



# 2010 WOMEN'S BOWLING CHAMPIONSHIP HANDBOOK

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# Introduction

During the 2009-10 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



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[www.ncaa.org](http://www.ncaa.org)

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# Women's Bowling Championship Information

## Important Dates

*Wednesday, September 9 at 6 p.m. Eastern time* — Conference call for new coaches, administrators and event operators.

*Wednesday, September 16 and Thursday, September 17 at 6 p.m. Eastern time* — Preseason conference calls to review updates to rules and event management policies.

*Tuesday, October 15 or 14 days prior to the start of your institution's season, whichever is earlier* — Each coach will be responsible for submitting a schedule certification form, which is available online at [www.ncaa.org](http://www.ncaa.org), to Ron Holmes (fax: 660/543-8034; e-mail: [holmes@ucmo.edu](mailto:holmes@ucmo.edu)).

*Monday, October 19* — Your institution is required to enter your team's entire schedule in the NCAA online score-reporting system. It will be your institution's responsibility to enter all match results online, beginning with your first match.

*Monday, October 19 - Monday, March 22* — Each institution will be responsible for entering results in the online score reporting system and faxing score sheets to the respective regional chair by 6 p.m. Eastern time each Monday.

*Tuesday, October 27* — Regional ranking calls begin and continue the fourth Tuesday of each month, excluding December, through March 23.

*Monday, March 22* — Institutions must notify the national office if any student-athletes are ineligible or unavailable for NCAA championship competition.

*Wednesday, March 24 at 4 p.m. Eastern time* — Championship selections announced via an online selection show on [www.NCAA.com](http://www.NCAA.com).

*Tuesday, March 30 at 1 p.m. Eastern time* — Conference call with the head coaches of the eight teams selected for the championship.

*Thursday-Saturday, April 8-10* — NCAA Women's Bowling Championship. The finals are Saturday, April 10 at 8:30 p.m. Eastern time, and will be broadcast live on ESPN.

*Sunday, April 11* — Championship broadcast re-aired on ESPN at 3 p.m. Eastern time.

## General Administration

### Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manuals.]

#### National Collegiate

*2010 Finals* — April 8-10, Brunswick Zone Carolier Lanes, North Brunswick, New Jersey; New Jersey City University, host.

### Future Sites

*2011 Finals* — April 14-16; Skore Lanes, Taylor, Michigan; University of Detroit Mercy and Detroit Metro Sports Commission, co-hosts.

*2012 Finals* — April 12-14; Host - TBD.

*2013 Finals* — April 11-13; Host - TBD.

### Date Formula

The National Collegiate Women's Bowling Championship will be held annually the second Thursday of April (Thursday-Saturday).

### Sports Committees

[Reference: Bylaws 31.1.1 and 31.1.2 in the NCAA Manuals.]

The National Collegiate Women's Bowling Championship is under the control, direction and supervision of the NCAA Women's Bowling Committee. Current members of the committee are:

Frank Parisi, chair, New Jersey City University (Northeast region)

Robert Cincotta, Adelphi University (Northeast region)

Ron Holmes, University of Central Missouri (Central region)

Dean Lee, Arkansas State University (Central region)

Jeff McCorvey, Alabama A&M University (Central region)

Tara Wuorinen, St. Peter's College (Northeast region)

For additional information about the National Collegiate Women's Bowling Championship, contact:

Jan Gentry  
Assistant Director of Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana 46206  
Phone: 317/917-6222  
Fax: 317/917-6237  
E-mail: [jgentry@ncaa.org](mailto:jgentry@ncaa.org)

Frank Parisi, chair  
Head Women's Bowling Coach  
New Jersey City University  
2039 Kennedy Boulevard  
Jersey City, New Jersey 07305  
Phone: 732/969-9300  
Fax: 732/969-6095  
E-mail: [fparisi@atlanticloans.com](mailto:fparisi@atlanticloans.com)

## Annual Forms

**Expense Reimbursement Form.** Institutions participating in the championship must request reimbursement through the online Travel Expense System (TES) in order to receive the appropriate reimbursement. A link to the TES and the per diem allowance policies are available on the NCAA Web site at [www.ncaa.org](http://www.ncaa.org).

