



2010 DIVISION III FOOTBALL CHAMPIONSHIP HANDBOOK

Updated 9/27/2010
Second update: 10/8/2010
Third update: 10/29/2010



Table of Contents

Introduction	5
General Administration	7
Dates and Sites.....	7
Division III Site-Selection Criteria.....	7
Sports Committees.....	7
Regional Advisory Committees.....	8
Annual Forms.....	9
Determination of Competing Institutions	11
Championship Structure.....	11
Championship Selection.....	11
Pairings and Site Selection.....	13
Forfeits.....	14
Certification of Eligibility/Availability.....	14
Instructions to Participants	15
Arrival Times at Playoff Sites.....	15
Attendance.....	15
Audio Coverage (Radio and Internet).....	15
Awards.....	15
Balls.....	15
Banners, Cheerleaders, Mascots and Bands.....	16
Banquets.....	16
Courtesy Vehicles.....	16
Drug Testing.....	17
Field Telephones.....	17
Game Management.....	18
Halftime.....	18
Heaters.....	18
Information Sheets.....	18
Lodging.....	18
Media Arrangements.....	19
Meetings.....	20
Merchandise.....	20
News, Media, Press Conferences and Satellite Feeds.....	20
Official Traveling Party.....	21
Officials.....	21
Practice Schedule.....	22

Press Box.....	22
Programs.....	22
Publicity and Promotion.....	24
Radio.....	25
Rules.....	25
Security.....	26
Squad Size.....	26
Starting Times.....	27
Team Area Passes.....	27
Television News, Television Rights and Footage Licensing.....	27
Tickets.....	27
Tied Games.....	28
Play Clocks.....	28
Uniforms.....	28
Appendix A	30
Appendix B	31
Appendix C	32
Appendix D	38
Appendix E	39
Appendix F	42
Appendix G	44
Appendix H	46
Appendix I	48
Appendix J	50

Introduction

During the 2010-11 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 and other publications are produced for each NCAA championship and posted on the NCAA Online Web site (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 the 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.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222
Indianapolis, Indiana 46206-6222
317/917-6222
www.ncaa.org
August 2010

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

Football Championship Information

Important Dates

September 22—Committee evaluation call.
September 29—Committee evaluation call.
October 6—Committee evaluation call.
October 13—Committee evaluation call.
October 14—Teams under consideration for selection will be sent proposed budget information for hosting preliminary rounds of competition.
October 20—Committee evaluation call.
October 27—Committee evaluation call.
October 28—Conference call for prospective NCAA representatives.
November 3—Committee evaluation call.
November 5—Deadline for institutions to submit proposed budgets.
November 10—Committee evaluation call.
November 13—Final committee evaluation call.
November 14—Selection and notification of teams for championship.
November 20—First-round games.
November 27—Second-round games.
December 4—Quarterfinal games.
December 11—Semifinal games.
December 18—Championship game.

General Administration

Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manual.]

Division III Site-Selection Criteria

The Division III Championships Committee has prioritized the site-selection criteria in the following order for Division III championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Geographical location (including such factors as rotation of sites, weather conditions, accessibility and transportation costs);
3. Seeding; and
4. Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

The Division III Football Committee will award sites for the championship in the following manner:

First- and second-round, quarterfinal and semifinal contests—Sites will be awarded to the highest-seeded teams in each of the brackets (assuming that these teams have met all of the site-selection criteria and have submitted bids to host).

NCAA Championships Policy Related to Sports Wagering. No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

2010 Playoff Dates

First Round—Saturday, November 20 on campus
Second Round—Saturday, November 27, on campus
Quarterfinals—Saturday, December 4, on campus
Semifinals—Saturday, December 11, on campus
Championship—Saturday, December 18, Salem, Virginia

2011 Playoff Dates

First Round—Saturday, November 19 on campus
Second Round—Saturday, November 26, on campus
Quarterfinals—Saturday, December 3, on campus
Semifinals—Saturday, December 10, on campus
Championship—Saturday, December 17, Salem, Virginia

Sports Committees

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

The Division III Football Championship is under the control, direction and supervision of the NCAA Division III Football Committee. Current members of the

committee are:

East—Shawn McIntyre, Head Football Coach, Norwich University, Northfield, Vermont 05663 (phone: 802/485-2233; fax: 802/485-2234; email: smcintyr@norwich.edu); Joy Solomen, Director of Athletics, Rowan University, New Jersey 08028 (phone: 856/256-4677; 856/256-4916; e-mail: solomen@rowan.edu)

North—Shannon Griffith, Associate, Head Football Coach, Manchester College, North Manchester, Indiana 46962 (phone: 260/982-5377 fax: 260/982-5032; e-mail: wsgriffith@manchester.edu); Tim Gleason, Commissioner, Ohio Athletic Conference, Austintown, Ohio 44515 (phone: ; fax: ; e-mail: twg@oac.org)

South—Brad Bankston, Commissioner; Old Dominion Athletic Conference, Salem, Virginia 24153 (phone: 540/389-7373; fax: 540/389-6196; e-mail: brad@odaconline.com); Chris Smith, Head Football Coach, Grove City College, Grove City, Pennsylvania 16127 (phone: 724/458-2126; fax: 724/458-3855; cwsmith@gcc.edu)

West—Chad Eisele, Director of Athletics, Knox College, Galesburg, Illinois, 61401 (phone: 309/341-7280; fax: 309/341-7806; e-mail: ceisele@knox.edu); Terry Horan, Head Football Coach, Concordia College, Moorhead, Moorhead, Minnesota 56562 (phone: 218/299-3499; fax: 218/299-4189; e-mail: horant@cord.edu)

For additional information about the Division III Football Championship, contact:

Holly Sheilley NCAA Assistant Director of Championships P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317/917-6503 Fax: 317/917-6237 e-mail: hsheilley@ncaa.org	R. Carey Harveycutter Director, Salem Civic Center P.O. Box 886 Salem, Virginia 24153-0886 Phone: 540/375-3004 Fax: 540/375-4011 e-mail: charveycutter@ci.salem.va.us
--	---

Regional Advisory Committees

[Reference: Regional Advisory Committees in the Division III General Section and Bylaws 21.4.1.4, 21.6.1.1 and 21.5.1.5 in the NCAA Manual.]

The regional advisory committees that have been appointed in each of their respective regions to assist in the evaluation of teams throughout the season are:

East Evaluation Region

Shawn McIntyre, Norwich University co-chair
Joy Solomen, Rowan University, co-chair
John Burrell, Western Connecticut State University
Keith Emery, Western New England College
Scott Greene, University of Rochester
Clayton Kendrick-Holmes, SUNY Maritime
Jim Monos, Lebanon Valley College
Dave Murray, Alfred University

North Evaluation Region

Shannon Griffith, Manchester College, co-chair

Tim Gleason, Ohio Athletic Conference, co-chair
Kevin Doherty, Lakeland College
Mike Hallett, Heidelberg University
Tim Lester, Elmhurst College
Craig Rundle, Albion College
Ted Stanley, Kenyon College
Tyson Veidt, Bluffton University
John Welty, Westminster College (MO)

South Evaluation Region

Brad Bankston, Old Dominion Athletic Conference, co-chair
Chris Smith, Grove City College, co-chair
Robert Black, University of the South
Carmen Felus, Juniata College
Mark Henninger, N.C. Wesleyan
Norman Joseph, Mississippi College
Don Montgomery, Emory and Henry College
Todd Mooney, LaGrange College
Tim Weaver, Bethany College

West Evaluation Region

Chad Eisele, Knox College, co-chair
Terry Horan, Concordia College, Moorhead, co-chair
Andy Ankeny, University of La Verne
Scott Carnahan, Linfield College
Glenn Caruso, University of St. Thomas (Minnesota)
Mike Durnin, Luther College
Chris Howard, Lawrence University
Duey Naatz, University of Wisconsin, Stout
Bob Owens, Chapman University

Annual Forms

Expense Reimbursement. Expense reimbursement forms with instructions will be available on the NCAA Web site in the championships section (<https://web1.ncaa.org/TES/exec/login?js=true>). Once the championship is completed, participating institutions should submit the forms to the NCAA travel department (travel@ncaa.org) at the national office within 30 days of the championship

[Reference: Official Traveling Party (page 26) in this handbook, Per Diem in the Division III General Section, and Bylaw 31.4.6 in the NCAA Manual.]

Proposed Budget/Financial Report Form. The NCAA has implemented an online proposed budget and financial report process. We request that prospective hosts no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site http://web1.ncaa.org/champs_bid/exec/login. Please note that the online

form is password protected. Your institution's director of athletics should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding the process, please contact Holly Sheilley at the national office. Any changes in the proposed budget due to facility or weather issues must be approved in advance of the competition by the NCAA championship liaison. Pertinent dates for the informational mailings are as follows:

Information sent from NCAA	Due date at NCAA
October 14	November 5

[Reference: Budgets in the Division III General Section.]

