



**2024  
BASKETBALL  
TOURNAMENT  
MANUAL**

# **2024 MEAC BASKETBALL TOURNAMENT**

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## **CHAMPIONSHIP ADMINISTRATIVE REGULATIONS**

### **ADMINISTRATIVE STRUCTURE**

The Chair of the Basketball Tournament Committee shall be the past chair of the Directors of Athletics.

The Committee shall be composed of the immediate past Chair of the Athletics Directors Association, Chair of the Athletics Directors Association, Chair of the Senior Woman Administrators Association, one (1) CCEO, one (1) Faculty Athletics Representative, two (2) Athletics Directors, one (1) Sports Information Director and the most recent men's and women's tournament champion head coaches.

**General Office Responsibilities:** The Conference Office will assign staff members to work with the MEAC Basketball Committee Chair. Additional Basketball Committee assignments will be made by the Chair.

**Member Institutions Responsibilities:** Member institutions are requested to follow all the requirements of the Conference Championships regulations.

**Games Committee/Jury of Appeals Responsibilities:** The Games Committee/Jury of Appeals is composed of the Commissioner or designee, Tournament Director, Supervisors of Men's and Women's Basketball Officials in addition to two (2) MEAC Basketball Committee members and two (2) Head Basketball coaches assigned by the Tournament Chair. The tournament will be conducted according to MEAC and NCAA regulations. The decisions of the Games Committee/Jury of Appeals are final.

### **DATES, SITES & TIME DETERMINATION**

The Basketball Tournament Committee will make recommendations to the Joint Administrative Committee (Athletics Directors and Senior Woman Administrators) for its review on the dates, sites and time of the championships.

Seeding for the tournament will be completed and distributed to the coaches by the last Friday (March 8, 2024 ) prior to the start of the tournament.

Format: There will be a multi-day championship at the site determined by the Joint Administrative Committee (ratified by the Council of Chief Executive Officers) with all eligible teams participating.

### **CHAMPIONSHIP FORMAT**

The Mid-Eastern Athletic Conference Office is the primary authority of the basketball tournament through exercise of the Basketball Tournament Committee. The MEAC shall

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conduct all tournament games for men's and women's teams. All games will be played at the Norfolk Scope Arena.

## **TIE-BREAKING PROCEDURE**

### ***Two-Team Tie***

- a) Head-to-Head Competition
- b) Conference-only record based on winning percentage vs. highest-ranked team in conference standings, continuing down in descending order
- c) Scoring margin between two teams
- d) Coin toss by the Commissioner

### ***Multiple-team tie (3 or more)***

- a) Team the with best winning percentage vs. all tied teams. Once the top team is selected, the remaining teams are based on their record amongst the original tied teams. In case of tied percentages, 3-0 is better than 2-0 and 2-0 is better than 1-0
- b) Conference-only record based on winning percentage vs. highest-ranked team in conference standings, continuing down in descending order
- c) Scoring margin vs. common conference opponents
- d) Best winning percentage in non-conference games against Division I opponents
- e) Coin toss by the Commissioner

**NOTE:** Once a team is determined for the higher seed, the tie-breaker formula begins for the remaining teams for the next highest seed. If there are still teams involved, the tie-breaker formula begins for those remaining teams for the next highest seed. The tie-breaker continues until all teams have been seeded via the formula.

## **MISCONDUCT INCIDENT DURING COMPETITION**

If an act of misconduct occurs during the competition under normal circumstances, the individual shall be allowed to complete the competition in which he/she is participating at the time of the incident, unless the MEAC/NCAA overrules. An administrative hearing shall be held at the conclusion of the competition during the break in the continuity of the championships (e.g., between rounds of the basketball tournament) when no competition is being conducted. However, if the act of misconduct is so flagrant that it obviously violates the principles of sportsmanship, the Games Committee/Jury of Appeals may immediately withdraw the institutional representatives from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the Games Committee/Jury of Appeals' convenience.

In accordance with CAR Chapter 6 of the MEAC Constitution & Bylaws, the Games Committee/Jury of Appeals (or the committee authorized to act for it) may at its sole discretion impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

- A) Public or private reprimand of the individual;

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- B) Disqualification of the individual from further participation in the Conference championship involved;
- C) Banishment of the individual from participating in one or more subsequent championships of the sport involved;
- D) Withholding of all or a portion of the institution's share of revenue distribution;
- E) 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;
- F) Disqualification of an institution for a period of time from serving as host institution for one or more MEAC championships; and
- G) Financial or other penalties in addition to the above, but only if they have the prior approval of the Delegate Assembly and the Council of the Chief Executive Officers.

## **CONFLICT AND RESOLUTION/PROTEST**

Any conflict should be immediately presented to the Chair of the Games Committee/Jury of Appeals for the championships.

Any protest during the championship must be presented to the Games Committee/Jury of Appeals before the officials leave the playing area, prior to the conclusion of the games or immediately after the game. The protest must be in writing and the stated rule or procedural objective must be cited. The Games Committee/Jury of Appeals will rule on the protest in cooperation with the officials and the Conference Commissioner or his/her designee. The decision of the Games Committee/Jury of Appeals is final.

## **PRE-CHAMPIONSHIP ADMINISTRATIVE MEETING**

1. Call to Order
2. Roll Call
3. Uniforms
  - a. Highest-Seeded Team/Light
  - b. Lowest-Seeded Team/Dark
4. Benches
  - a. Highest-Seeded Team/Left of Scorer's Table
  - b. Lowest-Seeded Team/Right of Scorer's Table
5. Misconduct Incident During Competition
6. Penalty for Misconduct
7. Conflict and Resolution/Protest
8. Award Ceremony/ Post-Game Celebration
  - a. Designation of Institutional Rep. to Distribute Championship T-Shirts and Caps

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9. Televised Game
  - a. ESPN2 – Men’s Championship
  - b. ESPN3 – Live, ESPNU – Women’s Championship (tape delayed)
10. Introduction of Teams
  - a. Players’ Handshake, Center Court
  - b. Head Coaches’ Handshake, Center Court
11. Sportsmanship
  - a. Coaches
  - b. Student-Athletes
12. Post-Season/NCAA Tournament/NIT procedures
13. Other
14. Adjournment

## **SPECIAL ENTERTAINMENT**

The Conference Office may arrange to furnish entertainment such as dance groups, marching bands, etc., to perform at the tournament.

## **AWARDS**

Voting: By vote, a panel of at least five (5) media individuals and attending SIDs, shall select the following awards:

1. All-Tournament Teams
2. Outstanding Tournament Performers

The Commissioner or his/her designee, President of the MEAC and the Chair of the CCEOs shall award the following:

1. Team Championship Awards
2. Runner-Up Awards
3. Individual Team Championships Awards
4. All-Tournament Team
5. Outstanding Tournament Performer
6. Outstanding Tournament Coach

An awards ceremony to present the above prescribed awards shall be conducted at the conclusion of the final game of each championship.

## **CHAMPIONSHIP/POST-GAME**

The RUNNER-UP TEAM will receive a trophy, followed by the recognition (NAMES ONLY) of the \*ALL-TOURNAMENT TEAM. The ceremony will continue with the presentation of the OUTSTANDING PERFORMER/OUTSTANDING TOURNAMENT COACH AND CHAMPIONSHIP TEAM TROPHY (individual awards for the championship team are submitted on site to the Director of Athletics or his/his designee).

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## MEAC BASKETBALL TOURNAMENT OFFICIAL PROTEST FORM

DATE:	GAME:	vs.
PROTEST (Use Back if Necessary):		
Signature/Head Coach/ AD or SWA:	Institution:	Date:
<b>FOR COMMITTEE USE ONLY</b> PROTEST RESULTS:		
Signature/Committee Chair:		

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## **FACILITY AND EQUIPMENT**

### **AVAILABILITY OF FACILITY**

The facility will be exclusively available for the teams' practice and competition during specified periods; alternate practice sites will be made available where necessary.

Competition Dates and Times (Refer to schedule at the end of this section).

### **ENTRANCES**

Entrances will be staffed by security. Signage will be posted to clearly identify all entrances (i.e., media/VIP/players will call/band/cheerleaders/teams). Participating teams will enter at the Showcase Restaurant entrance located on the first level on the west end of the arena. The game officials, media and VIP entrance is located adjacent to the box office on the first level on the south end of the arena. Non-participating teams, vendors, participating and non-participating cheerleaders and bands will enter through Gate 12 off of Monticello Avenue.

### **LOCKER ROOMS**

Locker rooms with separate shower facilities will be available for each team and game officials. Locker rooms will be cleaned at the conclusion of each game.

Supplies: All locker rooms will be clean and adequately supplied with towels, toilet paper, water/ice, soft drinks and/or sports drinks (i.e., Coca-Cola products) for all practices and games. Locker rooms will be inspected prior to practice and competitions by the Tournament Manager or designated committee person(s).

Signs: Signs will be posted to identify the teams and official locker rooms.

### **MEDIA OPERATION AREA**

The media work room, hospitality, post-game interview and locker room areas should be in close proximity to one another in order to coordinate media operations as well as provide unchallenging access for coaches and players.

Post-Game Interview Room: MEAC and sponsor signage shall be placed behind the podium on the sidewall (where applicable) using draping on tables and other areas as necessary to reflect the prestige of the event. A platform table (skirted) shall be set up for the interviews (coaches/players/moderator) with name cards in front of each player/coach.

Media Work Room: MEAC and sponsor signage should be displayed appropriately. The work room should be equipped with an adequate number of telephones, electrical outlets, copiers and internet connection.

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Hospitality Area: Only corporate sponsor product cups are to be used in the hospitality area and press row. All food must be consumed in the hospitality room only; no food is allowed on press row.

Holding Area: The holding area shall be a setting adjacent to the interview room where players/coaches can wait, uninterrupted, for their opportunity to participate in the post-game press conference.

Security Access: A security officer will be stationed outside the post-game interview and media workroom to check credentials. Security will be instructed to allow only properly credentialed individuals to enter the area. A sample of permissible credentials will be posted outside of the specified areas.

## **SPORTS MEDICINE FACILITIES**

A sports medicine area will be made available to the competing institutions at the Norfolk Scope; however, each member institution is responsible for providing staffing and supplies for their teams.

## **SCORER TABLE**

The scorer's table should accommodate the following (scorer's table personnel should be dressed in MEAC apparel):

1. Team Scorer
2. MEAC Staff
3. TV Timeout Coordinator (if applicable)
4. Stand-By Official
5. :30 Second Clock Operator
6. Timer
7. Neutral Observer
8. Official Scorer
9. PA Announcer
10. Tournament Manager
11. Team Scorer
12. Statistician
13. Precision Timing Engineer

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An exception to this list or order may be approved by the Assistant Commissioner for Championships if the facility cannot accommodate the above due to certain wiring requirements or electrical outlets.