*[Reference: Per Diem and Expense Forms in the Division I General Section and Bylaw 31.4.6 in the NCAA Manuals.]*

**Financial Report.** The championship host must submit the financial report to the NCAA national office not later than 60 days after the conclusion of the competition. The financial report will be submitted online through the championships budget system, which is located on the NCAA Web site at [http://web1.ncaa.org/champs\\_bid/](http://web1.ncaa.org/champs_bid/).  
*[Reference: Bylaw 31.4 in the NCAA Manuals.]*

**Schedule Certification Form.** Each coach will be responsible for submitting a schedule certification form to Secretary-Rules Editor Ron Holmes no later than October 15 or 14 days prior to the start of the season, whichever is earlier. All matches, including those against non-NCAA institutions, must be included on the form. If an institution does not complete and submit this form by the above deadline, it will be fined \$250.

**NCAA Event Certification Form.** When hosting an event, the event manager must submit an event certification form to Mr. Holmes at least seven days prior to the start of the event. Designated pre-event information also must be provided to all participating teams at least seven days prior to the event. The event manager must submit a complete event certification form, the post-event report, a summary copy of event standings (team and individual) and the head officials' form to Mr. Holmes within seven days of the conclusion of the event. Failure to submit these forms by the designated deadlines will result in a \$250 fine.

**Score Reporting.** All institutions that sponsor women's bowling must report results via the NCAA online score reporting system. The system and instructions are available at [http://web1.ncaa.org/champsel\\_new/exec/login](http://web1.ncaa.org/champsel_new/exec/login). Only results against NCAA institutions should be included in the score reporting system. Each institution must enter its complete schedule online no later than October 19. Each institution is responsible for entering complete and accurate match results in the online system by 6 p.m. Eastern time each Monday, October 19 through March 22. If an institution fails to submit results by a designated deadline, the institution's coach and director of athletics will receive a written warning. Any subsequent failure to submit complete and accurate match results by a designated score reporting deadline will result in a \$50 fine per occurrence.

**Score Sheet.** In addition to entering results in the online score reporting system, coaches must submit a score sheet (two pages) to their respective regional advisory committee chair (listed below) by 6 p.m. Eastern time each Monday following competition. If

an institution fails to submit score sheets by a designated deadline, the institution's coach and director of athletics will receive a written warning. Any subsequent failure to submit score sheets by a designated deadline will result in a \$50 fine per occurrence.

Central region chair: Jeff McCorvey (fax: 256/372-5372; e-mail: [mccorvey@alabamabowling.com](mailto:mccorvey@alabamabowling.com))

Northeast region chair: Tara Wuorinen (fax: 201/761-7301; e-mail: [tlarkin@spc.edu](mailto:tlarkin@spc.edu))

# Determination of Competing Institutions

## Championship Structure

The 2010 National Collegiate Women's Bowling Championship will be an eight-team, double-elimination tournament. All teams will be selected at-large. In order to be considered for the NCAA championship, a team must compete in a minimum of 15 days of competition. A day of competition is defined as any day on which an institution competes using one of the approved formats.

## Championship Selection

[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Manuals.]

Teams shall be selected by the NCAA Women's Bowling Committee March 24. The eight selected teams will be announced via an online selection show March 24 at 4 p.m. Eastern time on www.NCAA.com.