Financial Report Form. A financial report from each championship site must be submitted online to the NCAA not later than 60 days after the competition. Failure to submit the report by this deadline will result in financial penalties.

[Reference: Bylaw 31.4 in the NCAA Manual.]

Determination of Competing Institutions

Championship Structure

The championship provides for a maximum field of 32 teams. The 32 teams will be placed in four competition brackets each consisting of eight teams.

Geographic proximity takes precedence over seed when placing teams on the bracket. Play will continue in second-round, quarterfinal, semifinal and final competition. The first four rounds will be played on the campus of one of the competing institutions or at an alternate site approved by the Division III Football Committee. The final will be played in Salem, Virginia. The championship bracket is listed in Appendix A.

Championship Selection

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

All teams shall be selected by the Division III Football Committee, assisted by regional advisory committees that serve in an advisory capacity only. Teams will be selected not later than Sunday, November 14.

The 32-team field will consist of three selection pools. First, 23 berths (Pool A) will be allocated to automatic-qualifying conferences. The criteria for receiving automatic qualification are outlined in Bylaw 31.3.4 of the 2010-11 NCAA Division III Manual. Second, three berths (Pool B) will be reserved for true independents and those teams that are members of conferences that do not qualify for automatic qualification.

Six berths (Pool C) will be reserved for institutions from automatic-qualifying conferences that are not their conference champions, and the remaining teams in Pool B.

The 23 conferences that will receive automatic-qualifying berths in 2010 are:

- American Southwest Conference
- Centennial Conference
- College Conference of Illinois and Wisconsin
- Empire 8
- Heartland Collegiate Athletic Conference
- Iowa Intercollegiate Athletic Conference
- Liberty League
- Michigan Intercollegiate Athletic Association
- Middle Atlantic States Collegiate Athletic Corporation
- Midwest Conference
- Minnesota Intercollegiate Athletic Conference
- New England Football Conference
- New Jersey Athletic Conference
- North Coast Athletic Conference

Northern Athletics Conference
 Northwest Conference
 Ohio Athletic Conference
 Old Dominion Athletic Conference
 Presidents' Athletic Conference
 Southern California Intercollegiate Athletic Conference
 Southern Collegiate Athletic Conference
 USA South Athletic Conference
 Wisconsin Intercollegiate Athletic Conference.

A listing of all evaluation regions (listed by conference and Pool B teams) is listed in Appendix C.

The Division III Football Committee will select teams to the championship based on the following selection principles:

After the determination of the automatic (Pool A) berths, the committee will determine the Pool B selections, followed by the Pool C selections.

Pool B is reserved for independent institutions and institutions that are members of conferences that do not receive automatic qualification. The number of eligible institutions in Pool B is determined by subtracting the number of eligible institutions in Pool A (total number of institutions in conferences with automatic qualification) from the total number of active Division III institutions sponsoring the sport.

The number of berths available for Pool B institutions is determined by dividing the number of institutions eligible in Pool B by the access ratio for Pool A (total number of institutions in conferences with automatic qualification divided by the number of Division III conferences with automatic qualification).

Pool B = (number of independents and non-qualifying conference members) divided by (the access ratio for Pool A) - with the result truncated to the nearest whole number (e.g., 5.61 truncates to 5).

Berths from Pool B and Pool C will be selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for Pools B and C.

Selection Requirements. To be considered during the at-large selection process (Pools B or C), an institution must play at least 50 percent of its competition against Division III in-region opponents, unless a waiver has been approved by the Division III Championships Committee.

Bylaw 31.3.3.1 – Countable Competition. For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.4) of United States four-year, degree-granting institution. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

Selection Criteria.

Primary Criteria. The primary criteria emphasize regional competition (all contests

leading up to NCAA championships); all criteria listed will be evaluated (not listed in priority order).

- Win-loss percentage against regional opponents.
- Strength-of-schedule (only contests versus regional competition).
 - Opponents' Average Winning Percentage (OWP), weighted 2/3.
 - Opponents' Opponents' Average Winning Percentage (OOWP), weighted 1/3.
- See Appendix J for explanation of OWP and OOWP calculations.
- In-region head-to-head competition.
- In-region results versus common regional opponents.
- In-region results versus regionally ranked teams.

- Ranked opponents are defined as those teams ranked at the time of the rankings/selection process only.
- Conference postseason contests are included.
- Contests versus provisional and reclassifying members in their third and fourth years shall count in the primary criteria. Provisional and reclassifying members shall remain ineligible for rankings and selections.

Secondary Criteria. If the evaluation of the primary criteria does not result in a decision, the secondary criteria will be reviewed. All the criteria listed will be evaluated (not listed in priority order). The secondary criteria introduce results against out-of-region Division III and all other opponents including those contests versus opponents from other classifications (i.e., provisionals, NAIA, NCAA Divisions I and II).

- Out-of-region head-to-head competition.
- Overall Division III win-loss percentage.
- Results versus common non Division III opponents.
- Results versus all Division III ranked teams.
- Overall win-loss percentage.
- Results versus all common opponents.
- Overall DIII Strength of Schedule.
- Should a committee find that evaluation of a team's win-loss percentage during the last 25 percent of the season is applicable (i.e., end of season performance), it may adopt such criteria with approval from the championships committee.

Additionally, input is provided by regional advisory committees for consideration by the Division III football committee. In order to be considered for selection for Pools B or C, an institution must play at least 50 percent of its competition against Division III in-region opponents. Coaches' polls and/or any other outside polls or rankings are not used as a selection criterion by the football committee for selection purposes.

Pairings and Site Selection

Once automatic qualifiers are identified and the Pools B and C teams are selected, the following guidelines should be followed:

- Once selected, teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket, if geographic proximity is maintained.

Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).

- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round, as long as geographic proximity is maintained.
- The highest-seeded team that meets all selection criteria will be selected as the host institution, provided geographic proximity is maintained.

NCAA Championships Policy Related to Sports Wagering. No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Forfeits

For the purpose of seeding and selection to NCAA championships in Division III, there is no forfeit of a contest until the referee or other appropriate contest official has assumed jurisdiction of the contest in accordance with the applicable playing rules. When a team does not appear (e.g., due to weather conditions, accidents, breakdown of vehicles, illness or catastrophic causes), a forfeit is not recorded. An institution shall not, for statistical purposes, declare a forfeit for nonfulfillment of a contract. Such instances shall be considered a “no contest.”

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability the Division III General Section and Bylaws 31.2.1.7, 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, 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. 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 championship competition.

For the Division III Football Championship, the NCAA championship manager must be notified before November 10.

Instructions to Participants

Arrival Times at Playoff Sites

Institutions participating in all preliminary contests may arrive the day of the game but not later than two hours before the scheduled start of the contest. However, the head coach and at least one other institutional administrator must attend the prechampionship meeting scheduled by the Division III Football Committee in conjunction with the host institution.

Teams participating in the national championship game shall arrive not later than 10:30 a.m. Thursday. The participating head coaches and select players at the Stagg Bowl will be asked to attend media day in Salem, Virginia.

Exceptions to arrival times at competition sites must be approved by the Division III Football Committee.

Attendance

Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the online proposed budget and final financial report.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaasports.com/broadcast.

Awards

[Reference: Awards in the Division III General Section and Bylaw 31.1.10 in the NCAA Manual.]

Official NCAA awards will be presented to the official traveling party for each championship. Participant medals will be provided to all non-advancing teams the week following elimination (52 for each team). Trophies will be presented to the four teams that participate in the semifinal contests. Members of those teams will receive individual awards (62 to each team).

Balls

The Wilson F1001, F1003, F1004 and F1005 are the official balls of the championship and will be used in all rounds of competition. Footballs must be used during practice sessions and be returned to the game officials at the pregame meeting.

Institutions will be allowed to choose which model of Wilson football they wish to use while on offense throughout the championships.

Wilson will make the necessary preliminary arrangements to ensure that six footballs of the correct model are shipped to each participating institution before each round of

the championship. Game footballs will be distributed equally to each team after the game.

Banners, Cheerleaders, Mascots and Bands

Cheerleaders, dance team members and mascots shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing schools' directors of athletics. A maximum of 12 cheerleaders plus one mascot and one cheerleader coach may be admitted. All other institutional representatives will be admitted only upon presentation of a ticket.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see Appendix A in the Division III General Requirements Handbook)

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 and their activities, yells and stunts is 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.

Band members who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are not allowed to play after the ball has been declared ready for play by the referee. Bands are allowed to play during timeouts and before and after the competition. Bands are not allowed to play during the game once the ball is spotted and the umpire backs away from the ball. Halftime activities are the responsibility of the host; however, the visiting team may request an opportunity to participate.

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

Banquets

The City of Salem and the Old Dominion Athletic Conference host a championship luncheon on the Friday before the national championship game. The participating teams are required to attend this event. Tickets to the luncheon also are available for the general public to purchase.