The official scorer must be seated as close to center court as possible and should wear an official's striped shirt for easy identification by the players checking in to the game. The official scorer's position should be marked with an "X" on the floor in front of the position area.

Only the official corporate sponsor cup and water products of the tournament are permitted on the scorer's table; no food is permitted on the scorer's table.

## **GAME CLOCK**

The game clock must be in operation for all practice sessions. The Practice Coordinator and/or facility technician will be on site to monitor the operations.

Prior to each game of the championship, the game clock shall be set to 25 minutes prior to the tip-off and will be allowed to run down to zero.

## **NATIONAL ANTHEM PROTOCOL**

The National Anthem shall be played before the first game of each session. The National Anthem will also be played at both women's and men's championship games.

The National Anthem will be played when there is 6:00 showing on the game clock (except on certain occasions when there is a televised game and/or additional pre-game activity).

When the horn sounds, all players and all coaches will line up across the court on the free-throw line directly in front of their bench and face the flag.

The PA Announcer will introduce the anthem by reading the script provided by the Conference Office.

Following the playing of the anthem, all players and coaches will face each other and walk to mid-court to shake hands. After shaking hands, teams will return to their benches for the announcement of the starting line-ups.

## **TIMING DEVICE/FOUL INDICATOR**

Arena technicians shall be on standby in the event of a clock malfunction. A backup timing device and foul indicator must be used to clearly show each bench, the number of the player and personal fouls.

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Precision Timing for Officials: Game officials will be equipped with precision timing packs that are coordinated with the game and shot clock. A precision timing technician will be on site during the tournament.

## **TABLE SIGNAGE**

MEAC/Sponsors signage will be placed at the Scorer's Table and Press Row. No other signage which displays corporate signage is permitted (no television and/or radio banners are permitted at the Scorer's Table or Press Row table in the arena).

## **TEAM BENCHES**

Chairs must be provided for 17 individuals (15 players and remaining staff).

Team Doctor: Team Doctor must occupy one of the 17 chairs.

Security: A uniformed security officer will be stationed behind each team bench during the competition and must accompany the teams to and from the locker rooms.

Water Containers: The official soft drink/sports drink for the tournament will provide coolers and water bottles. Any and all other types of coolers and bottles are not permitted.

## **SIGNAGE**

The permissible signage in the arena and the concourse will be approved by the Conference Office in consultation with the Basketball Tournament Committee.

Electronic and/or Scoreboard Messages: Will be approved by the Commissioner or his designee and submitted to the MEAC Marketing and/or Strategic Communications Office three weeks prior to the tournament beginning date.

## **BASKETBALLS**

Twelve (12) NIKE basketballs for men and twelve (12) NIKE basketballs for women with two (2) ball racks will be shipped directly to the Scope Arena. The balls shall be used at the area recreations centers to break them in. Teams arriving for practice will use those basketballs at that time.

## **FILMING/VIDEO TAPING**

Those teams filming their games must confirm such arrangements with the MEAC Associate Commissioner for Strategic Communication prior to the tournament. Only the teams' camera person is permitted to film his/her team's game(s) in the designated filming areas. Upon completion of the game being filmed/taped, the camera person will be required to immediately depart the filming area in order for the next game's camera person to establish their shooting position. It is the responsibility of each team's camera person to burn DVDs for his or her

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team and to ensure that his or her team has a copy of their game film. Championship games are not permitted to be filmed by any teams.

## **RADIOS**

The tournament staff will be provided handheld two-way radios as designated by the Commissioner.

## **NON-PERMISSIBLE ITEMS**

The arena management is responsible for enforcing the MEAC policies. The following items may not be brought into the arena by patrons: irritants (see below). The facility may have additional restrictions on items that cannot be brought into the arena.

Irritants: Such items as oversized flags, noisemakers, banners, or signs that may block the view of other patrons.

Distribution/Posting Materials: It is not permissible for a person or group to distribute materials (handbills, flyers, newspapers, memorabilia or promotional materials) for other events or activities, or post banners/signs of any type in the facility or adjacent areas that fall under the control of the arena management without the advanced written permission of the MEAC/ Norfolk Scope Arena. Individuals who are granted permission for such activity must have an official credential.

## **CONCESSION ITEMS**

Items (e.g. food, beverage and merchandise) may be sold on the arena concourse and established selling locations other than the stands. Souvenir programs are the only permissible item that may be sold throughout the stands/arena.

## **GAMES MANAGEMENT**

### **SQUAD SIZE/OFFICIAL PARTY**

Squad size is limited to fifteen (15) players as designated by the MEAC and/or NCAA rules. The official party size for the tournament is twenty-two (22). Travel and party expenses are the responsibility of each institution.

### **PRE-GAME TIMING SHEET (Protocol)**

Copies of the pre-game timing sheet will be completed by the Associate Commissioner for Strategic Communication. The Associate Commissioner for Strategic Communication is responsible for distributing copies to all Scorer's table personnel and posting in the game officials and teams' locker rooms prior to the games. Copies of the timing sheet (protocol) should also be disbursed at the administrative meeting.

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## **COURT ACCESS**

The court is made available to the upcoming game's teams 30 minutes prior to game time.

## **PRACTICE SCHEDULE**

The Conference Office will set the practice schedule. The Tournament Practice Coordinator will be assigned by the Conference Office. The Coordinator will service all practices.

Practice Times. Teams must adhere to all practice times. Practice times for subsequent days are based on the results of the games completed (Refer to practice time schedule). Teams will be advised prior to departing the facility.

Closed Practice: Practice on the day of play is closed. TV talent crews only (not local) are permitted to watch closed practices in preparation for telecast. It is not permissible for the crew to communicate with the coaches and/or players during the closed practice sessions, unless pre-approved by the MEAC Associate Commissioner for Strategic Communications .

Alternate Practice: Contact for securing practice time at facilities other than the Norfolk Scope is at the discretion of the institutions' coaching staff. The Conference Office may assist with recommending facilities.

## **BENCH PERSONNEL/DESIGNATION**

The coach is responsible for the administration and conduct of all bench personnel. The higher-seeded team must wear light uniforms; lower-seeded teams must wear dark uniforms.

Rosters of the participating teams must be submitted to the Conference Office at a date determined by the Conference Office.

## **EMERGENCY/EVACUATION PLAN**

It is the responsibility of the facility's management to have specific written policies/procedures outlining the facility's emergency/evacuation plan, inclusive of assignment of security officers in and around the competition site. The Basketball Tournament Committee and Tournament Manager should have copies of the policies and procedures.

**EMERGENCY EVACUATION PUBLIC ADDRESS ANNOUNCEMENT:** The announcement only needs to be made if/when an evacuation is about to take place. There is no required announcement by the fire marshal.

**EMERGENCY EVACUATION OF TEAM PERSONNEL:** In case of an emergency evacuation of the Norfolk Scope Arena during a MEAC Tournament game, the following procedures are

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designed to safely evacuate players (from the home and visiting teams), equipment staff, team personnel, etc.:

1. In event of evacuation, all appropriate personnel should meet at the Norfolk Scope Arena.
2. All personnel will be loaded into their respective team buses and will be driven by police escort to the Norfolk Scope.
3. A representative from each team and/or organization will be asked to identify all persons on the bus upon arrival at the Norfolk Scope Arena.

## **BAND AND CHEERLEADERS**

Bands shall be limited to thirty (30) members, including their advisor. Cheerleading squads, including the costumed mascot, shall be limited to fifteen (15) members: twelve (12) cheerleaders, plus one (1) mascot and (2) cheerleader advisor/supervisors. Please note that only twelve (12) cheerleaders and one (1) mascot are allowed on the floor. Each institution is required to adhere to the maximum limits set forth regarding the number of cheerleaders and mascots permitted to participate during the institution's contest.

**Facility Access:** The bands, cheerleaders and mascots will be admitted to the facility via the required official party list submitted by the institution of which official credentials will be issued. Security will verify bands and cheerleaders from the "Official Party List" and their credentials. Participating and Non-Participating cheerleaders and bands will be admitted to the Norfolk Scope Arena through Gate 12 off of Monticello Avenue. A registration/admittance station will be located near the entrance.

**Rule:** For bands, or any component thereof, to play while the contest is in progress is an unsportsmanlike act. A two-shot administrative technical foul will be charged to the team but will not be counted as a team-foul or disqualification or ejection as a penalty for playing while the contest is in progress.

**Seating When Competing:** Seating for bands should be in comparable areas of the arena end zones. Both bands should be opposite their team's bench. Bands will be placed in rows that will not interfere with spectators, photographers or teams.

**Electronic Amplification:** It is not permissible for bands to use electronic amplification equipment. The cheerleading squad may play taped music from the public address system for half-time performances only (not during pre-game or timeouts).

**Artificial Noise Makers:** Artificial noise makers or air horns are not allowed. Cheerleaders must refrain from pounding megaphones on the floor.

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**“Substitute” Band:** Only if an institution, during the regular season, has not had a band and would like to secure a substitute band for the tournament, is it permissible for an institution to enlist a substitute band (e.g., from a local high school). The band would be bound by all policies and procedures governing member institutional bands. It is the sole responsibility of the institution’s Director of Athletics and/or Senior Woman Administrator to make available and enforce the policies and procedures with the substitute band.

## **CHEERLEADING GUIDELINES (Consistent with NCAA Tournament Guidelines)**

1. Any signage or “props” used by the cheerleaders **MUST BE** stored behind each squad, off the playing surface, while not in use.
2. A maximum of 12 cheerleaders and one mascot, from each participating team, shall be allowed on the floor when the game clock is stopped.
3. 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. Mascots must be seated on the end of the baseline away from the goal standard.
4. Cheerleaders and mascots will only have access to this baseline area when their team is playing.
5. Cheerleaders and mascots **MAY NOT** block the view of participants, patrons or media during competition.
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. Artificial noisemakers of any kind including but, not limited to air horns, electronic instruments, cow bells, inflatable noisemakers, laser pointers, etc., **ARE NOT** permissible.
11. 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.

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12. 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.
13. Flags, of any size, may be displayed or waved on the court ONLY DURING PREGAME ACTIVITIES AND HALFTIME. Flags will not be permitted on the court during timeouts.
14. Cheerleading squads MAY NOT throw items (e.g., t-shirts, souvenir basketballs) into the general public seating area unless directed by tournament game operations personnel.
15. 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.

