payment for first-/second-round tickets is May 4.

**Non-Playing Participant Seating.** Seating in these areas shall be restricted to the 22 individuals listed on each team's official travel party pass gate list. Cheerleaders will be assigned to a separate area in the general public seating area.

Twenty-five (25) seats will be reserved in the general public seating section for the **participants** from the non-playing teams.

Fourteen (14) seats will be reserved in the general public seating section for the **cheerleaders** from the non-playing teams.

There shall be four (4) separate band sections reserved for each of the **bands** participating in a session. Seats will not be provided to band members for a session in which their team is not participating.

**Ticket Distribution:** The host institution will contact each participating institution's designated administrator no later than Noon ET on Wednesday, March 14 to determine how many tickets it wishes to purchase from its allocation and how the participating institution wants its tickets delivered. After that time, the participating institution may not return any portion of its allocation to the host institution and is responsible for full payment for the number requested. If a participating institution purchases fewer than its allocation, the remainder of that allocation will be offered to the other participating teams first, and then placed on public sale Thursday, March 15.

Tickets must be purchased as a package until Monday the week of the first-round games. At that time, single-session tickets may be sold.

***EVERY INDIVIDUAL, REGARDLESS OF AGE, MUST HAVE A GAME TICKET FOR ADMISSION.***

### **Disabled Seating Access**

Disabled Services Information line: 860/249-7528

TTY Hearing Impaired: 860/549-7706

One (1) companion ticket per disabled ticket purchased. Disabled seating locations: last two rows of sections 101, 124, 119, 118, 113, 112, 107 and 106. All restrooms are handicapped accessible.

For the safety of the disabled, it is recommended that they arrive one hour before the event time, as they

will be proceeding in the arena, part of the way with the general public. Regardless of the section marked on the ticket, please proceed to the Guest Services entrance located at the Main Entrance (Trumbull Street) of the Hartford Civic Center to the left of the Hartford Civic Center Box Office windows.

**Ticket Prices:**

	<b>Adults</b>	<b>Students</b>
<b>All Session:</b>	\$78	\$48

**Player-Guest Tickets:** NCAA policies and legislation regarding the administration of players' tickets per NCAA Bylaw 16.2 will be followed. Individuals using players' tickets should enter through the far left doors of the main entrance to the arena in the Civic Center lobby. The participating institutions shall operate the player-guest entrance. **PLAYER-GUEST STAFF MUST BE AVAILABLE 30 MINUTES PRIOR TO THE DOORS OPENING FOR THEIR TEAM'S SESSION, REGARDLESS OF WHETHER ITS TEAM IS PLAYING IN THE FIRST OR SECOND GAME OF THE SESSION.** The individuals utilizing the complimentary admissions must present identification at this entrance at which time they will be given a ticket stub and directed to their seat.

**Will-Call Window:** Due to the shortage of time that the participating teams have to distribute tickets to fans, the facility will provide a will-call window for each team. The windows will be at the main box office which is located inside the main entrance of the HCC (Trumbull Street). Enter through this lobby and proceed to the box office. **IF THE INSTITUTION ELECTS TO UTILIZE THE WILL-CALL WINDOW, IT MUST PROVIDE STAFFING FOR ITS WILL-CALL WINDOW BEGINNING 30 MINUTES PRIOR TO THE DOORS OPENING FOR THEIR TEAM'S SESSION, REGARDLESS OF WHETHER ITS TEAM IS PLAYING IN THE FIRST OR SECOND GAME OF THE SESSION.**

**NOTE:** Failure of a participating institution to provide will-call or player-guest staff could result in a misconduct.

Participating institutions shall fax or e-mail the names of representatives who will staff will-call and player-guest entrances to Vaughn Williams by 5 p.m. ET on Wednesday, March 14.