Banquets at preliminary-round games are not permitted.

Courtesy Vehicles

Officials and NCAA Representatives. The NCAA will pay for the rental of cars and parking, in certain circumstances, for a predetermined number of game officials and NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel Management and communicate arrangements to the individuals who have been approved to rent cars.

Short's Travel will make arrangements with a car rental agency. When the car is picked up at the airport, the designated individual should accept the insurance coverage if the car is not provided by Enterprise.

The NCAA representatives and/or the designated officials shall be responsible for payment for the rental car, the cost of which will be reimbursed by the host institution.

The NCAA representatives and/or designated officials shall return their rental car agreements to the host institution of the competition for reimbursement. In the event a host agency is involved, the rental agreement shall be returned to the NCAA national office for reimbursement.

The NCAA national office shall explain the above procedure in advance to NCAA representatives and the designated officials. In addition, host institutions should review the procedure and reimbursement process with each individual during the precompetition meeting.

Championship Participants. The host institution may attempt to make arrangements for courtesy cars through a local dealer if the corporate partner is not able to provide vehicles. These vehicles would be allocated to the directors of athletics and head coaches of each participating team, members of the governing sports committee, etc.

If a local car dealer provides courtesy vehicles, it would be responsible for providing primary liability insurance coverage (\$1 million minimum).

The host institution must forward a copy of such coverage to the NCAA 60 days before the championship. The NCAA will provide physical damage insurance for approved courtesy cars.

The host institution will be responsible for the pickup and return of any courtesy cars from the designated dealer(s).

Drug Testing

[Reference: Drug Testing in the Division III General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

Student-athletes who compete in the championship may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative. It should be noted that the drug-testing procedures may affect a team's travel plans.

Field Telephones

Each team will be responsible for providing their own field phones. Teams may use as many phones as they wish, but are responsible for providing their own phones and making sure they are in good working order.

A separate and private area must be provided in the press box for the home and visiting coaches.

Game Management

Games conducted during the 2010 NCAA Division III Football Championship shall be administered in accordance with the general policies established by the NCAA Division III Championships Committee and shall be under the control, direction and supervision of the NCAA Division III Football Committee and its designated representatives.

The NCAA representative and the host institution are responsible for controlling artificial noisemakers. An institution will not be allowed to have artificial noisemakers (i.e. fire alarms and cannons) sound during any championship game that may be heard from inside the stadium that is purposefully activated throughout the game.

Game management procedures are outlined in this handbook and in host manuals provided by the NCAA.

Halftime

The intermission will be 20 minutes. Eighteen minutes will be allotted for the halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. Under no circumstances will the intermission be extended for entertainment.

The host institution or sponsoring agency must reserve a minimum of six minutes of the halftime entertainment time for each competing team's band.

If a competing team's band is not available, the time reserved for that band may be used by the host institution or sponsoring agency. A competing institution must inform the sponsoring agency not later than Monday noon before the game if its band will be available to perform during the intermission.

Heaters

The host institution will be responsible for providing sideline heaters if requested by the visiting team and that any associated rental fee be reimbursed to the host institution as a championships budget expense.

Information Sheets

Information packets supplementing this football handbook will be provided throughout the season to the contending teams eligible for selection.

Information concerning local arrangements and the responsibilities of the selected teams will be included, as will other pertinent material not included in this handbook.

Lodging

Institutions submitting bids must make preliminary contact with hotels and make tentative arrangements for visiting team lodging. A minimum of 40 rooms for the visiting team is suggested.

The host institution or sponsoring agency, when selected, shall make local reservations for the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations.

Media Arrangements

[Reference: Publicity and Promotion (page 24) in this handbook.]

Media Credentials. The NCAA shall control the issuance of media credentials for each of its championships. 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 for preliminary rounds will be issued by the host sports information director. Credentials for the championship game (Amos Alonzo Stagg Bowl) will be issued by James Nekoloff, media coordinator from the Old Dominion Athletic Conference (540/389-7373).

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.

Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

Postcompetition Interviews. *For all preliminary-round games, the visiting team will be the first team interviewed at the conclusion of the cooling-off period.* 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; 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 any 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 the NCAA.

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. The open locker room policy applies to the formal post competition press conference and to special interview requests for coaches and/or student-athletes not involved in the press conference. The special interviews include those during the open-locker room period after the competition.

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 a possible misconduct, as determined by the respective sport committee.

Meetings

[Reference: Misconduct in the Division III General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Manual.]

A meeting of the head coaches, directors of athletics (or designated institutional administrator - this cannot be the coach or sports information director serving in dual roles) and sports information directors of the competing teams with the game officials and representatives from the sponsoring agency, and the NCAA committee representative will be held the Friday night before the game or at a time scheduled by the football committee.

It is mandatory that all representatives as specified above attend the meeting to review all game arrangements. In addition, if the game is televised, representatives from the televising network must be in attendance. There will be a \$300 fine issued to any institution that does not have an administrator present at the pregame meeting.

The pregame meeting will include information on the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative may be disqualified from further participation in the championship for reasons of misconduct. The pregame meeting shall be separate from any social activity. Appendix H is a sample agenda for the pregame meeting.

All meetings involving administrative personnel, game officials and participating teams and coaches must be authorized by the Division III Football Committee.

Merchandise

Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. After selection, teams will receive instructions for placing orders. All orders will be shipped directly to the institution the week after preliminary-round competition. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 888/745-3058.”

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.com/broadcast/broadcast.html>.

Additional media information is available in the 2010-11 NCAA Championships Media

Coordination Manual that can be found online at <http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/sports+and+championship/general+information/championship+handbooks>

Official Traveling Party

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

Transportation and per diem expenses will be provided for the official traveling party of 62 (including a maximum of 52 players in uniform).

Please refer to the NCAA Travel policies for all information regarding transportation and per-diem expenses. Travel policies can be found online at <http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/sports+and+championship>.

Officials

The seven game officials for all games will be selected by the Division III Football Committee. The officials will receive \$182 per game, plus travel expenses according to the actual mode of transportation, up to commercial air fare not to exceed jet coach or 50 cents per mile round trip.

The committee will attempt to assign officials who have not officiated the participating teams during the regular season.

A television timeout coordinator will be selected and reimbursed by the televising network. If requested, the NCAA may provide suggested personnel to the televising network. The fee shall be \$75 plus 50 cents per mile, or round-trip commercial jet coach fare, and the same per diem formula as provided for the other officials.

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.

Parking expenses may be paid under certain circumstances. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short’s Travel, 866/655-9215.

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA. Officials will receive a \$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 per diem of \$45. The NCAA does not reimburse lodging expenses for the alternate official.

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 Schedule

When requested, the host institution or sponsoring agency shall make practice facilities available. The appropriate committee representative, after consultation with the competing coaches, shall establish practice locations and schedules.

If the game field is an artificial surface, teams are permitted to practice on the game field. As a general rule, practice is not permitted on a natural-surface game field.

Before the Amos Alonzo Stagg Bowl, the Thursday practice shall be closed to the press, except for a designated segment to be determined in consultation with the participating teams. The Thursday practice may be open with the permission of the head coaches of the participating teams. The Friday practice session must be an open session, and the players and coaches must be available for interviews one-half hour before or after the practice. If a Wednesday practice is held, the head coach shall determine if the session will be open to the media. The press should be informed when the interviews will be conducted.

During practice sessions at the championship site, before the final game, a maximum of 52 players may dress and practice. Once practice begins, those individuals may not change.

Press Box

Media coordinators should review their seating charts before game day to ensure media agencies that regularly staff games receive preferred seat locations. Adequate electrical and telephone outlets must be available in the press box. The working press area must not be used as a VIP seating area.

Programs

[Reference: Publicity and Promotion (page 24) in this handbook, Advertising in the Division III General Section, and Bylaw 31.6.3 in the NCAA Manual.]

IMG World 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. 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 institution 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 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 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 institution's information will not be included.** IMG will attempt to provide proofs for sports information director approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG.
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 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.

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, the content must be approved by IMG 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 Ms. Stoess (IMG, 904 North Broadway, Lexington, Kentucky 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 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. 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, 904 North Broadway, Lexington, Kentucky 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 (859/226-4556; 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 Mr. Briggs (859/226-4556; 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 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 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.
 - (1) Upon site selections, all contracts are e-mailed to each site representative.
 - (2) A dedicated fax number will be assigned for receiving all signed faxed contracts back to IMG (859/226-4575)
 - (3) An IMG representative will track the return of all signed vending contracts to IMG.
 - b. Settlement reports.
 - (1) Three days after the conclusion of the event, all settlement reports must be faxed to IMG (859/226-4575).
 - (2) The vendor will have two weeks to submit payment to IMG.
 - (3) An IMG representative will be assigned to track the receipt of all vending settlement reports and payments.
 - (4) If payment and/or settlement have not been received within the two-week period, IMG will include the site/championship on its "NO PAY" list sent to the NCAA.
 - (5) Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
 - (6) Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556, matthew.briggs@imgworld.com) at IMG with any vending related questions.