The following selection criteria will be used (not necessarily in preferential order) to select the teams:

### Overall Criteria (Primary)

- Eligibility and Availability of Student-Athletes
- Overall win-loss percentage
- Head-to-head competition as compared between two teams
- Results versus common opponents
- Results versus teams previously selected or ranked
- Overall strength of schedule (average opponents' win-loss percentage)
- Overall Quality-of-Wins Index (below)
 

Win versus a team at or above .750	16 points
Win versus a team at or above .500, but below .750	12 points
Win versus a team at or above .333, but below .500	8 points
Win versus a team below .333	6 points
Loss versus a team at or above .750	8 points
Loss versus a team at or above .500, but below .750	6 points
Loss versus a team at or above .333, but below .500	2 points
Loss versus a team below .333	0 points

### Secondary Criteria

#### Baker

- Overall win-loss record
- Head-to-head competition as compared between two teams
- Results versus common opponents
- Results versus teams previously selected or ranked
- Overall strength of schedule (average opponents' win-loss percentage)
- Overall Quality-of-Wins Index (same as above)

## Regular Team

- Overall win-loss record
- Head-to-head competition as compared between two teams
- Results versus common opponents
- Results versus teams previously selected or ranked
- Overall strength of schedule (average opponents' win-loss percentage)
- Overall Quality-of-Wins Index (same as above)

## Tie Breaker

- Conference win-loss percentage
- Non-conference win-loss percentage

## Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division I General Section, Constitution 3.2.4.3 and Bylaws 12, 13, 14, 15 and 16 in the NCAA Manuals.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Constitution 3.2.4.3, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Because of the provisions of this bylaw, the NCAA Executive Committee has eliminated the NCAA certification-of-eligibility/availability form. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

For the women's bowling championship, the NCAA championship manager must be notified before March 22.

## Regular Season Competition

In order to be considered for the championship, teams must comply with the following regulations during the regular season.

- a. Only competition against NCAA member schools will be used for consideration; however, outside competitions against non-member schools will count toward the day of competition limitations. This includes club and NAIA programs which may be played but will not count toward NCAA selection.
- b. Institutions are required to participate in a minimum of 15 days of competition to be considered for selection. A day of competition is defined as any day on which a team competes using one of the approved formats. NCAA teams at the same tournament/invitational must randomly select the order in which matches will count. If a tournament manager chooses to predetermine the NCAA teams' rotation prior to competition, that is acceptable as well.
- c. Matches—Number per day. A maximum number of matches (identified by a win or loss) during each day of competition will count toward a team's daily performance, with matches based on the following guidelines:

Number of Teams	Number of Matches Each Day
1-6 teams	Maximum of 5 matches a day
7-11 teams	Maximum of 6 matches for a one-day event Maximum of 5 matches for a two-day event Maximum of 5 matches for a three-day event
12-16 teams	Maximum of 6 matches for a one-day event Maximum of 6 matches for a two-day event Maximum of 5 matches for a three-day event
17 or more teams	Maximum of 6 matches a day

- d. Forfeits are not counted toward championship selection. Unopposed matches are to be considered “No Contests” and are not to be recorded within the online system.
- e. When competing at tournaments where NCAA varsity and club teams are present, only competition against NCAA varsity teams can count toward championship selection.
- f. Each NCAA varsity team will be able to count only the first five or six predetermined matches each day based on “c” above.
- g. Only team competition can count toward championship selection.
- h. For purposes of an institution’s win-loss record, competition must be against another team.
- i. For each match, scores must count for each competing team as either a win or a loss.
- j. The results of each date of competition must be reported online at [http://web1.ncaa.org/champsel\\_new/exec/login](http://web1.ncaa.org/champsel_new/exec/login), and complete tournament/dual match/invitational results must be sent to the respective regional advisory committee chair by 6 p.m. Eastern time each Monday.
- k. Institutions will need to delineate whether the matches they played were in Baker or regular team format. The score-reporting system will have a box that must be checked when a Baker match is played.
- l. Schedule certification and tournament certification forms must be completed and verified by the regional advisory committee chair for results to be declared official.
- m. A predetermined schedule of matches must be completed prior to the start of competition.

## Regional Breakdown.

The following is the breakdown of regions.