**Performance Guidelines.** All cheerleading squads must conform to the guidelines established by the American Association of Cheerleader Coaches and Advisors (AACCA) and can be viewed at <http://www.cheerrules.org/aacca-college/>.

The NCAA, host institution/conference or facility shall not be responsible for supervising or monitoring routines performed by cheerleaders. 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.

**Dance Squads.** If an institution's dance squad is designated as its primary spirit squad, these members shall adhere to the same policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc. If an institution elects to bring its dance squad in addition to the designated cheerleading squad, these individuals must be provided a ticket from the institution's allotment and be seated in the general public seating area.

Dance squads may perform at halftime of their institution's game and will be allowed a maximum of four minutes for their performance. If an entertainment group has been scheduled to perform at halftime by the host institution/conference, they will be given priority over participating institution's dance teams. There is no limit on the number of performers at halftime.

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**Additional Performers.** Additional spirit squad members (e.g., pom pom squads, dance teams) may only perform at halftime. These individuals must have a ticket for entrance into the facility 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.

**Substitute Squad.** An institution may contract or “rent” cheerleaders at the institution’s expense if the institution’s cheerleaders are unable to travel or the institution does not have cheerleaders of its own. An institution may hire a cheerleading 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 the individual (or the individual’s relatives or friends) any financial assistance or other benefits that the institution does not generally provide to prospective students.

**Cheerleading Safety Guidelines.** Cheerleading squads must follow American Association Cheerleading Coaches & Administrators (AACCA) Safety Guidelines at all times to include having an AACA certified coach. The following skills are prohibited during the basketball tournament:

- A. Basket tosses, elevator/sponge tosses and other similar multi-based tosses.
- B. Partner stunts in which the base uses only one arm to support the top person. Exception: Cupies/awesomes are allowed with an additional spotter.
- C. Flips into or from partner stunts.
- D. Inversions. Exception: High school level inversions are allowed. (For example, suspended forward and backward rolls, low-level inversions, and braced flips with two bracers are allowed. For college, the two bracers and top person are not required to be double based.
- E. Twisting dismounts greater than 1 ¼ rotation. Twisting dismounts up to 1 ¼ rotation on the court require an additional spotter.
- F. Two and one-half person high pyramids.
- G. Airborne twisting tumbling skills (Arabians, full twisting layouts, etc. Cartwheels, roundoffs and aerial cartwheels are allowed.)

The above safety rules are general in nature and are not intended to cover all circumstances. All cheerleading skills, including tumbling, partner stunts, pyramids, jumps and tosses should be carefully reviewed and supervised by a qualified and knowledgeable advisor or coach. The American Association of Cheerleading Coaches and Administrators makes no warranties or representations, either expressed or implied, that the above guidelines will prevent injuries to individual participants. For the most recent safety rules and information, visit [cheerrules.org](http://cheerrules.org).

# **2024 MEAC BASKETBALL TOURNAMENT**

## **STATISTICS CREW**

The Conference Office, at the direction of the Associate Commissioner for Strategic Communications, will secure the statistics crew.

## **NATIONAL ANTHEM/COLOR GUARD**

The National Anthem will be played by the highest-seeded team's band unless there is a special singer or act performing the anthem approved by the conference office. In the event the highest-seeded team band is not present, the lowest-seeded team's band will play. If neither band is in attendance, the anthem will be played using the public address system. The only deviation from the public address system is when an individual or group has been approved by the Conference Office to sing the National Anthem. The bands will receive a game protocol sheet upon arrival indicating who will be performing. Bands are to adhere to the protocol sheet as well as game management staff at all times. The Military Corps will present the colors for the National Anthem.

## **BALL GIRLS/BALL BOYS**

Two ball persons, one under each basket will be assigned to assist a staff member with the responsibility of ball retrieval and court clean-up. They should be on the floor one-hour prior to game time.

Uniform: Ball persons should be dressed neatly in shirts/pants of uniform style and color, exclusive of any commercial identification, unless approved by the Conference Office.

Qualification: Ball girls and boys should have an appreciation for the seriousness of their role at this MEAC competition. The Conference Supervisors of Men's and Women's Basketball Officials must emphasize the importance of the event and review their duties and responsibilities. Ball boys/girls shall be instructed specifically to remain neutral, serve all teams equally and refrain from shooting basketballs during timeouts, half-times, and before and after games. They should also be informed that if any duties and responsibilities are not adhered to, the result will be immediate dismissal of role for the remainder of the tournament.

Age Restrictions: Ball girls and boys should be between the ages of 10 and 12. This age group is to avoid potential problems with teams and prospective student-athletes.

## **GAME STAFF/SCORER'S TABLE PERSONNEL**

The Norfolk Scope is responsible for the following game staff, which includes, but is not limited to:

Timeout Coordinator: The Tournament Manager should arrange, in consultation with the Associate Commissioner for Strategic Communications and approval by the Commissioner, to provide someone who has extensive experience as a Timeout Coordinator. The Timeout Coordinator

# 2024 MEAC BASKETBALL TOURNAMENT

must adhere to the Policies and Procedures (Refer to Timeout Coordinator Procedures at the end of this section).

Public Address Announcer: The public address announcer will adhere to the script and instructions stipulated by the MEAC, player introductions and those of an emergency nature (e.g. paging a doctor); practical nature (e.g. announcing that a car has their lights on); announcements that MEAC souvenirs, game programs, concession/vendor are on sale in the arena; and those announcements permitted by the Commissioner, Tournament Manager or designee (Refer to the script and instructions for public address announcer at the end of this section).

Basketball Tournament Committee Chair: Should be located at courtside seating. This is to ensure that he/she is able to oversee all aspects of the competitions and be readily accessible to the Tournament Committee.

## **MEDICAL PROCEDURES**

For competition, there will be an on-site presence of a person qualified and delegated to render emergency care to a stricken student-athlete. Additionally, there will be a doctor either on call or on-site for the duration of the tournament competition.

## **INSTRUCTIONS FOR PUBLIC ADDRESS ANNOUNCERS**

The public-address announcer(s) play a vital role in the administration and conduct of first round and tournament competition. The announcer(s) is/are responsible to the Commissioner and Tournament Manager.

1. No special announcements shall be made without the Commissioner and/or designee approval. Announcements are limited to (a) those of an emergency nature (e.g., paging a doctor); (b) those of a practical nature (e.g. announcing that car lights have been left on); (c) announcements that MEAC souvenir merchandise, game programs and concessions are on sale in the arena; (d) the paid attendance figure; (e) scores from earlier MEAC contest; and (f) **Game Officials' names shall not be announced over the public-address system.**
2. The announcer(s) shall not be a "cheerleader" for any team. If the competition is played at a traditional home site of a participant, the announcer(s) shall adhere to MEAC procedures, rather than those that may have been in effect during the regular season. It is not appropriate to provide information pertinent to activities unrelated to the tournament unless designated by the Commissioner or designee.
3. Prior to the start of competition, the public-address announcer(s) **must** read the following statement:

"THE MEAC ENCOURAGES AND PROMOTES GOOD SPORTSMANSHIP BY STUDENT-ATHLETES, COACHES AND SPECTATORS. WE REQUEST YOUR COOPERATION BY

# **2024 MEAC BASKETBALL TOURNAMENT**

SUPPORTING THE PARTICIPANTS, COACHES AND OFFICIALS IN A POSITIVIE MANNER”.

4. The announcer(s) also shall:
  - Identify the score, the fouler and all substitutes;
  - Announce the number of free throws awarded; and
  - Announce the team taking a timeout. If a television timeout is called, there should be no reference to the timeout other than stating, “There is a media timeout on the floor”.
5. If there are technical difficulties with the game clock (the official game time is kept by the standby official at the scorer’s table), the announcer should provide the time remaining at two minutes of each half. The time should be announced in 30-second intervals with less than two (2) minutes remaining on the game clock for each half and at every dead ball situation. Two stopwatches will be provided to the standby official and the timeout coordinator (if game is televised).
6. The announcer(s) shall meet with the MEAC staff prior to the game to review game protocol, including coordination of the national anthem, starting lineups, the actual tip-off for the game and the start of the second half, etc.
7. The announcer(s) **must** also review crowd control procedures with the Tournament Manager or designee. These may include notes regarding exits, seating, safety measures, first aid stations and protection of the playing floor after the game.
8. In the event debris is thrown on the playing court or other incidents that interfere with the normal conduct of the game occur, the game officials may remove the teams from the playing surface. In the case of such an event, the announcer(s) shall make the following announcements:

“The game officials and the personnel from both teams have been directed by the MEAC to remain off the playing surface until playing conditions are conducive for continuation of the game. Please demonstrate good sportsmanship and let’s afford the participants the opportunity to compete in a positive and safe environment.”

# 2024 MEAC BASKETBALL TOURNAMENT

## **PUBLIC ADDRESS ANNOUNCEMENT SCRIPT FOR PLAYER INTRODUCTIONS**

GOOD (MORNING/AFTERNOON/EVENING), LADIES AND GENTLEMEN ... WELCOME TO THE NORFOLK SCOPE ARENA FOR TODAY'S FIRST ROUND, GAME 1 OF THE 2019 MEAC BASKETBALL TOURNAMENT.

PLEASE RISE FOR THE PLAYING/SINGING OF THE NATIONAL ANTHEM, TO BE PLAYED BY:

\_\_\_\_\_

TODAY'S FIRST-ROUND GAME IS BETWEEN THE: \_\_\_\_\_

AND THE: \_\_\_\_\_ . LET'S MEET THE STARTING LINEUPS.

AT FORWARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT FORWARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT FORWARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT FORWARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT CENTER FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT CENTER FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT GUARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT GUARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT GUARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AT GUARD FOR \_\_\_\_\_, A \_\_\_\_\_ FROM \_\_\_\_\_  
NUMBER \_\_\_\_\_, \_\_\_\_\_

AND INTRODUCING THE HEAD COACHES...

FOR: \_\_\_\_\_, \_\_\_\_\_

AND FOR: \_\_\_\_\_, \_\_\_\_\_

# 2024 MEAC BASKETBALL TOURNAMENT



## TOURNAMENT OFFICIAL TRAVEL PARTY LIST PARTY OF TWENTY-FIVE (22)

INSTITUTION: \_\_\_\_\_

TEAM: \_\_\_\_\_

HEAD COACH: \_\_\_\_\_

ASST. COACH: \_\_\_\_\_

ASST. COACH: \_\_\_\_\_

ASST. COACH: \_\_\_\_\_

MANAGER: \_\_\_\_\_

ATHLETIC TRAINER: \_\_\_\_\_

BUS DRIVER: \_\_\_\_\_

PLAYERS:			
1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.			
8.			
9.			