Publicity and Promotion

[Reference: Media Arrangements (page 17) and Programs (page 22) in this handbook, Advertising in the Division III General Section, and Bylaws 31.1.13.1 and 31.6.3 in the NCAA Manual.]

As the season progresses, institutions desiring to participate in the championship and whose records would indicate that they are under consideration for selection should send promotional material to the NCAA national office and to members of the regional

advisory committees (pages 8-9). Included should be an up-to-date roster, cumulative statistics, news releases, brochures and feature material on outstanding players. Posed action or game photographs will be useful to the sponsoring agencies.

Before the championship game, it is recommended that sports information directors or other appropriate representatives of the competing institutions assist the host institution's media coordinator in the promotion of the game.

Radio

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaasports.com/broadcast.

Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual.]

Per NCAA Bylaw 17.33, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

NCAA Football Rules and Interpretations will be followed. Questions regarding rules interpretations should be addressed to: **Rogers Redding, Secretary-Rules Editor, NCAA Football Rules Committee, Southeastern Conference, 2201 Richard Arrington Blvd. North, Birmingham, Alabama 35203 (205/0458-3000 ext. 3025).**

Scouting of Opponents/Imaging (Video, DVD, etc.) Exchange (Any change is subject to national committee approval)

Live scouting is prohibited during all rounds of NCAA championship play. During all rounds of competition, it is expected that all imaging that is exchanged will be:

1. Of complete games (numerical two deep team roster and game play-by-play included);
2. Master copy or first generation (imaging);
3. Professional and equitable quality;
4. Reviewed by the head coach or athletics director before sending to the other institution;
5. Obtained only from the two competing institutions;
6. Teams must exchange end-zone imaging;
7. For wide (press box side) imaging, the camera should start with the offensive huddle break, or seven seconds before the snap of the ball for no-huddle teams, and must include all 22 players at all times during the play;
8. For end-zone imaging, the camera should show two yards outside of the end player on either side of the offensive and defensive line;
9. On the sideline image, down and distance should be shown between each play

(yardsticks). The scoreboard should be displayed after each series;

10. Exchanges must include wide and end-zone shots of each play. Full game intercut continuous play; and
11. Teams may exchange via mutually agreed upon electronic system, however film (DVD) must still be sent to game representative.

Every effort should be made to exchange same quality film. If extenuating circumstances exist, the NCAA championship manager and national committee member must be notified.

The exchange of videotape must adhere to the following schedule:

Sunday, November 14—First-round opponents must exchange game tapes from last three regular-season games via mutual agreement between competing institutions by Tuesday. During mandatory post-selection announcement conference call (5 p.m. ET), each institution will be asked the type of digital system they use for video purposes. If the two teams can agree to exchange by this method then they will not need to send the DVDs to the competing team. However, the DVDs must be sent to the NCAA committee member (see Monday, November 15). Note: Information regarding digital systems will be utilized in subsequent rounds to provide this opportunity to the competing institutions.

Monday, November 15—Each institution playing a first-round game must send (via overnight delivery) three copies of game tapes from last three regular-season games to a designated NCAA committee member. The representative will inspect the game tapes.

Saturday, November 20—NCAA representative hands winning coach three tapes from the winning teams in other first-round games.

Monday, November 22—The winning teams in the first round will send (via overnight delivery) copies of last three games to the designated NCAA representative. The representative will inspect the game tapes.

Saturday, November 27—The NCAA representative goes to second-round game and gives winning team copies of tapes from winning teams in the other second-round games.

Monday, November 29—Winners of second-round games will send copies of last three games to the designated NCAA representative. The representative will inspect these tapes.

Saturday, December 4—Immediately after quarterfinal games, NCAA representatives will hand deliver to winning teams copies of tapes from winning teams in other quarterfinal games.

Monday, December 6—Each quarterfinal winner will send copies of last three games to the designated NCAA representative. The representative will inspect these tapes.

Saturday, December 11—Immediately after semifinal games, NCAA representatives will hand deliver three tapes of its Stagg Bowl opponent to each semifinal winning team.

No professional scouts shall be allowed in the press box, and no complimentary tickets are to be issued to professional football scouts.

Any disagreement that exists between the coaches relating to video exchange will be immediately communicated to the Division III Football Committee for their action.

Failure to comply with these videotape/film policies may subject the institution to the

misconduct provisions of Bylaw 31.1.9.

Security

The development and implementation of a security plan is the responsibility of the host and the facility management. Police protection/security must be provided for team dressing rooms, officials' dressing room, press box and playing field. A security escort (preferably uniformed police) should be provided for game officials to and from their dressing room for all rounds of the championship.

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Manual.]

Teams participating in all rounds of the championship are limited to a maximum of 52 players in uniform. During practice sessions at the championship site, before the final game, a maximum of 52 players may dress and practice. Once practice begins, these individuals may not change.

Replacements are permitted up to 10 minutes before game time; after this time, no replacements shall be permitted for any reason (see Certification of Eligibility/Availability in the Division III General Section).

The number of student-athletes in competitive uniform (52) shall not exceed the prescribed number during pregame practice or at the start of the contest. An institution that is advised it is in violation of this regulation and does not conform to it promptly shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Starting Times

All first-round, second-round, quarterfinal and semifinal games will start at noon, local time. Any other starting time must be approved by the Division III Football Committee (please refer to Appendix G for pregame schedule and warm-up area).

Team Area Passes

The maximum number of team area passes issued to each team is 20, exclusive of players in uniform. Coaches in the press box are not counted toward the 20 passes. Players should not receive game day field credentials.

Television News, Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaasports.com/broadcast.

Tickets

[Reference: Tickets in the Division III General Section and Bylaw 31.1.11 in the NCAA Manual.]

An allotment of tickets will be reserved for the competing institutions.

Each competing institution will have access to 500 tickets, with no less than half of

the tickets being located between the 30-yard lines. The host institution or sponsoring agency will retain 250 of the 500 tickets, and the competing institutions will be advised that they are available if needed. Additional tickets may be purchased, but the seat locations will not be guaranteed.

Admission shall be charged at all NCAA championships, unless a governing sports committee determines that charging admission is not feasible due to facility configuration or the expenses relative to the event's attendance history. Children under two years of age may be admitted free if they do not occupy a seat. Ticket prices shall be determined by the respective games committees with the approval of the governing sports committee. Ticket prices may be "scaled" according to the location of the seats. Faculty members shall be charged regular admission prices. Properly identified grade school, high-school and college students may purchase admission tickets at a reduced rate to be recommended by the governing sports committee and approved by the divisional championships committee.

Each institution shall return all moneys and unsold tickets and inform the host institution or sponsoring agency of the number it will require from the 250 tickets being retained not later than 6 p.m. Thursday before the game. If the tickets are not returned to the host institution or sponsoring agency by this time, the institution shall be responsible for all unreturned tickets at face value. Once the competing institutions release the tickets being retained, the host institution or sponsoring agency will use them for public sale.

Minimum Prices. The minimum ticket price for adults at preliminary rounds of the Division III championship shall be \$8. A \$4 student general-admission ticket, with student identification card, is permissible for students of participating institutions for preliminary-round games.

Ticket prices for the national championship game are \$15 for adults (\$12.50 in advance) and \$7 for students. For information regarding tickets to the championship game, contact: Marcia White, Salem Civic Center, P.O. Box 886, Salem, Virginia 24153 (telephone: 540/375-3004; fax: 540/375-4011).

Tied Games

If the score of a game is tied after four quarters of play, the tiebreaker plan in NCAA Football Rules and Interpretations shall be followed and administered by the chair of the football committee or a designated representative.

The tiebreaker procedure is explained in Appendix E.

Play Clocks

Fully functional play clocks are required at all Division III championship playoff games that may be set to both 40 and 25 seconds.

Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Manual.]

The host institution team will be the home team and will wear dark jerseys in preliminary-round games. The visiting team will wear white jerseys. At the finals, the

home team will be decided by the Division III Football Committee. The game officials will enforce uniform requirements as prescribed in 2010 NCAA Football Rules and Interpretations.

Logos. The provisions of Bylaw 12.5.3 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps 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 (e.g., 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.

This bylaw will be enforced strictly 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.

Videotapes and Still Photographs

[Reference: Bylaw 31.6.4.3 in the NCAA Manual.]

Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use two cameras and may videotape only that portion of the competition in which it participates.