Northeast Region	Central Region
(34 Institutions)	(24 Institutions)
Connecticut	Alabama
Delaware	Arkansas
District of Columbia	Florida
Maryland	Georgia
New Jersey	Illinois
New York	Indiana
North Carolina	Kentucky
Pennsylvania	Louisiana
Virginia	Michigan
	Minnesota
	Mississippi
	Missouri
	Nebraska
	South Carolina
	Tennessee
	Texas
	Wisconsin
	Puerto Rico

# Instructions to Participants

## Awards

*[Reference: Awards in the Division I General Section and Bylaw 31.1.10 in the NCAA Manuals.]*

First-place, second-place, and semifinalist (2) team trophies and 13 individual awards for first-, second- and semifinalist teams will be awarded. Ten participant medallions will be provided to each of the remaining four teams participating in the championship.

Any student-athlete who bowls a 300 game during the championship will receive a certificate.

## All-Tournament Team

The women's bowling committee will select and award a five-member all tournament team including a Most Outstanding Player.

## Balls

Each student-athlete is limited to using five bowling balls during the championship.

Per Bylaw 12.5.4, all equipment can bear only the official manufacturer's mark. Balls with extra commercial marks in or on them will also be excluded from championship competition.

Any equipment that did not meet official specifications can be altered by the head equipment official prior to the start of the first block of competition.

Only the head equipment official can make alterations to the surface of the ball. These changes can be made in between blocks/rounds or during practice.

All equipment must be approved by the head official and checked into the paddock prior to competition on Thursday.

## Banquet

A championship banquet, arranged by the host institution, will be held Wednesday, April 7. It is mandatory that the official traveling parties of the eight participating teams attend this function and that appropriate attire (e.g., no shorts or sweat suits) be worn.

## Cheerleaders, Mascots, Bands and Banners

Based on the size of the facility hosting the championship event, the national committee will give a predetermined number of band members free admission into the championship via a gate list provided by the director of athletics of each competing institution. Uniformed cheerleaders and/or spirit squad members and a costumed mascot(s) (total not to exceed 13) also shall be admitted via a gate list. This list must be provided to the women's bowling committee at the coaches meeting.

A maximum of 12 cheerleaders and/or pompom squad members and a mascot are

allowed on the floor at any one time when the match is not in progress. They shall otherwise remain in an area designated by the tournament director with the approval of the women's bowling committee.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance.

Bands, or any component thereof, are allowed to play between games and before and after the competition.

The display of banners is subject to approval by the games committee.

## Credentials

The participants (10) and coaches of each participating team will be provided credentials for the championship. No team shall receive more than 13 credentials.

## Format

The following format will be used during the championship.

### Qualifying Rounds

Block one: Four, five-person regular team games.

Block two: Three, five-person regular teams game. Upon completion of the qualifying rounds, teams will be seeded based on their win-loss records from qualifying rounds (two tiebreakers). The championship bracket will consist of two four-team double-elimination brackets.

### Lane Assignments

Lane assignments will be done during the selection process. Teams will be notified of their first assignment at the coaches meeting. From that point on, lane assignments will be done in a rotation and will continue to rotate throughout all blocks. The committee will assign lanes and set the rotation at the beginning of the qualifying and competition rounds.

### Tie-Breaking Method

If two teams have the same win-loss record after the qualifying round, the tiebreaker shall be head-to-head results. If three or more teams are tied after the qualifying round, the order of tiebreakers shall be as follows: (1) head-to-head results (i.e., determine if one team defeated the other involved teams, and then review head-to-head results of remaining teams); (2) total pinfall in matches only involving the teams that are tied; (3) total pinfall for all seven matches; and (4) high team game.

## Game Films/Videotapes

Participating institutions may film/videotape games in which they participate. However, the films/videotapes are for the exclusive use of the institution.

The NCAA reserves all rights to the use of still photographs, films and videotapes of its championships. All rights to photograph, film and videotape NCAA championships may be assigned to media representatives for news purposes, but otherwise are to be controlled exclusively by NCAA Productions, a unit of the NCAA.

## Lodging

The host institution shall reserve rooms for the NCAA committee/staff, participating teams and officials in separate local hotels and advise each group of their respective arrangements. The host shall reserve a minimum of eight hotel rooms, including a minimum of five double rooms, per team. If a participating institution prefers to stay at a hotel other than the designated team hotel, an institutional representative must (1) obtain a written release of the rooms from the hotel's general manager or (2) use the rooms for persons accompanying the official traveling party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the designated team hotel, the institution will be financially responsible for those room charges.