Questions regarding tickets should be directed to:

Ticket Manager: Kyle Kravchuck  
 Phone: 860/486-2724  
 E-mail: kyle.kravchuck@uconn.edu

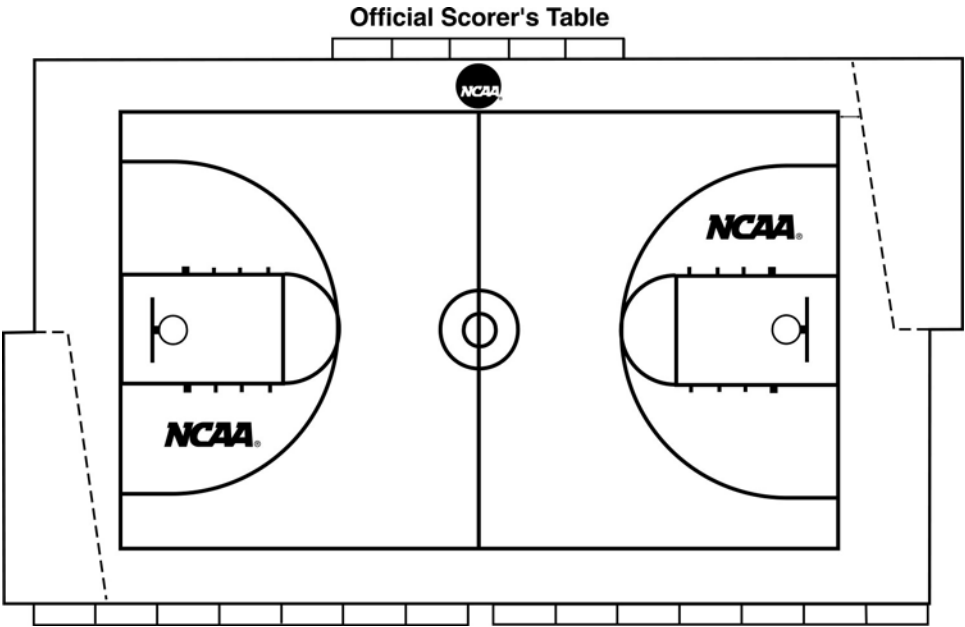
Please refer to the enclosed seating charts. [Refer to Appendices 22A and 22B.]