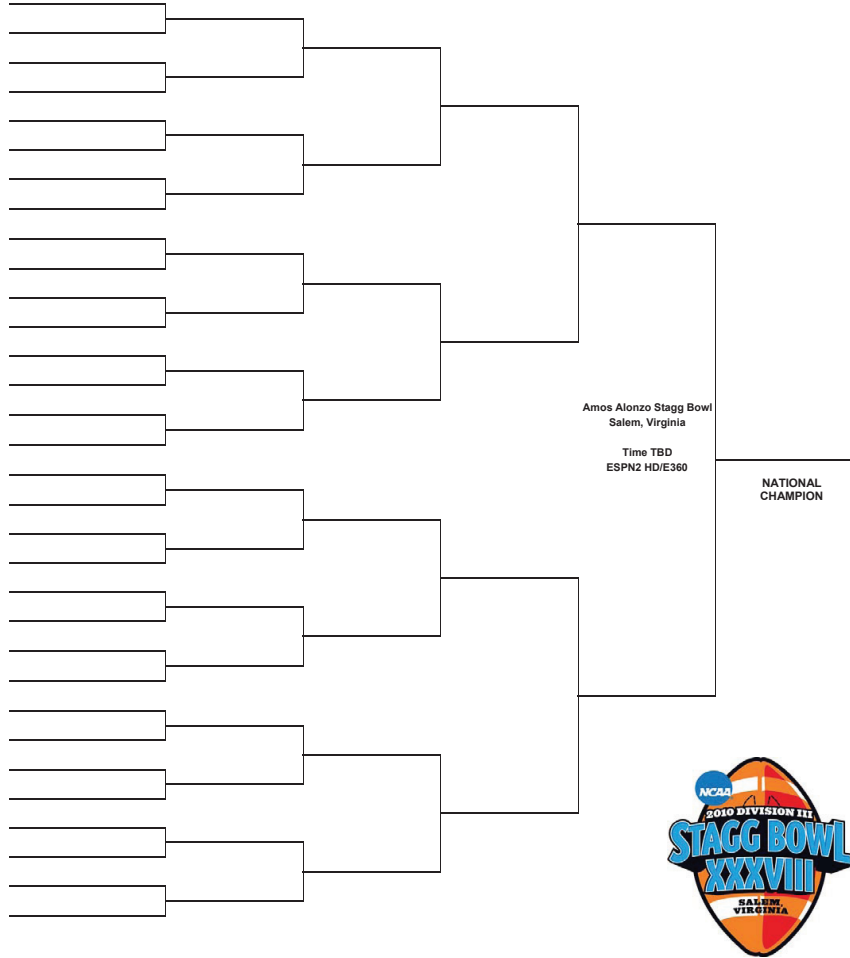
The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

One additional camera may be placed outside the end zone to shoot a tight end-zone angle. If the space cannot accommodate two end-zone cameras, the host institution shall supply a copy of the tape to the visitor.

Appendix A

NCAA 2010 NCAA Division III FOOTBALL CHAMPIONSHIP

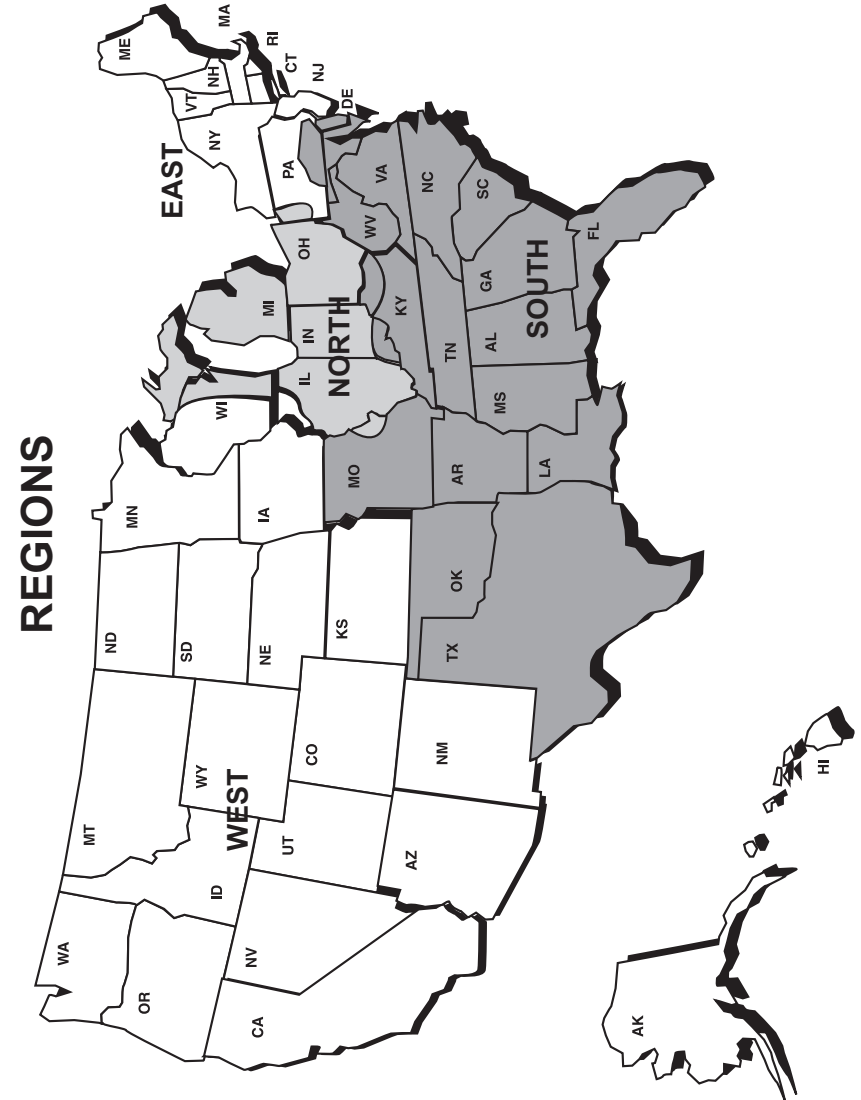
*First Round November 20 *Second Round November 27 *Quarterfinals December 4 *Semifinals December 11 Final December 18



Web site: www.ncaa.com

*First-round, second-round, quarterfinal and semifinal games will be played at noon local time on the campus of competing institutions, or at a site approved by the Division III Football Committee.

Appendix B



Appendix C

Institutions by Evaluation Region

NORTH

College Conference of Illinois and Wisconsin (Automatic Qualifier)

Augustana College (Illinois)
Carthage College
Elmhurst College
Illinois Wesleyan University
Millikin University
North Central College
North Park College
Wheaton College (Illinois)

Heartland Collegiate Athletic Conference (Automatic Qualifier)

Anderson University (Indiana)
Bluffton University
Defiance College
Earlham College
Franklin College
Hanover College
Manchester College
College of Mount St. Joseph
Rose Hulman Institute of Technology

Michigan Intercollegiate Athletic Association (Automatic Qualifier)

Adrian College
Albion College
Alma College
Hope College
Kalamazoo College
Olivet College
Trine University

North Coast Athletic Conference (Automatic Qualifier)

Allegheny College
Denison University
Hiram College
Kenyon College
Oberlin College
Ohio Wesleyan University
Wabash College
Wittenberg University
College of Wooster

Ohio Athletic Conference (Automatic Qualifier)

Baldwin-Wallace College
Capital University
Heidelberg College
John Carroll University
Marietta College
Mount Union College
Muskingum College
Ohio Northern University
Otterbein College
Wilmington College (Ohio)

Northern Athletics Conference (Automatic Qualifier)

Aurora University
Benedictine University (Illinois)
Concordia University (Illinois)
Concordia University (Wisconsin)
Lakeland College
Maranatha Baptist Bible College
Rockford College
Wisconsin Lutheran College

Pool B Teams

Case Western Reserve University
University of Chicago
Eureka College
Greenville College
MacMurray College
Westminster College (Missouri)

WEST

Iowa Intercollegiate Athletic Conference (Automatic Qualifier)

Buena Vista University
Central College (Iowa)
Coe College
Cornell College
University of Dubuque
Loras College
Luther College
Simpson College
Wartburg College

Midwest Conference (Automatic Qualifier)

Beloit College
Carroll College (Wisconsin)
Grinnell College
Illinois College
Knox College
Lake Forest College
Lawrence University
Monmouth College (Illinois)
Ripon College
St. Norbert College

Northwest Conference (Automatic Qualifier)

Lewis and Clark College
Linfield College
Pacific University (Oregon)
Pacific Lutheran University
University of Puget Sound
Whitworth College
Willamette University

Pool B Teams

Chapman University
Crown College
Macalester College
Martin Luther College
University of Minnesota, Morris
Nebraska Wesleyan University
College of St. Scholastica

**Minnesota Intercollegiate Athletic Conference
(Automatic Qualifier)**

Augsburg College
Bethel University (Minnesota)
Carleton College
Concordia College, Moorhead
Gustavus Adolphus College
Hamline University
St. John's University (Minnesota)
St. Olaf College
University of St. Thomas
(Minnesota)