## Media Arrangements

**Media Credentials.** The NCAA shall control the issuance of media credentials. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site.

Media credential requests should be sent to Jan Gentry (jgentry@ncaa.org or fax: 317/917-6235).

**Microphones.** The placement of microphones on a team coach or in team huddles and bench areas is prohibited.

**Postcompetition Interviews.** Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its dressing room), an interview area will open to all certified members of the news media, and any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

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

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

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

## Meetings

*[Reference: Misconduct in the Division I General Section and Bylaw 31.1.8 in the NCAA Manuals.]*

A meeting for coaches, administrative staff, sports information directors and athletic training representatives of the competing teams and the bowling committee will be held Wednesday, April 7, to review the conduct of the championship and other matters. The prechampionship meeting will include information on the provisions of Bylaw 31.1.10, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship for reasons of misconduct. It is mandatory that all head coaches attend the meeting.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines available online at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Official Traveling Party

*[Reference: Per Diem and Transportation in the Division I General Section.]*

Transportation expenses and per diem, if available, will be provided for an official traveling party of 13 persons (including a maximum of ten players in uniform).

## Officials

The national committee will appoint a head official, two assistant officials and four scorekeepers to work the championship. The NCAA championship manager will provide the tournament director with names, addresses, telephone numbers, social

security numbers and game assignments. Only the designated officials receive travel expenses, hotel expenses and per diem. The hotel expenses (excluding incidentals) for officials required to stay overnight at the site shall be paid by the host institution, which will later be reimbursed by the NCAA. The head official shall receive a fee of \$1,000 for working the championship. Assistant officials shall receive a fee of \$40 for each qualifying round and \$50 for each championship round. Score keepers shall receive \$25 per block for qualifying rounds and \$35 per match during championships rounds. Officials will receive \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a \$45 per diem.

All championships personnel (including officials) must be dressed and in place 30 minutes prior to starting time.

**Travel/Per Diem.** Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet-coach airfare or 50 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel, 866/655-9215.

**Policies.** A sports committee or games committee may not require membership in any specific officials association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

## Practice and Facilities

**Championship Site.** The championship site will be available for open practice on Wednesday only.

**Additional Sites.** If teams would like to schedule additional practice time, it is the responsibility of the host to provide coaches with a list of additional off-site facilities.

The facility, including results board, will be ready at least an hour and a half prior to starting time. Bowling lanes must be competition ready one hour prior to the start of each day of competition.

**Lane Maintenance.** Bowling lanes shall be reconditioned during the break periods prior to each round. The host must hire an outside company, approved by the bowling committee, for this purpose. The design of the lane pattern will be developed in consultation with the outside company and will be provided to each participating head coach on the Wednesday prior to practice.

## Programs

*[Reference: Advertising in the Division I General Section and Bylaw 31.1.14.1 in the NCAA Manual.]*

IMG College will be responsible for all program production including layout and

design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

### Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

### Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is Eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

### Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution.

No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Suite 200, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (IMG College, 904 North Broadway, Suite 200 Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; [matthew.briggs@imgworld.com](mailto:matthew.briggs@imgworld.com)).

### Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; [matthew.briggs@imgworld.com](mailto:matthew.briggs@imgworld.com)). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
  - a. Contracts
    - i. Upon site selections, all contracts are e-mailed to each site representative
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)
    - iii. An IMG College representative will track the return of all signed vending contracts to IMG College
  - b. Settlement Reports

- i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
- ii. The vendor will have two weeks to submit payment to IMG College
- iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
- iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA
- v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
- vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; [matthew.briggs@imgworld.com](mailto:matthew.briggs@imgworld.com)) at IMG College with any vending-related questions.