NCAA DIVISION I WOMEN 'S BASKETBALL CHAMPIONSHIP  
DIAGRAM OF TEAM TICKET SECTIONS

FIRST AND SECOND ROUNDS

\_\_\_\_\_ Fans \_\_\_\_\_ Fans

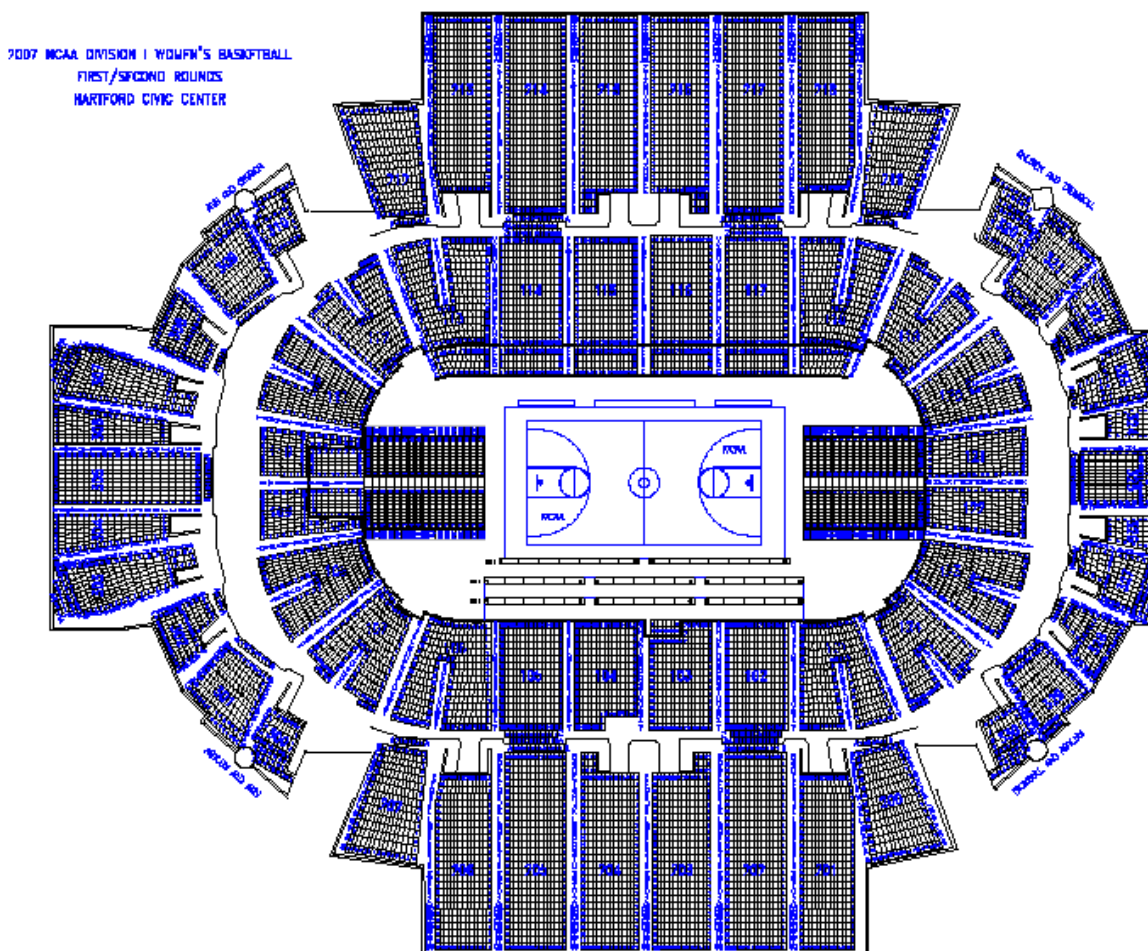
\_\_\_\_\_ Bench \_\_\_\_\_ Bench



\_\_\_\_\_ Fans \_\_\_\_\_ Fans

NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP  
ARENA DIAGRAM

FIRST AND SECOND ROUNDS



**Air Travel Information**

Institutions have been assigned a username and password for the travel system that was sent to the director of athletics. Before the tournament field is selected, team administrators should 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 should be entered. This is the primary person Short's Travel will work with to finalize all travel arrangements.
- Team Contact Information. Contact information for the director of athletics, senior woman administrator, primary team administrator, media relations contact and head women's basketball coach.
- Tentative team manifest. The manifest should include everyone who may be a part of the travel party, including student-athletes, coaches, band members, cheerleaders 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 or lose scenarios should be included. It is very important to include this information as Short's Travel will begin working to arrange travel immediately upon release of the bracket.

Once a team is selected for the tournament, Short's Travel will e-mail a confirmation to the primary travel contact. If the team has not already done so, they should log onto the Web site 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 the bracket. Teams may telephone Short's Travel at 866/655-9215 to confirm their information.

Since available commercial airline seats are extremely limited for groups, institutions may be asked to divide the travel party into smaller groups, use alternate airports or adjust departure times.

Whether an institution will have the option to use a charter flight depends on the commercial services available, charter cost and availability. If commercial space is available, Short's Travel will book it. If Short's Travel cannot arrange for a commercial flight for an institution, that institution would become a priority for charter service. Institutions must be flexible in departure and arrival times when requesting charters.

Most charter airlines will not respond and confirm charter times or rates until Tuesday, March 13. 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, as well as departure 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.

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.

The institution's return flights are subject to change based on the outcome of the game. Travel administrators should be prepared to split their travel parties or take alternate commercial flights, if necessary.

Any questions regarding this travel information should be directed to Kris Fratzke at Short's Travel (866/655-9215) or Juanita Sheely at the NCAA national office (317/917-6757). The NCAA travel



department should be contacted if a team needs to request additional per diem or exceptions to the travel policies due to flight times or dates.

### **Air Travel**

If an institution is eligible to use air transportation to the site of the championship (i.e., if the institution is located more than 300 miles from the competition site) and there is a major airport located within 120 miles of the championship site, the participating institution is required to fly in/out of that airport and ground transport to and from the site of the competition. This policy will also apply if the originating airport is located within 120 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. Mileage will be based on the computer software program Microsoft Streets and Trips. Requests for exceptions to this policy must be directed to the NCAA travel department before making travel arrangements.

All airline reservations must be made through Short's Travel in order to receive the NCAA guarantee for air travel. Airline reservations must match the name exactly as it appears on the passenger's photo identification. The NCAA will pay for the tickets for official travel party members. Short's Travel maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations (866/655-9215).

Because airlines have placed severe restrictions on their commercial space tickets, it is imperative that travelers make any changes well before the scheduled departure time. The NCAA recommends contacting Short's Travel no later than 30 minutes prior to scheduled departure to make changes.

Institutions that make air reservations through a local agency for NCAA-sponsored travel must advise the agency to release, not cancel, the space to Short's Travel. To be eligible for Short's Travel unpublished negotiated airfares, tickets must be issued by Short's Travel.