**Wisconsin Intercollegiate Athletic Conference
(Automatic Qualifier)**

University of Wisconsin, Eau Claire
University of Wisconsin, La Crosse
University of Wisconsin, Oshkosh
University of Wisconsin, Platteville
University of Wisconsin, River Falls
University of Wisconsin, Stevens Point
University of Wisconsin, Stout
University of Wisconsin, Whitewater

**Southern California Intercollegiate Athletic Conference
(Automatic Qualifier)**

California Lutheran University
Claremont McKenna-Harvey Mudd-Scripps Colleges
University of La Verne
Occidental College
Pomona-Pitzer Colleges
University of Redlands
Whittier College

SOUTH

**American Southwest Conference
(Automatic Qualifier)**

East Texas Baptist University
Hardin-Simmons University
Howard Payne University
Louisiana College
University of Mary Hardin-Baylor
McMurry University
Mississippi College
Sul Ross State University
Texas Lutheran University

**Centennial Conference
(Automatic Qualifier)**

Dickinson College
Franklin & Marshall College
Gettysburg College
Johns Hopkins University
Juniata College
McDaniel College
Moravian College
Muhlenberg College
Susquehanna University
Ursinus College

**Old Dominion Athletic Conference
(Automatic Qualifier)**

Bridgewater College (Virginia)
Catholic University
Emory and Henry College
Guilford College
Hampden-Sydney College
Randolph-Macon College
Washington and Lee University

Pool B Teams

Carnegie Mellon University
Frostburg State University
Gallaudet University
Huntingdon College
La Grange College
Salisbury University
Washington University (Missouri)
Wesley College

**Southern Collegiate Athletic Conference
(Automatic Qualifier)**

Austin College
Centre College
DePauw University
Millsaps College
Rhodes College
University of the South
Trinity University (Texas)

**USA South Athletic Conference
(Automatic Qualifier)**

Averett University
Christopher Newport University
Ferrum College
Greensboro College
Maryville College (Tennessee)
Methodist College
North Carolina Wesleyan University
Shenandoah University

**Presidents' Athletic Conference
(Automatic Qualifier)**

Bethany College (West Virginia)
Grove City College
St. Vincent College
Thiel College
Thomas More College
Washington and Jefferson College
Waynesburg College
Westminster College (Pennsylvania)

EAST

Liberty League (Automatic Qualifier)

Hobart College
Rensselaer Polytechnic Institute
University of Rochester
St. Lawrence University
Union College (New York)
U.S. Merchant Marine Academy
Worcester Polytechnic Institute

Empire 8 (Automatic Qualifier)

Alfred University
Hartwick College
Ithaca College
St. John Fisher College
Springfield College
Utica College

Middle Atlantic States Collegiate Athletic Conference (Automatic Qualifier)

Albright College
Delaware Valley College
Fairleigh Dickinson University,
Florham
King's College (Pennsylvania)
Lebanon Valley College
Lycoming College
Widener University
Wilkes University

New Jersey Athletic Conference (Automatic Qualifier)

College of Brockport, State
University of New York
State University College at Buffalo
State University College at Cortland
Kean University
Montclair State University
Morrisville State College
College of New Jersey
Rowan University
Western Connecticut State
University
William Paterson University of New
Jersey

Pool B Teams

Anna Maria College
Becker College
Castleton State College
State University of New York
Maritime College
Husson College
Mount Ida College
Norwich University

New England Small College Athletic Conference (Teams do not participate in NCAA playoffs)

Amherst College
Bates College
Bowdoin College
Colby College
Hamilton College
Middlebury College
Trinity College (Connecticut)
Tufts University
Wesleyan University (Connecticut)
Williams College

New England Football Conference (Automatic Qualifier)

Bridgewater State College	Massachusetts Maritime Academy
Curry College	Nichols College
Endicott College	Plymouth State University
Fitchburg State College	Salve Regina University
Framingham State College	U.S. Coast Guard Academy
Maine Maritime Academy	Western New England College
University of Massachusetts, Dartmouth	Westfield State College
Massachusetts Institute of Technology	Worcester State College

Appendix D

Future Championship Dates

Year	Selections	First Round	Second Round	Third Round	Fourth Round	Fifth Round
2011	Nov. 13	Nov. 19	Nov. 26	Dec. 3	Dec. 10	Dec. 17
2012	Nov. 11	Nov. 17	Nov. 24	Dec. 1	Dec. 8	Dec. 15
2013	Nov. 10	Nov. 19	Nov. 26	Dec. 3	Dec. 10	Dec. 17

Appendix E

Tiebreaker Procedure

Following is the NCAA tiebreaker system to be used when a game is tied after four periods. These rules consist only of exceptions, with examples, to the regular-period rules.

- a. Immediately after the conclusion of the fourth quarter, officials will instruct both teams to retire to their respective team areas. The officials will assemble at the 50-yard line and review the tiebreaker procedures.
- b. The officials will escort the captains to the center of the field for the coin toss. The winner of the toss shall choose one of the following options:
 1. Offense or defense, with the offense at the opponent's 25-yard line to start the first series.
 2. Which end of the field shall be used for both series of that overtime period.

Note: The winner of the toss may not defer his choice.
- c. The loser of the toss shall exercise the remaining option for the first extra period and shall have the first choice of the two options for subsequent even-numbered extra periods.
- d. Extra periods: An extra period shall consist of two series with each team putting the ball in play by a snap on or between the inbounds lines on the designated 25-yard line, which becomes the opponent's 25-yard line. The snap shall be from midway between the inbounds lines on the 25-yard line, unless a different position on or between the inbounds lines is selected before the ready-for-play signal. After the ready-for-play signal, the ball may be relocated after a charged team timeout, unless preceded by a Team A foul or offsetting penalties.
- e. Team series: Each team retains the ball during a series until it scores or fails to make a first down. The ball remains alive after a change of team possession until it is declared dead. However, Team A may not have a first and 10 if it again possesses the ball after a change of team possession.

Team A and B designations are the same as defined in Rule 2-27-1 of NCAA Football Rules and Interpretations.

EXAMPLES:

1. After each team has put the ball in play by snap at the beginning of its series, the score is tied or there has been no score. RULING: Begin the second extra period with the loser of the toss at the beginning of the first extra period having the choice of the two options.
2. Other than on the try, Team B intercepts a pass or fumble for a touchdown or recovers a fumble or a backward pass and scores a touchdown. RULING: Period and game are ended, and Team B is the winner.
3. During the first series of a period, Team B intercepts a pass or fumble or recovers a fumble or a backward pass and does not score a touchdown. RULING: Team A series ended and Team B, which becomes Team A, starts its series of that period.
4. During the first series of a period, Team A attempts a field goal and the kick is blocked. Team A recovers the kick, which never was beyond the neutral zone, and runs for a touchdown. RULING: Six points for Team A, and Team B begins its series of the period after the try.
5. Team A attempts a field goal and the kick is blocked. Team A recovers the kick,

which never was beyond the neutral zone, and runs for a first down. RULING: Team A continues its series of the period with a first and 10.

6. Team A attempts a field goal on first, second or third down, and the kick is blocked. Team A recovers the kick, which never crossed the neutral zone, and does not gain a first down. RULING: Team A's ball, next down.
 7. Team A attempts a field goal and the kick is blocked. Team B recovers the kick and runs it into Team A's end zone. RULING: Touchdown, game is ended.
 8. During the first series of a period, Team B—after gaining possession—loses possession to Team A, which scores a touchdown. RULING: The score counts, and Team B begins its series of the period after the try.
 9. During the first series of a period, Team B—after gaining possession—loses possession to Team A, which fails to score a touchdown. RULING: Team A series is ended, and Team B begins its series of that period.
 10. During the first series of a period, Team A fumbles into Team B's end zone on second down of a series. Team B recovers and downs the ball in its end zone. RULING: Team A series of that period is ended. Team B series of the period begins.
 11. During the first series of a period, B10 intercepts a forward pass on his three-yard line and downs the ball in his end zone (no momentum involved). RULING: Score two points for Team A. Team A's series is over. Team B will put the ball in play, first and 10 on the 25-yard line at the same end of the field.
 12. Team A's field-goal attempt is untouched beyond the neutral zone until it is muffed by B17 at the five-yard line. A75 recovers at the three-yard line. RULING: First down for Team A at the three-yard line.
- f. Scoring: The team scoring the greater number of points during the regulation and extra periods shall be declared the winner. There shall be an equal number of series, as defined in (e) above, in each extra period, except if Team B scores during a period other than on the try. Beginning with the third extra period, teams scoring a touchdown must attempt a two-point try. A one-point try by Team A (although not illegal) will not score a point.