\*Please note that Sports Information Staff are included in a separate application process.

FORM SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**DUE BY MONDAY, FEBRUARY 5, 2024**

# 2024 MEAC BASKETBALL TOURNAMENT



## TOURNAMENT OFFICIAL TRAVEL PARTY LIST CHEERLEADERS TRAVEL PARTY

INSTITUTION: \_\_\_\_\_

COACH: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ASST. COACH: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SQUAD MEMBERS (12+ MASCOT ONLY)			
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	
13. MASCOT:			

One additional credential for van/bus driver will be included with credentials.

FORM SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**DUE BY MONDAY, FEBRUARY 5, 2024**

# 2024 MEAC BASKETBALL TOURNAMENT



**TOURNAMENT OFFICIAL TRAVEL PARTY LIST  
BAND TRAVEL PARTY  
(Band travel party is 30 to include band director)**

INSTITUTION: \_\_\_\_\_

PEP BAND DIRECTOR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

	PEP BAND SQUAD MEMBERS (29 ONLY):		
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.			

FORM SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**DUE BY MONDAY, FEBRUARY 5, 2024**

# **2024 MEAC BASKETBALL TOURNAMENT**

## **SPONSORSHIP INVOLVEMENT**

### **SPONSORSHIP/PROMOTIONS/ADVERTISING**

The Conference Office is solely responsible for the acquisition of sponsorships, promotions and advertising for the championships. If an official title sponsor is established for the championships, then the sponsor's name must be used in all references to the event (e.g., Sponsor/MEAC Basketball Tournament).

Any promotion involving tournament tickets must be agreed to in advance, in writing, by all parties to the agreement, including the MEAC. Tickets for such promotions are limited to Wednesday and Thursday sessions.

Any entity, group or organization requesting the use of the MEAC logo mark, marquee or otherwise seeking to directly identify with a MEAC Championships event shall be subject to a licensing fee. Fees shall be determined and collected by the Conference Office in advance of any event or activity.

## **MEDIA**

### **CREENTIALS**

Media credentials are the responsibility of the Conference Office.

### **MEDIA REQUESTS**

All media requests for press credentials shall be made to the MEAC. Priority shall go to those media outlets that consistently staff MEAC contests during the regular season, followed by those outlets that have covered past championships.

### **SOUVENIR PROGRAMS**

A souvenir game program will be developed to generate additional revenue by the Conference Office.

### **STATISTICS**

All tournament statistics and information is the property of the MEAC and will be created and distributed by the Conference Office.

### **FILMING/VIDEO TAPING**

Radio, television and team entities involved in filming of events, videotaping or audio streaming must be approved by the MEAC thirty (30) days in advance of the contests.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **INTERVIEWS**

Interviews will be coordinated by the MEAC Strategic Communications staff and will be conducted according to the 10-minute cooling off period.

## **TELEVISION**

Television rights for the championships are the sole property of ESPN and the MEAC and coordinated by the Conference Office.

## **RADIO**

All tournament games are the property of the Conference Office. There is a one-time charge of \$200/\$250/ or more if a data line is requested.

(Campus Radio/Audio Streaming/Internet Broadcast) rights fee for institution radio stations payable to the Conference. Any institution wishing to transmit a contest in which it is participating must secure contractual approval from the Conference Office at least thirty (30) days in advance of the Conference Championship. Commercial stations seeking to broadcast from the tournament must pay a copyright fee and be approved at least 30 days in advance.

## **CREDENTIALS APPLICATION**

All working media credential requests must be made on the official basketball tournament media request online form on or before March 1, 2024. Media credential applications will be emailed to the respected media outlets.

## **ISSUANCE OF CREDENTIALS**

Upon receipt of the credential request form, the media outlet representative will be notified no later than two (2) weeks prior to the basketball tournament.

Television Providing Play-by-Play: No more than fifty (50) credentials shall be provided to the production crew televising the games. The credentials must be claimed in person by the producer.

Other Television: Television stations and/or networks will be limited to two (2) credentials. One credential will be granted to an institution's highlight video productions staff. The footage may be used for institutional purposes only and is not permitted for commercial use. Television shows produced by a syndicator or independent producer for or by a head basketball coach of a participating institution, syndicated or public television stations or cable programs will not be approved for working press or temporary television credentials.

Photography: Only one (1) credential will be issued (refer to criteria at the end of this section). Photographer must sign official waiver prior to receiving credentials.

# **2024 MEAC BASKETBALL TOURNAMENT**

Scouting: At each first-round or quarterfinal tournament game, a total of six (6) seats shall be reserved for scouting purposes. One (1) seat shall be reserved for each MEAC team.

At each semifinal tournament game, a total of one (1) seat shall be reserved for scouting purposes. One (1) seat shall be reserved for each participating team.

## **POST-GAME INTERVIEWS**

Coaches and a minimum of two (2) first-team players are required to participate in each news conference. (Refer to information at the end of this section)

Stop Watches: Stop watches will be used to keep time of the 10-minute cooling-off period at the team's locker rooms. Official time will begin when all players have cleared the court.

## **ASSISTANT COACHES INTERVIEWS**

An assistant coach is permitted to participate in a radio interview on the head coach's behalf prior to the expiration of the cooling-off period.

## **ADVERTISING**

All advertising sold for the championship publication, broadcasts and telecasts/cablecasts must be coordinated by the Conference Office.

## **CRITERIA FOR PHOTOGRAPHY**

Photography Guidelines: Photographers working on the floor are restricted to the photographers' box at each end of the playing court. Photographers may not place tripods on or beside the playing court, nor attach strobes to any part of the building without prior written approval. Flash attachments are not permitted. No one is permitted in front or behind the scorer's table, team benches, team huddles, press row or any other floor level position at any time after competition begins, including timeouts. Television stations doing remote broadcasts or TV crews videotaping in the Norfolk Scope may not point strobe lights toward the court at any time.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **Media Credentials Request Guidelines**

These guidelines have been prepared to ensure a working press row, media room and photo end zones during the 2024 MEAC Basketball Tournament.

Applications will be issued to credible media outlets only and priority will be extended to media outlets that regularly cover MEAC events and member institutions.

# **2024 MEAC BASKETBALL TOURNAMENT**

Limited space is available; therefore, completion of the credential application does not guarantee a credential and/or parking pass.

All credential requests must be made through the official website ([www.MEAChoops.com](http://www.MEAChoops.com) or [www.MEACsports.com](http://www.MEACsports.com)) on or before the deadline of **March 1, 2024**. No email requests will be allowed, and applications received after the deadline will not be considered. No exceptions.

Credential confirmations will be emailed after the request has been processed.

No credentials will be mailed, and all passes will be available at the media will-call at the Norfolk Scope starting Tuesday afternoon **March 12, 2024**.

Requests for non-working spouses, children and friends will be rejected. Freelance journalists/photographers will be issued credentials on an availability-basis only. Approved credential requests will be non-transferable and will remain the property of the Mid-Eastern Athletic Conference. As such, credentials issued may be confiscated from the holder as the MEAC Strategic Communications Staff deems appropriate. Moreover, the MEAC Strategic Communications Office reserves the right to issue and reject credential requests as deemed appropriate.

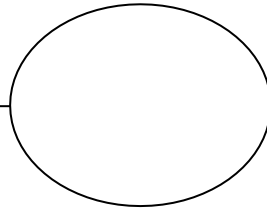
## **LIMITS ON REQUEST**

<b>OUTLET TYPE</b>	<b>PRESS ROW</b>	<b>PHOTO END ZONES</b>
Sports Information Directors	2	N/A
Beat Writers/Dailies of MEAC Schools	2	2
All Other Daily Newspapers	1	1
Weekly Newspapers in Norfolk	1	1
All Other Weekly Newspapers in Tidewater Area	1	1
National Sports Publications	2	2
Television Outlets in Norfolk	1	2
Television Outlets in Tidewater Area	1	2
All Other Television Outlets	1	1
All Other Sports Publications	1	1
Official School Radio	3	0
Student Newspapers from MEAC Schools	1	1
Student Yearbook Staff from MEAC Schools	1	1
	(If space allows)	(If space allows)

# 2024 MEAC BASKETBALL TOURNAMENT

## Media Seating

Dorna Board Operator 1  
Media Position 2  
Media Position 3  
Media Position 4  
Media Position 5  
Media Position 6  
Institutional Radio 7  
Institutional Radio 8  
Institutional Radio 9  
Media Position 10  
Media Position 11  
Media Position 12  
Media Position 13  
Media Position 14  
Media Position 15  
Media Position 16  
Media Position 17  
Media Position 18  
Media Position 19  
Media Position 20  
MEAC Staffer 21  
Media Position 22  
Media Position 23  
Media Position 24  
Media Position 25  
Media Position 26  
Media Position 27  
Media Position 28  
Media Position 29  
MEAC Media Relations 30  
MEAC Media Relations 31  
MEAC Media Relations 32  
MEAC Media Relations 33  
Media Position 34  
Media Position 35  
Media Position 36  
Media Position 37  
Media Position 38  
Institutional SID 39  
Institutional SID 40  
Institutional SID 41  
MEAC Media Relations 42  
Media Position 43  
Media Position 44  
Media Position 45  
Media Position 46  
MEAC Staffer 47  
MEAC Staffer 48  
Media Position 49  
Media Position 50  
Media Position 51  
Media Position 52  
Media Position 53  
Institutional Radio 54  
Institutional Radio 55  
Institutional Radio 56  
Media Position 57  
Media Position 58  
Media Position 59  
Media Position 60



Game Operations  
Institutional Rep #1  
Stat Crew #1  
Stat Crew #2 Tourney  
Manager Game  
Announcer #1  
Game Announcer #2  
Timeout Coordinator (TV Games Only)  
Standby Official  
Official Scorer  
Shot Clock Operator Scoreboard Operator #1  
Scoreboard Operator #2  
Precision Timing Operator  
MEAC Strategic Communications  
Institutional Rep #1

# **2024 MEAC BASKETBALL TOURNAMENT**

## **TELEVISION TIMEOUT COORDINATOR PROCEDURES**

### **DURING THE GAME**

In games involving media (i.e. radio, television or internet audio or visual broadcast), when the media format calls for at least three (3) media timeouts in either half, the following shall be in effect:

- A. When television is employed, there shall be four (4) media timeouts in each half. These media timeouts shall occur at the first dead ball after the 16-, 12-, 8- and 4-minute marks, when the clock is stopped.