All charter flights for a team's participation in an NCAA championship must be arranged through Short's Travel. If an institution needs an unusually high seating capacity or it appears that a charter will not be economical, Short's Travel will advise the institution of the available options within the required guidelines. For all championships, the NCAA will reimburse the prorated cost for the official travel party based on the charter's total cost and the number of seats available on the aircraft, but not to exceed the regular coach fare. The institution must pay for additional passengers above the official travel party size.

The NCAA has final approval of all travel arrangements that are part of the NCAA travel guarantee. The NCAA national office travel staff is responsible for making the determination of what should be considered reasonable options for the official traveling party.

### **Ground Transportation**

For local transportation at the site, the host has reserved two buses for each participating institution. Each participating team is required to use the buses that have been reserved or be responsible for the cancellation fees.

Peter Pan Bus Lines  
1776 Main Street  
Springfield, MA 01102  
800/237-8747 x 1126

Carl Lajeunesse  
Gen.Mgr, Charter Sales  
e-mail: clajeunesse@peterpanbus.com

Local transportation must be paid by the participating institution. Transportation between the team's hotel and the competition site or practice site is considered local transportation. If a competing team or a competition site is located outside the metropolitan area of an airport (more than 50 round-trip miles) reimbursement may be claimed, per the instructions below. If the team or competition site is within 50 round-trip miles, any transportation costs are the responsibility of the participating institution.

When teams are required to travel by ground transportation to the site of the competition, the participating institution may choose any mode of transportation it desires. The NCAA will reimburse the

## **Section 23.....Transportation/Parking**

institution \$6,000 and \$2.50 per mile. When teams fly to the site of the competition, they may also be eligible for reimbursement for ground transportation from their campus to the airport or from the airport to the site of the competition. If either of these segments are more than 25 miles one way, reimbursement may be claimed. The same flat rate and mileage allotment will apply to each round trip.

### **Exceptions**

Institutions are advised that if extraordinary circumstances warrant an exception to the NCAA's guidelines, the institution must contact the NCAA travel department (317/917-6757 or [travel@ncaa.org](mailto:travel@ncaa.org)) for approval **prior to** making any travel arrangements.

### **Courtesy Vehicles**

Please note that two courtesy vehicles (1 car and 1 mini-van) will be available to each institution during its stay. The designated team representative should contact the transportation liaison to make arrangements to pick up the vehicles/keys and complete necessary documentation at the team hotel. Each institution should also coordinate the return of the vehicles/keys to the transportation liaison at the competition site.

**ALL DRIVERS MUST COMPLETE AND SUBMIT A SIGNED COPY OF APPENDIX 23A AND PROVIDE A COPY OF THEIR VALID DRIVERS LICENSE TO THE TOURNAMENT MANAGER AT THE ADMINISTRATIVE MEETING.**

### **Parking**

The tournament manager will include the participating institution's parking passes in the informational packet provided to the teams upon their arrival at the team hotel. This packet will be available at the front desk upon check-in. Each team shall be provided six parking passes (3) for buses and (3) for private vehicles. (See map which includes backstage areas.)

Questions regarding ground transportation/courtesy cars should be directed to the host institution's transportation liaison.

Transportation Liaison:	Jason Poppe Phone: 860/486-0498 Fax: 860/486-5511	Cell: 860/786-8604 E-mail: <a href="mailto:jason.poppe@uconn.edu">jason.poppe@uconn.edu</a>
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**Driver Identification Form**

I hereby acknowledge receipt of a \_\_\_\_\_ (year) \_\_\_\_\_ (model)  
with VIN# \_\_\_\_\_ for my use on NCAA business.

In consideration for the use of this vehicle, I understand, represent, and agree to the following:

- I hold a valid driver's license issued by the state of \_\_\_\_\_ that permits me to drive this vehicle on NCAA business.
- I will not allow anyone else to drive this car without prior, written approval from the NCAA.
- I will abide by all applicable local, state, and federal ordinances and statutes.
- I will follow the guidelines presented in the event of an accident.
- I will abstain from using alcohol while driving this vehicle on behalf of the NCAA.