EXAMPLES:

1. On the first possession of a period, Team A scores a touchdown. On the try, Team B intercepts a pass and returns it for a two-point touchdown. RULING: Team B is awarded the ball on the 25-yard line to start its series of the period with the overtime score 6-2.
 2. If a touchdown is scored that determines the winning team in an extra period, the try is canceled.
- g. Fouls after Team B possession:
1. Distance penalties by either team are declined by rule in extra periods (Exceptions: Dead-ball fouls and live-ball fouls penalized as dead-ball fouls).
 2. Scores by fouling teams are canceled.
 3. If there are offsetting fouls, whether one or both occur after Team B possession, the down is not replayed.

EXAMPLES:

1. After the end of the first series of a period by Team A, Team B commits a dead-ball foul. RULING: Team B starts its series on the 40-yard line, first and 10.
2. During the first series of a period, Team A passes and a Team A back is illegally in motion during the down. The pass is intercepted, and Team B commits a foul before scoring a touchdown. RULING: Score not allowed. The series is ended,

and Team B begins its series on the 25-yard line.

3. During the second series of a period, Team B intercepts a pass and runs for a touchdown. During the run, Team B clips at midfield. RULING: Nullify the score, and if the score is tied, the next period will start with first and 10 at the 25-yard line.
- h. Timeouts: Each team shall be allowed one timeout for each extra period. Timeouts not used during the regulation periods may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period.

Appendix F

Preliminary Checklist

This is a checklist for conference calls between two competing teams' directors of athletics, coaches and sports information directors and NCAA national office and football committee representatives.

1. Date and time.
2. Wilson F1001, F1003, F1004 and/or F1005 Footballs. Footballs must be given to officials during pregame meeting.
3. Officials will be assigned by a Division III football conference office and the Division III Football Committee. If possible, officials will be assigned who have not officiated either team during the regular season. Officials' rating forms will be provided to coaches and the NCAA representative. The host institution is responsible for hiring the clock operator.
4. Uniforms and equipment must conform to NCAA rules.
5. Sports information directors' arrival at game site.
6. Agreement and explanation on the exchange of game images (video, DVD, etc.). All exchange videos will be complete videos (wide and tight views required during playoffs). All exchanges will include roster and play-by-play.
7. Filming/video of game. Determine the number of camera operators from each institution and make other arrangements if the institution decides not to include a camera operator among its official party.
8. Will institutions bring their bands for halftime performance? Confirm seating location.
9. If requested, host should assist visiting team with lodging recommendations.
10. Arranging for transportation to and from practice and game (at the expense of the team).
11. Establishing practice schedule and coordinating with scheduled activities sponsored by the sponsoring agency or host institution.
12. Press box arrangements. Reminder that the press box is a working facility for authorized, credentialed personnel.
13. Medical service and assistance available. (Refer to Medical Arrangements in the Division III General Section.)
14. Arrangements for VIPs and name of official institutional representative at game.
15. Note that the handbook states no complimentary tickets will be issued. Children under two years of age may be admitted free if they do not occupy a seat. Review arrangements and number of tickets available for competing teams. Seating is recommended on both sides of field.
16. Review potential crowd size and attendance figures.
17. Remind teams that expense forms must be returned to the NCAA within 30 days.
18. No television under any circumstances without approval from the NCAA national office.
19. Radio rights are established and can be confirmed by calling the NCAA national office. Find out if either team has radio stations covering the game. The host institution is responsible for ensuring that radio space is available in the press box.
20. Arrange for any promotional request by the game management such as coaches on radio, television, etc.

21. Explain squad size (52), travel party limitation (62), maximum sideline passes (20—exclusive of uniformed players and coaches in press box), per diem, etc. Check for previous disqualifications. During practice sessions at the championship site, before the final game, a maximum of 52 players may dress and practice.
22. Warm-up area.
23. Review tiebreaker procedure (refer to handbook).
24. Review tentative transportation plans (plane, charter, etc.).
25. Press party and/or special activities for teams (time, site, etc.).
26. Host institution responsible for paying officials' and committee representatives' expenses.
27. Field telephones (see page 15).
28. Security provisions/crowd control/communication among game management personnel.
29. Team area from 25-yard line to 25-yard line.
30. Time and site of pregame meeting.
31. Telephone numbers of athletics directors, sports information directors and press box.
32. Fax site map to NCAA representative.
33. Ensure that an adequate media workroom and media interview area are available. Please refer to the preliminary-round operations manual.
34. Schedule Saturday morning meeting for officials, clock operator and other appropriate game personnel.
35. Host institutions or sponsoring agencies are encouraged to extend the utmost courtesy to the competing teams.
36. Establish and distribute a contact list for local representatives (director of athletics, sports information director, NCAA representative, press box phone number, trainer, etc.)
37. Review game program distribution plan.
38. Instant replay arrangements, if necessary.

Appendix G

Suggested Pregame Schedule

- 10:30 a.m. L shape in front of own bench
- 11:00 a.m. Officials' meeting with timer, ball persons and chain gang.

- 11:15 a.m. 45-45 allow 10 yard buffer for officials and game representative
- 11:40 a.m. Teams leave field - introduction of players.
- 11:45 a.m. Officials notify teams in locker rooms.
- 11:50 a.m. Team return to field visitors first/ then home (go directly to team sidelines)
- 11:55 a.m. National Anthem.
- 11:58 a.m. Coin toss.
- noon Kickoff.

It is understood this schedule could be modified to accommodate television or special activities associated with the game

Two Suggested Pregame Warm-Up Areas

Diagram #1

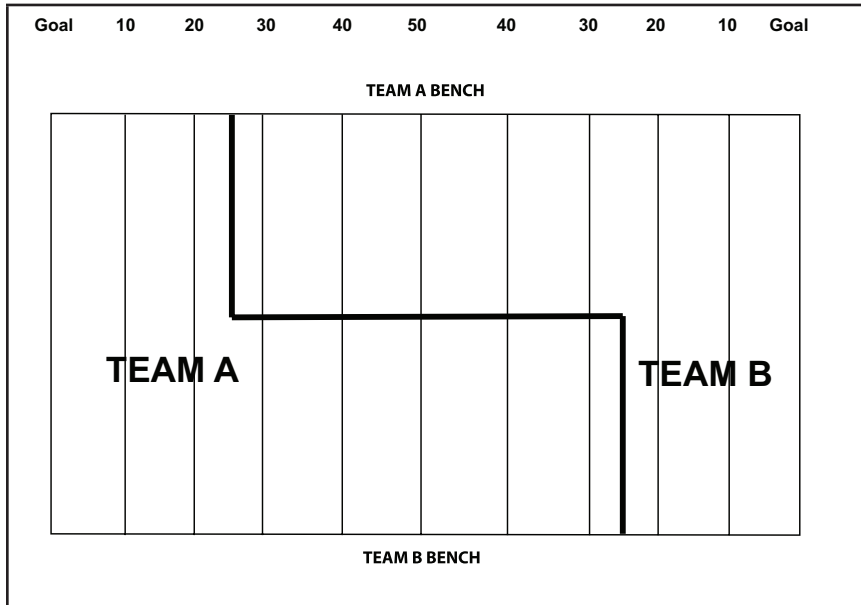
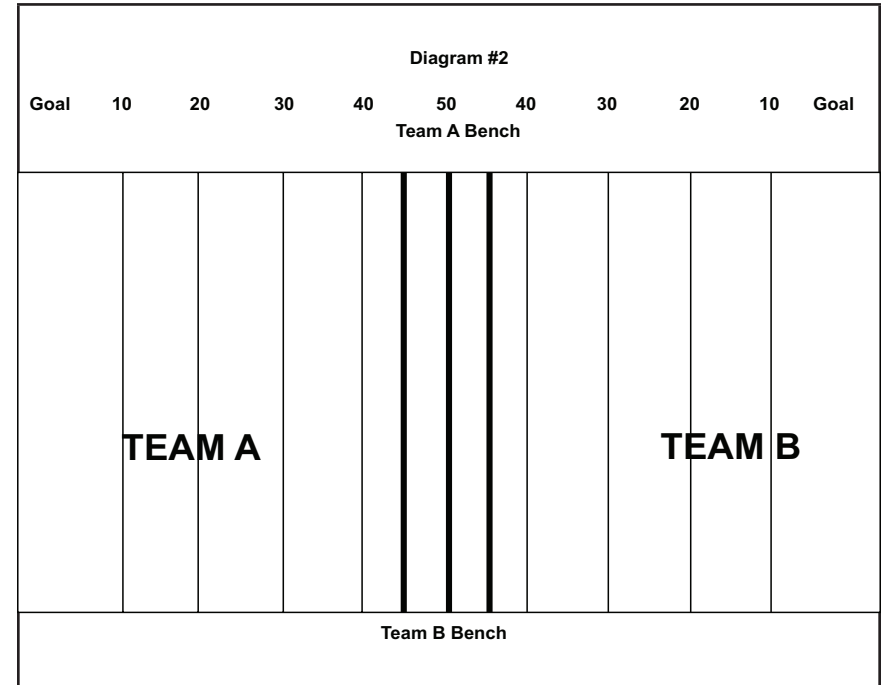