The first timeout requested by either team in the second half shall become the length of a timeout called for by the media agreement.

When the first timeout requested by either team in the second half is granted and creates the first dead ball after one of the 16-, 12-, 8- and 4-minute marks, the media timeouts for those specified times shall occur after the next dead ball.

- B. When radio or internet audio or visual broadcast is being used, media timeouts shall occur at the first dead ball after the 16-, 12-, 8-, and 4-minute marks, or after the 15-, 10- and 5-minute marks, depending on the media agreement.

The first timeout requested by either team in the second half shall be 75 seconds long, or longer when called for by the media agreement.

When there are electronic media timeouts in one half, these media timeouts shall occur at the first dead ball after the minute marks specified by the media agreement.

- C. Each team shall be entitled to four (4) timeouts of 30 seconds each in length when no TV is used.
- D. Each team may carry up to three 30-second timeouts in the second half.
- E. Each team shall be entitled to one 60-second timeout that may be used any time during the game.

No conference shall be permitted to extend the 60-second timeout by media agreement in TV games.

- F. A player or coach from the same team may request successive 30-second timeouts.

When these successive timeouts are granted, players shall be allowed to sit on their bench only when the request has been made in advance.

## **2024 MEAC BASKETBALL TOURNAMENT**

When successive 30-second timeouts are granted, a warning horn shall be sounded 15 seconds before the expiration of the final 30-second timeout.

- G. Unused 30-second team timeouts from the second half may be used in extra-period(s).
- H. A team-called 30-second timeout or a 60-second timeout (excluding the first timeout of the second half that becomes a media timeout) in a game involving media can be shortened when the player/coach notifies the official of the team's intent to do so.

When a request has been made to shorten a timeout for a purpose other than a substitution(s), a warning signal shall be sounded immediately, and 15 seconds later a game-clock horn shall be sounded to resume play.

When a request is made to shorten any timeout for a substitution(s), the signal for shortening a timeout shall be given and play shall be resumed immediately.

- I. Each team shall be entitled to one additional 30-second timeout during each extra period.

The extra timeout shall not be granted until after the jump ball that begins the extra period and the conditions as described in NCAA Basketball Rules and Interpretations, Rule 5, Section 9 Start Game Clock are in effect.

The first timeout request in any extra-period may become a media timeout when called for by the media agreement.

- J. Cheerleaders and mascots are permitted onto the playing court only during timeouts or intermission.
- K. Bands and amplified music are permitted to play or be played only during any timeout or intermission.

### **Coordinating Full Timeouts**

- A. The Timeout Coordinator and Producer are aware that a timeout is available. The Timeout Coordinator will notify the clock operator that a timeout will be taken at the next non-shooting dead ball situation. During that time the Timeout Coordinator should stand and alert the Game Officials and the Timer to call a timeout. Once the game official signals a timeout, the Coordinator will be the sole person responsible for identifying and officially starting the one-minute forty-five second time period. **THE 2:15 TIME PERIOD WILL NOT START UNTIL THE PLAYERS HAVE RETURNED TO THEIR RESPECTIVE BENCH AREAS.** The Producer will be notified by the Timeout Coordinator when the 2:15 time period officially begins.

# **2024 MEAC BASKETBALL TOURNAMENT**

- B. At 2:00 into the time period, the Timeout Coordinator will notify the clock operator to sound the horn as a warning for the teams.
- C. Periodic countdown should be given by the Timeout Coordinator to the Television Producer to ensure that no game action is missed by television.
- D. The Timeout Coordinator notifies the clock operation to sound the horn again at the 2:15 mark. The Game Official will then resume action.
- E. For 30-second timeouts, the time period should start when the players have reached their bench arena. The clock operator is to be notified to sound the horn after 15 seconds have expired and again to resume action after 15 seconds.

## **MEDIA POST-GAME RESPONSIBILITIES**

### **A. GAME CONCLUDES**

At the conclusion of each tournament game, coaches and players must leave the court immediately and return to their respective locker rooms accompanied by their Sports Information Director. Final box scores will be printed out and distributed to the media, in addition to the radio and television crews still broadcasting.

### **B. COOLING-OFF PERIOD (COACHES/PLAYERS)**

All coaches and players will be available for interviews in the press room following a 10-minute cooling off period in the locker room. Designated personnel from each school will escort their coaches and players to the room. An interview list of players will be compiled with 5:00 minutes remaining in the second half from members of the media covering each game. The winning team will conduct interviews first, followed by the losing team.

### **C. POST-GAME PRESS CONFERENCE**

**COACHES/PLAYERS:** Regardless of your regular-season radio and television arrangements, the coaches' and players' first obligation for interviews is to the entire press covering the MEAC Tournament. The coach/player cannot delay a post-game interview with the covering media to conduct a program for a single newspaper, audio/radio outlet or television reporter. Following the official post-game press conference, coaches and players may participate in other interview sessions.

Note #1: Television stations on deadline may be granted interview priority with a coach (not to exceed four [4] minutes), with prior written approval from the MEAC Associate Commissioner for Strategic Communications .

# **2024 MEAC BASKETBALL TOURNAMENT**

Note #2: Media requesting interviews from coaches and players other than on game day should make arrangements with the MEAC Associate Commissioner for Strategic Communications and the Sports Information Director from that institution

MODERATOR: The moderator for the post-game press conference will manage the flow of the interviews in each post-game interview session. The moderator will introduce the coach and players on the podium and prompt the coach for brief remarks about the game. Following the coach's brief remarks, the moderator will open the floor for questions from the media.

## **TICKETS AND CREDENTIALS**

### **TICKETS/ADMISSION**

There are no complimentary tickets available to the championship. Media will be provided credentials for admittance through the VIP Entrance (Event Entrance). Sponsors will be granted tickets and/or credentials, which will be charged as a promotional expense. Teams, performers, cheerleaders and bands will be admitted by credentials.

Non-Participating Players Admission: Each player listed on the team Official Travel Party List will be issued a credential for access in a non-participating player's section while their team is still on site at the tournament. If the institution departs prior to the end of the tournament, it is required to return all team credentials to the tournament office prior to departure. Failure to do so will result in an assessment for each day/game remaining for the balance of the tournament.

Ticket Allotment: Each institution shall be required to purchase five hundred (500) tournament books. Institutions may secure additional tournament tickets via consignment; all unsold consignment tickets must be received in the Conference office by **March 13, 2024**. Any unsold tickets received after **March 13, 2024** will be returned, and the institution will be responsible for the unsold tickets.

Will-Call: There will be a will-call for institutions located at the Box-Office Entrance for distribution of each team's will-call tickets. Media credentials for pick-up will be placed at the Box-Office Entrance. Other tickets except promotional, as noted above, will be on sale to the general public.

Player's Tickets: Each MEAC institution must provide an institutional staff member to manage its player-ticket distribution. Player's tickets must be distributed per NCAA regulations. A ticket area will be provided for each institution to distribute its player's tickets. All tickets must be purchased by the respective institutions.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **SEATING CHART**

The Conference Office should provide the teams' administrators a chart specifying the location of their tickets, bands, cheerleaders and other pertinent information about the facility.

## **STANDING ROOM ONLY**

Standing room only tickets are not permissible.

## **SCOUTS FOR PROFESSIONAL TEAMS**

Scouts for professional teams must purchase a ticket. Tickets can be purchased at least 2 weeks prior to the first game.

## **TRANSPORTATION/LODGING/MEALS**

### **INSTITUTIONS**

Each institution participating in the tournament will be responsible for its own expenses including, but not limited to, travel, meals, lodging and incidentals.

Meals: Meals are the responsibility of each team/institution.

*The Presidents/Chancellors, Directors of Athletics, Faculty Athletics Representatives and Senior Woman Administrators will be mailed their invitations under a separate cover.*

Lodging: Each institution's team is responsible for its reservations and expenses related to the housing of cheerleaders, bands and other institutional attendees.

### **MEDIA HOTEL LODGING/RESERVATIONS**

Hotel lodging/reservations are the sole responsibility of each individual. The tournament headquarters hotel and additional satellite hotel listings will be made available for all media outlets. Teams, bands and cheerleaders must stay in the City of Norfolk.

### **CONFERENCE ADMINISTRATORS**

Hotel lodging/reservations are the sole responsibility of each member institution's administrators. The tournament headquarters hotel and additional satellite hotel listings will be made available to each member institution's administrators.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **COUNCIL OF CHIEF EXECUTIVE OFFICER HOTELS**

All CCEOs will be offered housing in suites at the headquarters hotel. The Chair of the CCEOs will be assigned a presidential suite.

## **MISCELLANEOUS**

### **TOURNAMENT MANUAL**

The Conference Office is responsible for producing a manual for the participating teams and their administrators (Delegate Assembly/ CCEOs/Head Coaches/Sports Information Directors/ Ticket Managers/Compliance Officers, etc.) for distribution.