I understand that no automobile or other insurance coverage will be provided for me through the NCAA:

- If I intentionally cause damage to someone or someone else's vehicle; or
- With respect to lost or damaged tapes, records, discs, or other similar audio, visual, or data electronic devices designed for use with audio, visual, or data electronic equipment; or
- With respect to lost wages from any profession, job, or other interest due to an injury sustained while driving on behalf of the NCAA.

**Printed Name**

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**Signature**

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**Date**

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**Should you have an accident in this vehicle, follow the instructions on the inside of the Enterprise Rental contract folder and contact the Enterprise Rental location immediately to report the damage.**

Teams must bring both light and dark uniforms. The higher seeded team will wear its light uniform. If the higher seeded team's light uniforms are not in a color contrasting with the lower seeded team's uniforms, the lower seeded team must adjust and wear a contrasting color.

**Apparel Distribution:** Teams may not bring into or distribute at the facility, 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 facility during open or closed practices, competition, news conferences or postgame interviews.

**NEW REQUEST: Interview Request for Uniforms.** Teams shall bring dark uniforms to all ESPN interviews.

**Logos:** All team uniforms, 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 2 ¼ square inches, including additional material (e.g., patch) surrounding the normal trademark or logo.

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, support group, band or cheerleader squad is in violation of NCAA 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, news conferences or other championship ancillary events, it shall be submitted to the Division I Women's Basketball Committee and reviewed as a misconduct action.

**Practice Apparel:** Teams are required to have jersey numbers on their practice apparel to facilitate the identification of players by the individuals attending the open practice sessions.

**Team Benches/Tickets:** The NCAA will designate team benches. A total of 17 chairs shall be set for each team bench. Only the 15 players in uniform and the seven other individuals (or more if there are fewer than 15 players in uniform) with the bench credential pin will be permitted on the team bench. Additional chairs may not be added to the team benches.

**Team Security:** Participating teams may have personal security. These individuals must be provided a bench credential pin or a credential from the participating team's allotment for admission into the facility. If the team security personnel wish to be seated in the general public seating area, they must be provided a ticket from the team ticket allotment. Team security personnel are required to comply with the facility's policies regarding firearms. The facility manager will notify each security detail of the policies prior to their arrival at the facility.

## **Section 25.....Videotape Exchange and Procedures**

**Videotape Exchange:** Immediately following the selection of the tournament field, each participating institution may contact its first-round opponent to request one game tape to be exchanged. Institutions may request any tape its opponent played during the regular or conference post-season. Each institution must send (specify for the opponent which overnight delivery service is to be used) a copy of the selected game to their first-round opponent. Tapes must be sent, via overnight service, for delivery by Noon on Wednesday and must include a box score and stats sheet from the requested game.

Immediately following the conclusion of second-round play, each participating institution may contact its regional semifinal opponent to request one game tape to be exchanged. Institutions may request any tape its opponent played during the regular or post-season. Each institution must send (specify for the opponent which overnight delivery service is to be used) a copy of the selected game to their regional semifinal opponent. Tapes must be sent, via overnight service, for delivery by Noon on the next business day and must include a box score and stats sheet from the requested game.

Immediately following the conclusion of regional play, each participating institution may contact its Women's Final Four semifinal opponent to request one game tape to be exchanged. Institutions may request any tape its opponent played during the regular or post-season. Each institution must send (specify for the opponent which overnight delivery service is to be used) a copy of the selected game to their Women's Final Four semifinal opponent. Tapes must be sent, via overnight service, for delivery by Noon on the next business day and must include a box score and stats sheet from the requested game.

**PLEASE NOTE:** This policy is an NCAA women's basketball championship policy and supercedes conference regular season policies.

Teams found to be in violation of this policy shall be submitted to the Division I Women's Basketball Committee and reviewed as a misconduct action.

**Videotape Procedures:** Each participating team will be issued **two limited access** credentials for **two camera operators** to videotape its respective game.

One team videographer **must** videotape from the designated upper videotape position and **will not** be allowed to film from the courtside areas during the game. They may have access to the courtside areas until 30 minutes prior to the first game in each session and **may not** have access to the courtside areas at halftime or postgame.

The second team videographer will be issued a limited access credential and a TEAM VIDEOGRAPHER armband that will permit access to the team locker room during **pregame, halftime and postgame ONLY**. They may have access to the courtside areas until 30 minutes prior to the first game in each session and **may not** have access to the courtside areas at halftime or postgame.