Diagram #2



Appendix H

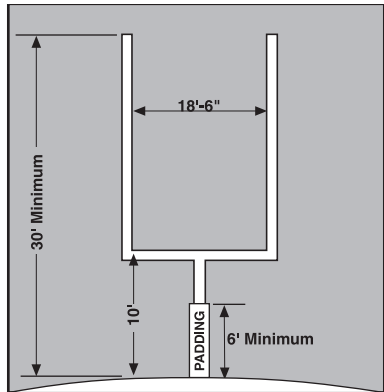
Pregame Meeting Checklist

1. Introductions.
2. Welcome participants.
3. Thank host institution.
4. Review games committee responsibilities.
5. Review of misconduct section (see NCAA Bylaw 31.1.8).
 - a. Read disqualification statement. (Page 17 of the Division III general section of the championship handbook.)
 - b. Explain reasons for disqualification procedure.
6. Eligibility lists.
 - a. Squad size and practice squad size (52 uniformed players). Check for previous disqualifications.
 - b. Official traveling party (62).
 - c. Expense form.
 - d. Team area passes (maximum 20 team area passes per institution). Coaches in the press box are not counted toward the 20 passes.
7. Officials.
 - a. Transportation to stadium.
 - b. Arrival time at stadium.
 - c. Security arrangements. Arrange escort to and from field.
 - d. Meeting times with chain gang, timer, scoreboard operator, ball persons and NCAA representative.
 - e. Expense forms and arrange payment with host institution (carefully checked and approved by NCAA representative in accordance with NCAA policies and procedures).
 - f. Hand out officials' evaluation reports to be completed by head coaches (or designees) and NCAA representative. Return forms to NCAA national office.
 - g. Review proper uniform and equipment rules.
 - h. Role of alternate official.
8. Review pregame schedule.
 - a. Warm-up areas.
 - b. Officials' meeting.
 - c. National anthem.
 - d. Officials' notification to teams in locker rooms.
 - e. Captains on field.
 - f. Coin toss—actual.
 - g. Introduction of student-athletes.
 - h. Kickoff time—Noon local time for first- and second-round, quarterfinal and semifinal games.
9. Halftime schedule.
 - a. Review halftime intermission policy.
 - b. Bands and other activities.

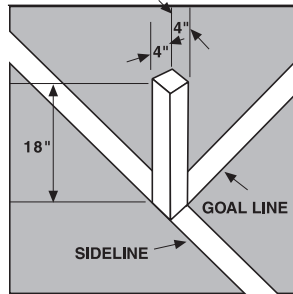
- c. Officials' notification to teams in locker rooms.
10. Field telephones (see page 15).
11. Review of game football(s).
12. Confirm uniforms.
13. Filming and video exchange arrangements (wide and tight views).
14. Awards.
15. Proper crowd control must be in place at all times. Security for the visiting team is a priority. Artificial noisemakers are not allowed.
16. Merchandising products.
17. Band shall not be allowed to play after the ball has been declared ready for play by the referee.
18. Conference call for winning team Monday (first round, second round, quarterfinals and semifinals).
 - a. Obtain phone numbers and names of individuals to be on call.
 - b. Indicate the time of the call.
19. Review tiebreaker procedure (Appendix E of handbook).
20. Media arrangements.
 - a. Postchampionship interviews—review location, procedure and cooling-off periods.
 - b. Press box seating. The press box is a working area for authorized, credentialed personnel.
21. No commercial logo.
22. Questions for officials.
23. Drug testing.
24. Timing issues. Individual working as game timer must be experienced. All officials must ensure proper timing procedures.
25. Miscellaneous.

Appendix I

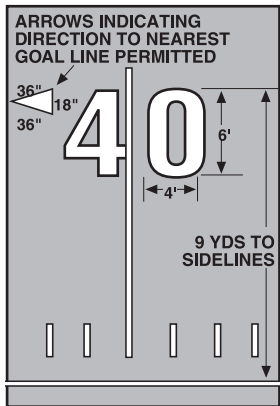
FIELD DIAGRAM DETAILS



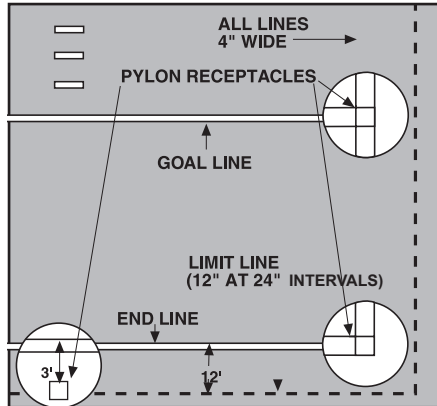
GOAL POST DETAIL



PYLON DETAIL

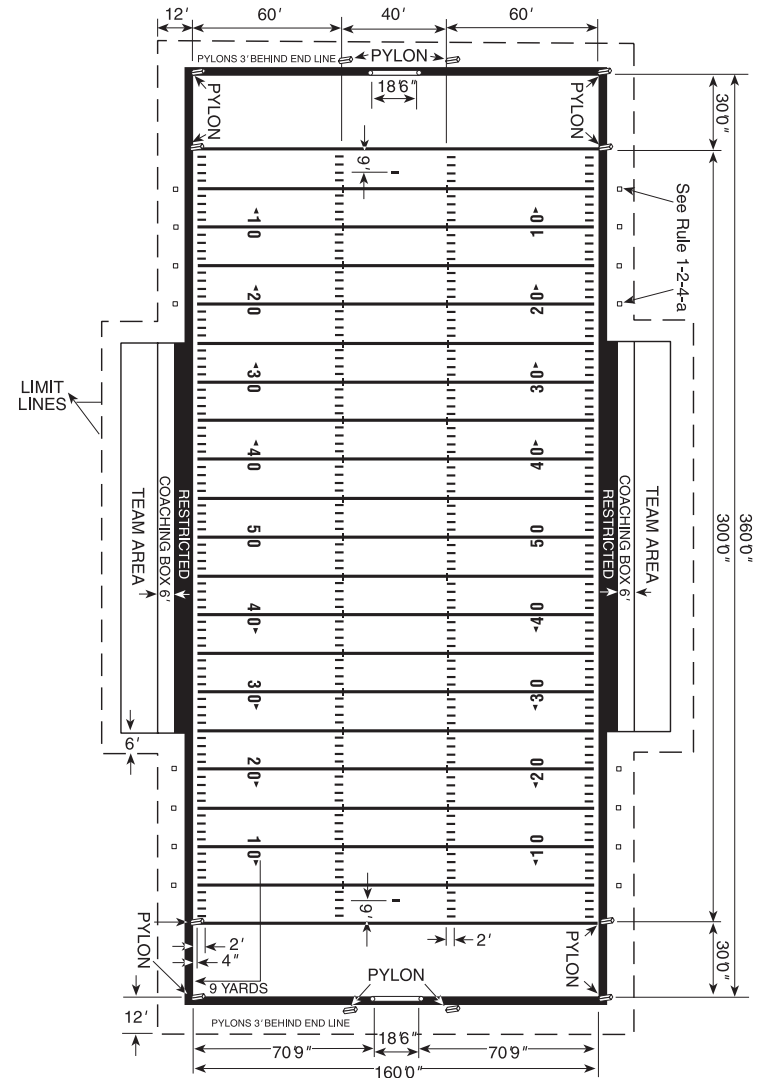


RECOMMENDED YARD-LINE NUMBERING



END ZONE DETAIL

DIAGRAM OF FIELD



Appendix J

Opponents' Average Winning Percentage (OWP) and Opponents' Opponents' Average Winning Percentage (OOWP) Calculation Explanation

Opponents' Average Winning Percentage (OWP). Take each opponent's regular won-lost percentage against other Division III teams (excluding the results against the team in question) and average the percentages.

To calculate: Team A Schedule is as follows:

Opponent	Record	vs Team A	Revised Record	Revised W-L Percentage
Team B	21-7	0-1	21-6	.7778
Team C	11-15	0-1	11-14	.4400
Team D	7-20	0-1	7-19	.2692
Team E	13-13	0-1	13-12	.5200
Team F	23-6	1-0	22-6	.7857
Total			74-56 (.5692)	.5585 (OWP)

Team A's Opponents' Average Winning Percentage = .5585

Opponents' Opponents' Average Winning Percentage (OOWP). The strength of each opponents' schedule is measured by computing the opponents' winning percentage for each opponent, then averaging the percentages. This recognizes the fact that two opponents with similar won-lost records may have played far different schedules (in terms of strength of opponents).

To calculate: Take Team B, C, D, E and F schedules and perform the same calculation as above (OWP). It is important to note that the OOWP will support the OWP (i.e., if Teams A and B have the same OWP of .5692; Team A has a OOWP of .6125 and Team B has a OOWP of .4567; it would indicate team A has the stronger strength of schedule).