### **INSURANCE**

The Conference Office must have in place comprehensive general public liability insurance coverage with at least \$1 million per occurrence for bodily injury and property damage, inclusive of tournament sponsors.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **MEAC OFFICE STAFF TOURNAMENT CONTACT**

<b>Staff Member</b>	<b>Title</b>	<b>Phone Number</b>
Sonja Stills	Commissioner	757.951.2055
Lynn Thompson	Strategic Advisor to the Commissioner	757.951.2055
Raynoid Dedeaux	Deputy Commissioner / Chief Operating Officer	757.951.2055
Patricia Porter – Mayfield	Associate Commissioner for Strategic Communications / Senior Woman Administrator / Chief of Staff	757.951.2055
Neema Connor	Associate Commissioner for Compliance & Administration	757.951.2055
Wyatt Sutton	Assistant Commissioner, Championships	757.951.2055
Dominque Garcia	Assistant Commissioner for Marketing	757.951.2055
Sierra Gurley	Director, Championships and Compliance	757.951.2055
Alysse Scriptor	Director of Strategic Communications	757.951.2055
Randy Brent	Director of Digital Media	757.951.2055
Nikia Hill	Director of Office Management	757.951.2055
Darryl Butler	Director of Business Operations	757.951.2055
Doug Hall	Onsite Facility Coordinator	704.658.5838
MEAC Tournament Office		<b>757.664.6402</b>
Press Room		<b>757.664.6403</b>
Scorer's Table		<b>757.664.6045</b>
Press Row		<b>757.664.6406</b>

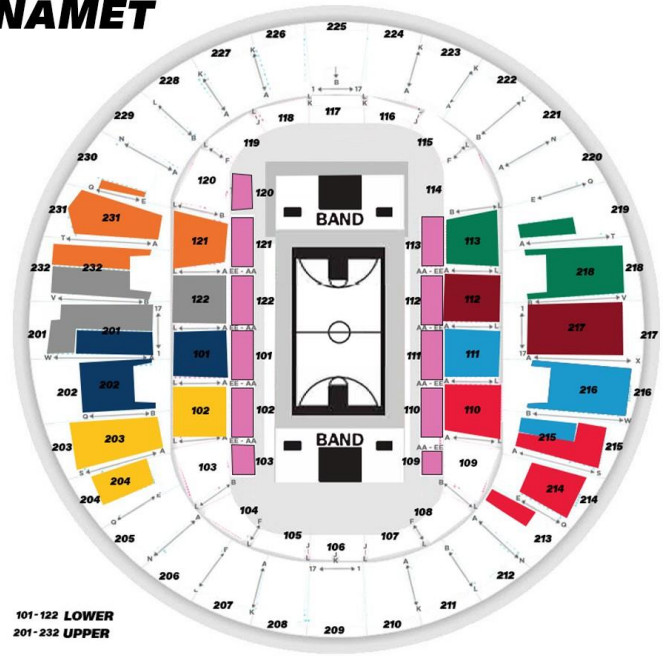
# 2024 MEAC BASKETBALL TOURNAMENT

## 2024 MEAC Men's and Women's Basketball Tournament Seating Chart

### 2024 MEAC BASKETBALL TOURNAMET



# SEATING CHART



**COPPIN STATE**  
102, 203, 204

**MORGAN STATE**  
121, 230, 231, 232

**NORFOLK STATE**  
113, 218, 219

**DELAWARE STATE**  
111, 215, 216

101-122 LOWER  
201-232 UPPER

**HOWARD**  
101, 201, 202

**UMES**  
122, 201, 232

**N.C. CENTRAL**  
112, 217

**SOUTH CAROLINA STATE**  
110, 213, 214, 215

**RESERVED**

**TICKETMASTER**

[MEACHOOPS.COM](http://MEACHOOPS.COM)

[MEACSPORTS.COM](http://MEACSPORTS.COM)

[@MEACSPORTS](https://twitter.com/MEACSPORTS)

# 2024 MEAC BASKETBALL TOURNAMENT



## 2024 MEAC Men's and Women's Basketball Tournament Tentative Schedule of Events *(subject to change)*

<b>MONDAY, MARCH 11</b>	<b>YOUTH CLINIC</b>
4:00 p.m. – 6:00 p.m.	MEAC BASKETBALL YOUTH CLINIC *** (Invitation Only) <i>Featuring MEAC Men's &amp; Women's Head Basketball Coaches</i> Ray & Joan Kroc Corps Community Center – Norfolk, Virginia
<b>TUESDAY, MARCH 12</b>	<b>TIP-OFF TUESDAY</b>
9:00 am – 10:30 am	READ WITH MEAC CELEBRATION *** (Invitation Only) <i>in partnership with Norfolk Public Schools</i> TBD – Norfolk, Virginia
12:00 p.m. – 2:00 p.m.	BASKETBALL TOURNAMENT COMMITTEE MEETING *** (Invitation Only) Location TBD – Norfolk, Virginia
5:00 p.m. – 6:30 p.m.	MEAC BASKETBALL TOURNAMENT AWARDS *** (Invitation Only) <i>Featuring MEAC Men's &amp; Women's Basketball Teams</i> Chrysler Hall – Norfolk, Virginia
<b>WEDNESDAY, MARCH 13</b>	<b>COMMUNITY NIGHT</b>
<i>*10% off ticket for Norfolk Public School Employees/ Students (with valid ID) &amp; families or Faith Based Organizations of 4 or more</i>	
10:00 a.m. – 12:00 p.m.	COLLEGE FAIR*** (Invitation Only) <i>in partnership with Norfolk Public Schools</i> MacArthur Mall – Norfolk, Virginia
1:00 p.m. – 8:00 p.m.	MEAC ESPORTS CHAMPIONSHIP Scope Arena (Exhibition Hallway) – Norfolk, Virginia
<b>THURSDAY, MARCH 14</b>	<b>BADGE OF HONOR NIGHT</b>
<i>*10% ticket for City of Norfolk Employees, Police, Fire, Port Authority, Shipyard Employees, Hotel Employees &amp; active &amp; non-active military, including ROTC (with valid ID)</i>	
10:00 a.m. – 12:00 p.m.	HALL OF FAME BRUNCH Norfolk Waterside Marriott – Norfolk, Virginia
10:00 a.m. – 5:00 p.m.	MEAC ESPORTS CHAMPIONSHIP Scope Arena (Exhibition Hallway) – Norfolk, Virginia
<b>FRIDAY, MARCH 15</b>	<b>MEAC NATION HOMECOMING (Alumni/Greek Night)</b>
<i>*10% off ticket for evening session games for wearing Greek or MEAC Institutional Apparel</i>	
8:00 a.m. – 2:00 p.m.	DR. DENNIS E. THOMAS STUDENT LEADERSHIP SYMPOSIUM *** (Invitation Only) Norfolk Waterside Marriott – Norfolk, Virginia
10:00 p.m. – until	THE OFFICIAL MEAC NATION AFTER PARTY Norfolk Waterside Marriott – Norfolk, Virginia
<b>SATURDAY, MARCH 16</b>	<b>CHAMPIONSHIP SATURDAY</b>
9:00 a.m. – 12:00 p.m.	DR. DENNIS E. THOMAS STUDENT LEADERSHIP SYMPOSIUM *** (Invitation Only) Norfolk Waterside Marriott – Norfolk, Virginia
4:00 p.m. – 9:00 p.m.	THE OFFICIAL MEAC CHAMPIONSHIP DAY PARTY TBD – Norfolk, Virginia

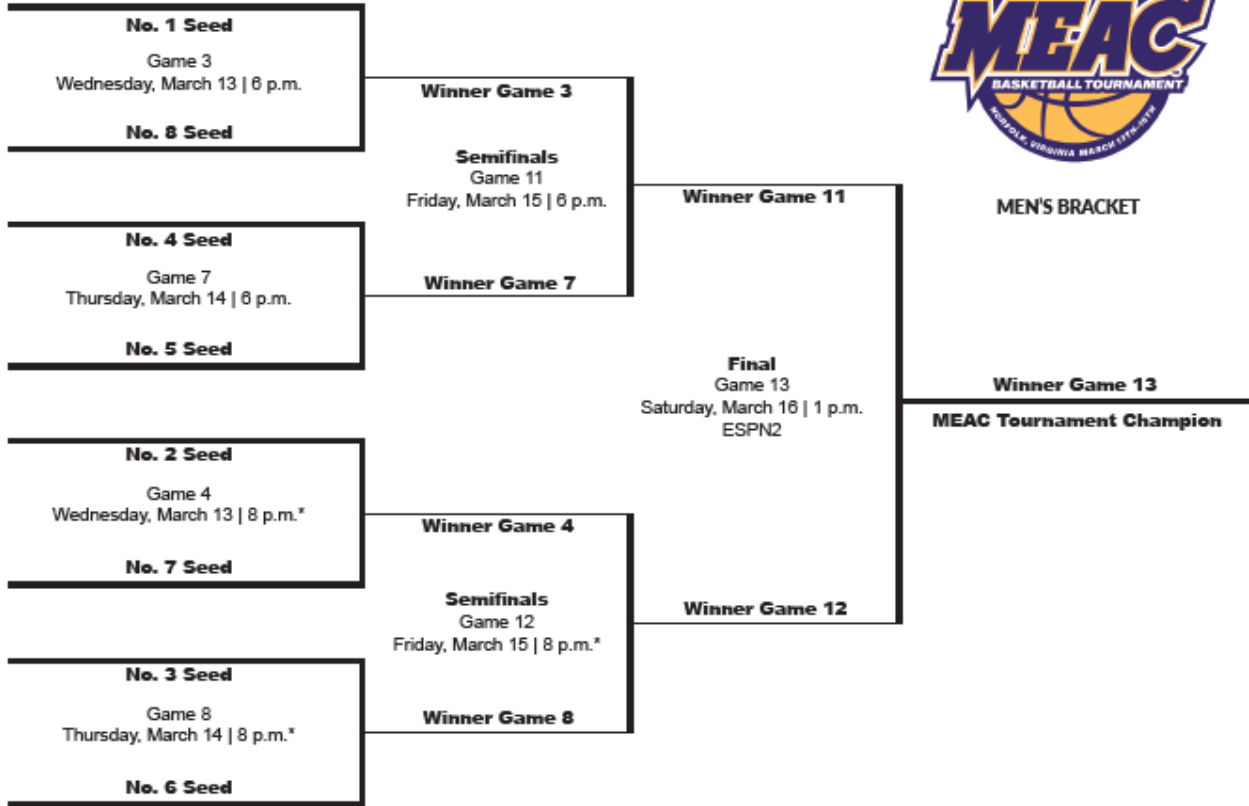
\*\*\*Invitation Only

\*Must be purchased at the Norfolk Scope Box Office. Price valued at 10% discount excluding Norfolk Scope Box Office Fee.