### Radio

*[Reference: Advertising and Audio Coverage in the Division I General Section.]*

Please refer to the NCAA Broadcast Manual policies and guidelines available online at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

### Rules

For the championship, the 2009 and 2010 NCAA Women's Bowling Rules Book will be used. The rules book is available for purchase or download on the NCAA Web site at <http://ncaapublications.com/>.

### Sette Area

Each team is permitted a maximum of 13 persons in the competition area, including the ten competing student-athletes.

No ball bags will be allowed on the competition floor. Only accessory bags will be allowed.

### Squad Size

*[Reference: Bylaw 31.1.5 in the NCAA Manuals.]*

Participating teams are limited to a maximum of ten student-athletes in uniform. An institution is advised that it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow an institution to conform to the rule. The ten student-athletes must be designated not later than the coaches meeting Wednesday prior to the championship. No substitutions are permitted to the squad list once it has been declared.

### Strobe Lights

No flash or strobe lighting is allowed without approval of the women's bowling committee.

## Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines available online at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Tickets

*[Reference: Tickets in the Division I General Section and Bylaw 31.1.11 in the NCAA Manuals.]*

The minimum ticket price for championship competition is \$5. Tickets may be purchased by contacting the host institution. It is the responsibility of the participating teams to notify the host institution of the number of tickets that are needed. All financial arrangements are to be made upon arrival and are the responsibility of the participating institutions.

## Uniforms

Uniforms must comply with the NCAA Women's Bowling Rules listed in the Appendix of this handbook.

**Logos.** An institution's official uniform and all other items of apparel (e.g., shorts and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

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

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

The logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in NCAA news conferences. Please note that contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. The logo restrictions on student-athletes' apparel set forth in 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

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

## Web site

Please refer to the NCAA Broadcast Manual policies and guidelines available online at [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

# Appendix A

## Institutions Sponsoring Women's Bowling by Region (56 teams)

(\*indicates provisional/reclassifying member, not eligible for championship)

### Central Region (24 Institutions)

Adrian College	Minnesota State University, Mankato
Alabama A&M University	Mississippi Valley State University
Alabama State University	University of Nebraska, Lincoln
Arkansas State University	Prairie View A&M University
Bethune-Cookman College	South Carolina State University
University of Central Missouri	Southern University, Baton Rouge
Elmhurst College	Spalding University*
Florida A&M University	Stephen F. Austin University
Fontbonne University	Texas Southern University
Grambling State University	Valparaiso University
Jackson State University	Vanderbilt University
Louisiana Tech University	University of Wisconsin, Whitewater

\* provisional member

### Northeast Region (34 Institutions)

Adelphi University	Morgan State University
Bowie State University	New Jersey City University
Cheyney University of Pennsylvania	Norfolk State University
Chowan University	North Carolina A&T State University
Coppin State University	North Carolina Central University
Delaware State University	Penn State University, Altoona
Elizabeth City State University	Sacred Heart University
Fairleigh Dickinson University, Metropolitan	Shaw University
Fayetteville State University	St. Augustine's College
Hampton University	St. Francis College (New York)
Howard University	St. Paul's College
Johnson C. Smith University	St. Peter's College
Kutztown University of Pennsylvania	State University of New York Institute of Technology
Lincoln University (Pennsylvania)	University of Maryland, Eastern Shore
Livingstone College	Virginia State University
Long Island University, Brooklyn	Virginia Union University
Medaille College	Winston-Salem State University

# Appendix B

## 2009-10 Women's Bowling Regional Advisory Committees

### Central

Jeff McCorvey, chair, Alabama A&M University  
Lorra Bailey, South Carolina State University  
Amber Griffin, University of Wisconsin, Whitewater  
Esha Hand, Southwestern Athletic Conference  
Shawn Jackson, Louisiana Tech University  
Dean Lee, Arkansas State University

### Northeast

Tara Wuorinen, chair, St. Peter's College  
Bob Cincotta, Adelphi University  
Frank Parisi, New Jersey City University  
Steve Wallace, St. Paul's College  
Mike Williams, Hampton University

### National Committee Chair

Frank Parisi, New Jersey City University