Representatives of participating institutions may tape the ESPN telecast of any game at its site, using a video distribution outlet in the media workroom. The institution must provide its own recording equipment.

Hammond Communications will provide each team a DVD of its games. Hammond Communications will also provide to teams that win first-round games, a copy of their next opponent's last game. Team representatives should contact the Hammond Communications representative in the media interview room to obtain these DVD's.

Any footage of any game of the championship may freely be performed for an institution's own 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.

**Restaurants:**

Black Eyed Sally's (Cajun)  
350 Asylum Street  
Hartford, CT  
860/247-7427

Chowder Pot IV (Seafood)  
165 Brainard Rd  
Hartford, CT  
860/244-3311

Hot Tomato's (Italian)  
1 Union Place  
Hartford, CT  
860/249-5100

Morton's of Chicago (Steakhouse)  
30 State Street  
Hartford, CT  
860/724-0044

Vito's By The Park  
26 Trumbull Street  
Hartford, CT  
860/244-2200

Coach's (Sports Bar)  
187 Allyn Street  
Hartford, CT  
860/422-6224

Chili's Grill & Bar  
250 Buckland Street  
Manchester, CT  
860/648-0833

Olive Garden (Italian)  
1441 New Britain Avenue  
West Hartford, CT  
860/521-9049

**Movie Theaters:**

Berlin Showcase Cinemas  
19 Frontage Rd  
Berlin, CT  
860/829-1900

Crown Palace 17 Theatres  
330 New Park Avenue  
Hartford, CT  
860/236-6677

Showcase Cinemas East Windsor  
171 Bridge Street  
East Windsor, CT  
860/623-3545

Showcase Cinemas @ Buckland Hills  
99 Red Stone Rd  
Manchester, CT  
860/646-9800

**Shopping Centers:**

Buckland Hills Mall  
194 Buckland Hills Drive  
Manchester, CT  
860/644-1450

The Shops @ Evergreen Walk  
501 Evergreen Way  
South Windsor, CT  
860/432-3398

The Shops at Somerset Square  
Glastonbury Blvd  
Glastonbury, CT

Westfarms Mall  
500 Westfarms Mall  
Farmington, CT  
860/561-3420

**Area Places of Worship:**

1<sup>st</sup> Presbyterian Church  
136 Capital Ave, Hartford  
860/246-2224

Beth El Temple  
2626 Albany Ave, Hartford  
860/233-9696

Christ Church Cathedral  
45 Church St, Hartford  
860/527-7231

Farmington Ave Baptist Church  
149 Mountain Road, W. Hartford  
860/521-8380

New Testament Church of God  
339 Blue Hills Ave, Hartford  
860/242-8335

Saint Matthew Lutheran Church  
224 Lovely Street, Avon  
860/673-3301

St. Panteleimon Russian Orthodox  
19 Becket Street, Hartford  
860/956-9999

Trinity Episcopal Church  
120 Sigourney Street, Hartford  
860/527-8133

Asylum Hill Congregational Church  
814 Asylum Ave, Hartford  
860/525-5696

Buddhist Pagoda  
255 Cherry Road, New Britain  
860/612-0077

Faith Assembly of God  
846 Prospect Ave, Hartford  
860/233-1338

Holy Trinity Roman Catholic Church  
53 Capitol Avenue, Hartford  
860/246-4162

Northend Church of Christ  
687 Albany Avenue, Hartford  
860/525-5463

South Congregational Church  
277 Main Street, Hartford  
860/249-8627

St. Volodimir Ukranian Orthodox  
110 Russ Street, Hartford  
860/246-0248

United Methodist Church  
1205 Albany Ave, Hartford  
860/525-0573

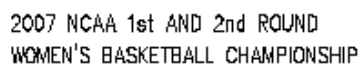
**Attractions/Sight Seeing:**

Basketball Hall of Fame  
Springfield, MA  
877/4HOOPLA

Mystic Aquarium  
Mystic, CT  
860/572-5955

Wadsworth Atheneum Museum of Art  
Hartford, CT  
860/278-2670

Mystic Seaport  
Mystic, CT  
888/9-SEAPORT







*This map of parking lots and garages was created as a guide to help you find safe, convenient and affordable parking in downtown Hartford.*

*The map shows the approximate locations of most surface lots and parking garages in the downtown area as of January 2006. Please note that map is stylized and not to scale.*