# 2024 MEAC BASKETBALL TOURNAMENT

## 2024 MEAC MEN'S BASKETBALL TOURNAMENT

MARCH 13-16 - NORFOLK, VIRGINIA (Scope Arena)



### 2024 MEAC MEN'S BASKETBALL CHAMPIONSHIP SCHEDULE March 13-16, 2023 | Norfolk Scope Arena

**Quarterfinals | Wednesday, March 13**

Game 3: No. 1 Seed vs. No. 8 Seed  
Game 4: No. 2 Seed vs. No. 7 Seed

**Quarterfinals | Thursday, March 14**

Game 7: No. 4 Seed vs. No. 5 Seed  
Game 8: No. 3 Seed vs. No. 6 Seed

**Semifinals | Friday, March 15**

Game 11: Winner Game 3 vs. Winner Game 7  
Game 12: Winner Game 4 vs. Winner Game 8

**Championship | Saturday, March 16**

Game 13: Winner Game 11 vs. Winner Game 12

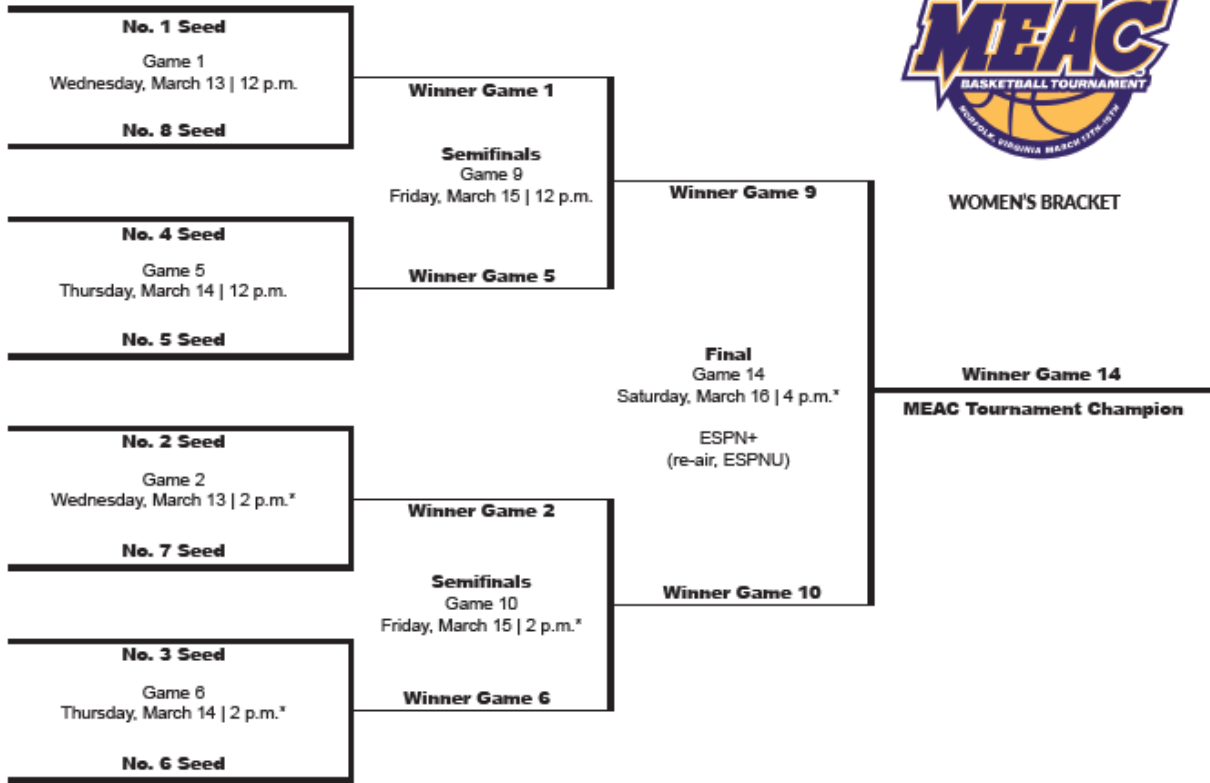
**SOCIAL MEDIA PLATFORMS**  
[FACEBOOK.COM/MEACSPORTS](https://www.facebook.com/MEACSPORTS)  
 TWITTER - @MEACSPORTS  
 INSTAGRAM - @MEACSPORTS  
 #MEACMBB  
[WWW.MEACSPORTS.COM](http://WWW.MEACSPORTS.COM)  
[WWW.MEACHOOPS.COM](http://WWW.MEACHOOPS.COM)

\*Start time approximate; Game will start 30 minutes after the conclusion of previous game.

# 2024 MEAC BASKETBALL TOURNAMENT

## 2024 MEAC WOMEN'S BASKETBALL TOURNAMENT

MARCH 13-16 - NORFOLK, VIRGINIA (Scope Arena)



### 2024 MEAC WOMEN'S BASKETBALL CHAMPIONSHIP SCHEDULE March 13-16, 2024 | Norfolk Scope Arena

**Quarterfinals | Wednesday, March 13**

Game 1: No. 1 Seed vs. No. 8 Seed  
Game 2: No. 2 Seed vs. No. 7 Seed

**Quarterfinals | Thursday, March 14**

Game 5: No. 4 Seed vs. No. 5 Seed  
Game 6: No. 3 Seed vs. No. 6 Seed

**Semifinals | Friday, March 15**

Game 9: Winner Game 1 vs. Winner Game 5  
Game 10: Winner Game 2 vs. Winner Game 6

**Championship | Saturday, March 16**

Game 14: Winner Game 9 vs. Winner Game 10

**SOCIAL MEDIA PLATFORMS**  
[FACEBOOK.COM/MEACSPORTS](https://www.facebook.com/MEACSPORTS)  
 TWITTER - @MEACSPORTS  
 INSTAGRAM - @MEACSPORTS  
 #MEACMBB  
[WWW.MEACSPORTS.COM](http://WWW.MEACSPORTS.COM)  
[WWW.MEACHOOPS.COM](http://WWW.MEACHOOPS.COM)

\*start time approximate; game will start 30 minutes after the conclusion of previous game.  
 Championship game will start roughly 1 hour following the conclusion of the men's championship game.

# **2024 MEAC BASKETBALL TOURNAMENT**



## **2024 MEAC BASKETBALL TOURNAMENT SHOOTAROUND SCHEDULE**

### **WEDNESDAY, MARCH 13th/ Norfolk Scope Arena**

7:00am - 7:30am  
7:30am - 8:00am  
8:00am - 8:30am  
8:30am - 9:00am  
9:00am - 9:30am  
9:30am - 10:00am

### **THURSDAY, MARCH 14th/ Norfolk Scope Arena**

7:00am - 7:30am  
7:30am - 8:00am  
8:00am - 8:30am  
8:30am - 9:00am  
9:00am - 9:30am  
9:30am - 10:00am

### **FRIDAY, MARCH 15th/ Norfolk Scope Arena**

7:00am - 7:30am  
7:30am - 8:00am  
8:00am - 8:30am  
8:30am - 9:00am  
9:00am - 9:30am  
9:30am - 10:00am

### **SATURDAY, MARCH 16th/ Norfolk Scope Arena**

8:00am - 8:30am  
8:30am - 9:00am  
9:00am - 9:30am  
9:30am - 10:00am

# **2024 MEAC BASKETBALL TOURNAMENT**

## **GAME OFFICIALS**

### **ASSIGNMENTS**

Game Officials assignments are the responsibility of the Conference Office.

### **NOTIFICATION**

The Conference Supervisors of Basketball Officials are responsible for contacting officials via mail and telephone to notify them of their assignment, hotel assignment and to confirm the officials' meeting time and site.

### **OFFICIALS' MEETING**

The Supervisors of Basketball Officials will meet with the officials and review their responsibilities.

### **HOTEL**

Officials' hotel rooms and tax should be billed directly to the Conference Office. The officials are responsible for incidental charges.

### **ADMITTANCE**

Each official will be given a pass for tournament admittance.

### **FRATERNIZING**

Fraternizing with institution staff and fans prior to or during assigned game(s) is prohibited.

# **2024 MEAC BASKETBALL TOURNAMENT**

## **DIVISION I CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES**

### **INTRODUCTION**

During this academic year, 90 championships will be held in locations across the United States. The NCAA will spend in excess of \$60 million to transport student-athletes, teams, officials and support personnel to and from their destinations.

To help control travel costs, the NCAA has entered into an agreement with Short's Travel Management of Waterloo, Iowa, to provide air transportation and special services to persons traveling on NCAA business. Since transportation costs are billed directly to the Association, all air travel must be arranged through Short's. Please note, travel not booked through Short's will not be reimbursed by the Association. Short's can be reached by phone at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com).

In addition, the NCAA has an agreement with GO GROUND to provide ground transportation for team championships. Again, all reimbursable charter bus transportation will be billed directly to the Association, so institutions participating in team championships are required to use GO GROUND for all charter bus needs. GO GROUND can be reached at 866-386-4951. Their online ground transportation portal can be accessed at [www.gochampionships.com](http://www.gochampionships.com).

The following information outlines the NCAA travel policies and procedures. Only the NCAA travel staff are authorized to approve exceptions to these policies.

### **GENERAL INFORMATION**

Championships Air Travel Portal. Short's continues to offer the championship portal, a website for teams to submit their travel parties and manifests, as well as preferred departure cities and times, to Short's well before selections take place. It is our experience that by using these tools, teams can eliminate many of the initial phone calls and faxes, as well as extensive wait times, they have experienced in the past. Institutions have been assigned a username and password for the system that has been sent to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps) and submit a tentative travel party list.

Championships Ground Travel Portal. GO Ground offers a championships travel portal through which all ground transportation needs can be arranged. Institutions will use the same login information used to access the Short's Travel portal as well as the NCAA online expense system. Institutions can log in to the portal at anytime to begin building their itineraries and providing contact information. You can find the portal at [www.gochampionships.com](http://www.gochampionships.com).

Team Expense Reimbursement. Expense reimbursement for participation in championships will be filed through our online system. The Travel Expense System (TES) can be found online at [www.ncaa.org](http://www.ncaa.org). After logging in to the membership site, click on Championships and

## **2024 MEAC BASKETBALL TOURNAMENT**

then Travel and Reimbursement Information. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

Airline Reservations and Tickets. 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 photo identification. The Association pays for the tickets for official traveling party members. Short's maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations. The number is **866/655-9215**, including calls from Alaska and Hawaii.

Since your airline tickets will be purchased through Short's Travel, you should not claim this expense through the online system. However, the itinerary must be entered in the appropriate places, as well as the date of departure from the campus and the site of competition.

The U.S. Department of Homeland Security has implemented a program which requires that the following airline passenger information be complete 72 hours prior to departure. All major airlines now require this information prior to any tickets being issued:

- name (including middle name or initial) as it appears on your government-issued identification,
- date of birth,
- gender, and
- redress number, if applicable (this is for someone who has previously been denied boarding; they can apply for a number to prevent it from occurring again).

The NCAA championships portal is set up to collect this information so please take time to enter your team rosters and traveler information. This will save a considerable amount of time in the travel booking process once selections are announced and travel options are confirmed.

As an added value to the membership, institutions may also make reservations through Short's for persons not in the official traveling party. By doing so, institutions are able to take advantage of unpublished discounted airfares available through Short's. Upon presentation of an acceptable form of payment, the institution will be billed directly.

Airport Security. Due to heightened security at airports, individuals and groups should check in a minimum of two hours before your scheduled departure time. All passengers should carry at least one form of photo identification, which must be issued by a state or governmental authority. Also note, airline reservations **MUST** match the name exactly as it appears on the photo identification.

All passengers must also present their boarding passes and government issued photo identification to go through airport security. Depending on the type and size of group you are traveling with, you may be able to check-in online prior to departure or through the airline kiosk at the airport terminal. Large groups will need to check in with the airline ticket

# **2024 MEAC BASKETBALL TOURNAMENT**

counter personnel at the airport. Please note, athletics equipment such as gym bags, trunks or boxes may be subject to additional inspection at check-in.

**Transportation Guarantee.** The transportation-expense guarantee will only apply to one round trip to the site of competition. For individual-team championships, transportation and per diem expenses shall be paid only for the finals competition and not for regional-qualifying meets or tournaments, except as noted in these policies.

**Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the Association's guidelines, you must contact the NCAA's travel department for approval PRIOR TO confirming any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317/917-6757, or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

## **TRANSPORTATION POLICIES**

For all Division I championships except men's and women's basketball, any team that is located less than 400 miles from the site of competition will be required to drive. Mileage is calculated using the NCAA's reimbursement system. That system can be accessed by members through the

NCAA's website. This is the same page where all travel policies are located. On that page, click the link for the Travel Expense System. From there, click Mileage Calculator.

For Division I men's and women's basketball, any team that is located less than 350 miles from the site of competition will be required to drive.

If an institution is eligible to use air transportation to the site of the championship, and there is a major airport located within 150 miles of the championship site, then the participating institution is required to fly into/out of that airport and utilize ground transportation to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. In addition, the NCAA travel staff will have the discretion to increase the hub rule mileage if necessary and reasonable.

If an institution is eligible to use air transportation, they may choose to drive to the site of competition due to difficulties in arranging air travel. Should this occur, the institution will be reimbursed the lesser of what airfare would have cost, or the eligible ground transportation.

For team sports, eligible ground transportation is the actual costs for the allowable number of buses (see **Appendix** for allowable buses by sport). For individual-team sports, eligible ground transportation is mileage per person.

# **2024 MEAC BASKETBALL TOURNAMENT**

**For team sports.** when institutions are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program, managed by GO Ground Options. Institutions are **required** to use GO Ground for all ground transportation reimbursable by the NCAA.

The NCAA will pay for charter bus services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Under NCAA travel policies, the following is reimbursable:

Teams that are required to **drive to the site of competition** (and the site is more than 25 miles from campus):

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

Teams that **fly to the site of competition:**

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

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

If either of the legs described above are less than 25 miles, no reimbursement will be made as local transportation is at the cost of the institution.

Institutions can contact GO Ground at **866/386-4951**. Their online ground transportation portal can be accessed at [www.gochampionships.com](http://www.gochampionships.com). The username and password is the same as that used for the Short's Travel portal.

See the **Appendix** for the number of buses the NCAA will pay for, by sport.

1. **For individual-team sports,** when institutions are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 53 cents per mile, per eligible traveler, not the actual cost of ground transportation. Individual-team sports are not required to use GO Ground.

When teams competing in individual-team sports are eligible to fly to the competition site, the institutions will be allowed to book travel prior to the official selection

## **2024 MEAC BASKETBALL TOURNAMENT**

announcement. However, should you pre-book and any of your travelers not qualify for reimbursement, your institution will be billed for the cost of those tickets after the championship is completed.

2. Local transportation must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. If a competition site is located outside the metropolitan area of an airport (more than 25 miles one way) reimbursement may be claimed, as described above. If the competition site is within 25 miles one way, any transportation costs are the responsibility of the institution.

In addition, host institutions, or institutions within 25 miles one way of the competition site, are not eligible for ground transportation reimbursement.

3. For championships conducted during an institution's vacation period or after the regular academic year, the travel guarantee applies to the roundtrip cost of a student-athlete's expenses from either their home or campus directly to the championship site. Student-athletes who wish to deviate from this will be required to pay any additional costs to do so. The round-trip rate used to determine additional costs will be based on where the student-athlete begins their trip (i.e. home or campus).

The institution is responsible for any additional expense incurred if a non-athlete who is a member of the official traveling party does not travel from campus to the site of competition and back to campus after the championship. The NCAA travel guarantee would apply only to the cost of roundtrip transportation from campus to the site of competition if the nonathlete does not travel from or return to campus.

4. The NCAA will reimburse the cost of baggage fees for institutions that fly to the site of competition. While we encourage institutions to take as few bags as possible, a maximum of two bags per allowable traveler, including any oversize and/or overweight fees will be reimbursed. Institutions will have to pay these baggage fees when checking in at the airport and claim them as a miscellaneous expense in the online expense system.
5. Charter options will be pursued by Short's only if reasonable commercial options are not available. All charter flights for a team's participation in an NCAA championship must be arranged through Short's. If an institution desires an unusually high seating capacity or it appears that a charter will not be economical, Short's will advise the institution of the options available within the required guidelines. For all championships, the NCAA will pay the prorated cost for the official traveling 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 traveling party size. **The NCAA has final approval of any charter that is part of the NCAA travel guarantee.** Please note, charter service to championships is limited. Institutions should be prepared to adjust departure and return time, to book commercial reservations, or to split the traveling party.

## **2024 MEAC BASKETBALL TOURNAMENT**

6. Institutions who travel by charter are responsible for ensuring all members of their travel party meet the definition of “bona fide member” of their organization, as defined by Title 14 of the Code of Federal Regulations, Part 212.5.
7. Flight options, both commercial and charter, are limited due to the quick turnaround time of championship travel and the seasonality of NCAA championships. Institutions that fly should be prepared to have connecting flights, split their travel party and depart early in the morning or late in the evening. The NCAA national office travel staff is responsible for making the determination of what should be considered reasonable options for the official traveling party.
8. Neither host institutions nor institutions located within 25 miles of the competition site are eligible for any transportation reimbursement.

### **PER DIEM POLICIES**

1. Per diem rates, as approved by the Division I Championships/Sports Management Cabinet for each Division I and National Collegiate championship, can be found in the **Appendix**.
2. Per diem is meant to cover hotel, meals, parking and any other incidental expenses.
3. **For team sports**, per diem will be paid as described here, for all members of the official travel party. Official travel party numbers, as well as any exceptions, will be noted in the **Appendix**.
  - a. When participating teams are not hosting, standard per diem days include:
    - i. One day for the day prior to the competition, if travel occurred on or before that day.
    - ii. One day for each day a team competes.
    - iii. One day for each day between competition. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.
    - iv. One-half day for the day after competition, if travel occurred on that day.
  - b. When participating teams are hosting, standard per diem days include:
    - i. One-half day for each day the institution competes, if **either** dining facilities or residence halls are open; or
    - ii. One day for each day a team competes and each day between competition, if **both** dining facilities and residence halls are closed. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.

## **2024 MEAC BASKETBALL TOURNAMENT**

- c. When participating teams are not hosting, but their campus is located with 25 miles of the competition site, that team will be paid per diem as if they were the host institution. In addition, the team will not be eligible for transportation reimbursement.
4. **For individual sports**, per diem will be provided for all qualifying student-athletes and the allowable number of non-athletes. The **Appendix** includes the formula for determining the allowable number of non-athletes by sport as well as the number of per diem days paid.
5. Requests for additional per diem beyond what is described above should be requested through the online expense system. Requests should be made prior to travel and are only granted when transportation arrangements cause additional travel days.
6. **For men's and women's basketball only**: In order to receive full reimbursement for transportation and per diem, each institution's official travel party must include:

29 band members, 1 band director, 12 cheerleaders, 1 cheer coach, 1 mascot

If the travel party does not include these 44 travelers, the institution shall receive per diem and transportation expenses for the actual number of band members, cheerleaders and mascot who attend. Institutions will not receive per diem for "rented bands".

### **CONTACT INFORMATION**

#### **NCAA Travel Department**

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Kris Fratzke – Director/Kayla Marshall - Manager

# 2024 MEAC BASKETBALL TOURNAMENT

## APPENDIX- DIVISION I CHAMPIONSHIPS

### TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
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### FALL SPORTS

Field Hockey	28	24	\$130	Standard team per diem	Must use GO Ground-1 bus
I-AA Football Prelim Rounds	130	60	\$130	Standard team per diem	Must use GO Ground-4 buses
I-AA Football Final Round	145	60	\$130	2.5 days prior for finals	Must use GO Ground-4 buses
M Soccer	27	21	\$130	Standard team per diem	Must use GO Ground-1 bus
W Soccer	28	22	\$130	Standard team per diem	Must use GO Ground-1 bus
W Volleyball	22	15	\$130	Standard team per diem	Must use GO Ground-1 bus
M Water Polo	20	16	\$130	Standard team per diem	Must use GO Ground-1 bus

### WINTER SPORTS

M Basketball- Prelim Rounds	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
M Basketball- Final Four	100	15	\$225	Standard team per diem- Teams that lose in semis receive 6 days	Must use GO Ground-3 buses
W Basketball- 1 <sup>st</sup> /2 <sup>nd</sup> round host	52	15	\$185	Standard Host per diem	No transportation provided
W Basketball- 1 <sup>st</sup> /2 <sup>nd</sup> round visitors	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
W Basketball- Regionals	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
W Basketball- Final Four	100	15	\$225	2 days prior for finals, teams that lose in semis receive 4 days	Must use GO Ground-3 buses
W Bowling	13	10	\$130	Standard team per diem	Must use GO Ground-1 bus
M Ice Hockey	37	27	\$130	Standard team per diem	Must use GO Ground-1 bus
W Ice Hockey	34	24	\$130	Standard team per diem	Must use GO Ground-1 bus

### SPRING SPORTS

Baseball	35	27	\$130	Standard team per diem	Must use GO Ground-1 bus
M Lacrosse	40	32	\$130	Standard team per diem	Must use GO Ground-1 bus
W Lacrosse	38	32	\$130	Standard team per diem	Must use GO Ground-1 bus
Rowing	31	25	\$130	Standard team per diem	Must use GO Ground-1 bus
Softball	28	20	\$130	Standard team per diem	Must use GO Ground-1 bus
M Volleyball	21	15	\$130	Standard team per diem	Must use GO Ground-1 bus
W Water Polo	20	16	\$130	Standard team per diem	Must use GO Ground-1 bus

**2024 MEAC BASKETBALL TOURNAMENT**

# THANK YOU CORPORATE PARTNERS



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**ARMY ROTC**

**Mid-Eastern Athletic Conference Member Institutions**

- Coppin State University
- Delaware State University
- Howard University
- Morgan State University
- University of Maryland Eastern Shore
- Norfolk State University
- North Carolina Central University
- South Carolina State University