



**NJCAA DII  
Women's  
Basketball  
Championship**

**HOST  
REQUIREMENTS**

*May 2017*

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# NJCAA DIVISION II WOMEN'S BASKETBALL CHAMPIONSHIP

## SPORT SPECIFIC HOST REQUIREMENTS

This document serves as a supplement to the [2017-18 NJCAA CHAMPIONSHIP HOST MANUAL & REQUIREMENTS](#)

The information contained in this document provides the minimum bid specifications specific to hosting the Division II Women's Basketball Championship for the NJCAA. Please keep in mind that any potential HOST must also meet the requirements set forth in the [2017-18 NJCAA CHAMPIONSHIP HOST MANUAL & REQUIREMENTS](#).

All activities and events associated with the championship are to be approved by the NJCAA Championship Events Committee.

**BID SUBMITTAL** – All bids will be submitted online at <http://bids.njcaa.org>

**FORMAL BID PROCESS TIMELINE** – [njcaa.org/about/host\\_championship/Bid\\_Process\\_Timeline](http://njcaa.org/about/host_championship/Bid_Process_Timeline)

### **SUGGESTED HOST RIGHTS FEE**

The suggested financial guarantee to the NJCAA for hosting this event is \$5,000/per year.

### **ECONOMIC IMPACT**

- 2017 event resulted in \$164,186 spent in the local community by participating teams (parents, fans not included)

- Hosting a NJCAA Championship Event can have a significant economic impact on a community. Read more here: [njcaa.org/about/host\\_championship/economic\\_impact](http://njcaa.org/about/host_championship/economic_impact)

### **HOTEL DATA**

- The average length of stay for teams at the 2017 event was 6.333 nights.

- In 2017, a total of 961 local hotel room nights generated by participating teams (parents, fans not included)

### **HOTEL REQUESTS / NEEDS**

Block: 16 room blocks with 10 double rooms per block.\*

Complimentary Amenities: breakfast, wi-fi internet in sleeping rooms, parking

*\*NJCAA prefers teams to be spread across several hotels. No more than 3-4 teams per property.*

### **TOURNAMENT DATES**

**Future Dates:** March 17-21, 2020 | March 16-20, 2021 | March 15-19, 2022

DATE FORMULA	
District Tournaments	District winners must be determined by the second Saturday prior to the start of the national tournament.
National Tournament	The DII Women's Basketball Championship begins on the third Tuesday in March.
# of Teams	16
Bracket	False double-elimination with full consolation.

### **FACILITY REQUIREMENTS**

#### **Exclusivity**

HOST shall provide the NJCAA exclusive use of a facility for the duration of the tournament that can accommodate 66 games and practice sessions for all teams. Use of the facility is to include, but not be limited to, the following: wood floor, goals, nets, dressing rooms, training rooms, scoreboards, shot clocks & shot clocks (on each end of the court), lighting, sound system, concession stands, restrooms, meeting rooms, ticket office, parking lots, etc.

### **Compliance**

Facility must be in compliance with the Americans with Disabilities Act and all applicable city, state or federal regulations concerning access and seating for people with disabilities. Facility must also have a comprehensive evacuation plan in case of emergency.

### **Locker Rooms**

A minimum of four team locker rooms are required. Team locker rooms must feature shower facilities, toilets, chalkboard/dry erase board, lockers and seats. In addition, two secured rooms (one per gender) shall be used for game officials for dressing, pre-game, post-game and halftime.

### **Playing Surface**

The basketball court, goals, equipment, etc., must meet be compliant with NCAA Basketball Playing rules.

### **Seating**

The HOST facility/venue must have a minimum seating capacity of 2,000.

### **Competitors Section**

A designated seating area for participating coaches and players is to be established so they can sit and watch when they are not competing.

### **Broadcast Rights**

All broadcasting rights (radio/tv/internet) of NJCAA Championship Events are exclusive to the NJCAA and the NJCAA will have final authority over all broadcasts. The NJCAA reserves the right to broadcast any of its championship events on its official digital network – NJCAA TV ([www.njcaatv.com](http://www.njcaatv.com)). The HOST will be asked to assist in securing high-speed, dedicated internet lines, equipment, camera operations, play-by-play talent, etc., to be used for video streaming. The NJCAA has the exclusive rights to the final broadcast product and how/when/where it is distributed.

### **Statistics**

As mentioned in the [2017-18 NJCAA CHAMPIONSHIP HOST MANUAL & REQUIREMENTS](#), the HOST is responsible for providing knowledgeable staff to record official statistics for the entire championship. For the sport of Division II women's basketball, in-game statistics are to be kept for all games. Stats are to be made available to all teams at halftime and the end of each game.

HOSTs of *basketball* are required to record game statistics via one of the following statistics software programs: DakStats, StatCrew) or PrestoSports Stat Entry. The XML files for each game are to be sent to the NJCAA following the conclusion of each game.

## **TOURNAMENT FORMAT**

### **Team Qualification**

16 District winners will participate in the DII Women's Basketball Championship tournament. Seeding of all 16 teams is to be done by the NJCAA DII Women's Basketball Committee approximately one week prior to the start of the tournament.

### \*Bracket Format

The DII Women's Basketball Championship is a false double-elimination tournament featuring 26 total games. The recommended schedule is below. HOST will determine game times, but the integrity of the seeding positions and schedule is not to be compromised. Should the college part of the bid to HOST the championship qualify, their first round contest can be moved into primetime slot on Day 1 for attendance. Consultation with the Sport Chair and NJCAA national office is required before altering published game times.

The team with the lower number (higher seed) in each game will be the HOME TEAM and will wear light colored jerseys. The higher number (lower seed) will be the VISITOR TEAM and wear dark colored jerseys.

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
G1: 3 v 14	G7: 5 v 12	G12: L3 v L4	G18: W9 v W12	G23: W18 v W19 – 7 <sup>th</sup> Place
G2: 6 v 11	G8: 4 v 13	G13: L5 v L6	G19: W13 v W14	G24: W15 v W20 – 5 <sup>th</sup> Place
G3: 7 v 10	G9: L1 v L2	G14: L7 v L8	G20: L16 v L17	G25: L21 v L22 – 3 <sup>rd</sup> Place
G4: 2 v 15	G10: W1 v W2	G15: L10 vs L11	G21: W10 v W11	G26: W21 v W22 - Champ
G5: 1 v 16	G11: W3 v W4	G16: W6 v W6	G22: W16 v W17	
G6: 8 v 9		G17: W7 v W8		

[Click here to view 2017 Bracket](#)

*\*NOTE: Bracket format and schedule is subject to change on a yearly basis. Any significant change (adding additional teams, eliminating games, etc.) will require the NJCAA to seek input and feedback from current host prior to any official change going into place.*

### Roster

Teams are limited to 15 players on their roster for the tournament. Once a roster is entered into in the official scorebook, no changes can be made.

### Playing Rules

NCAA Basketball Playing Rules shall be used with the exception of the uniform NCAA authenticating mark.

### Warm Up

Each team is to receive 20 minutes to warm up between games.

### Media Timeouts (As of 2017 Season)

The following media timeouts procedure is to be used for all tournament games (taken from NCAA Women's Basketball Rulebook).

- A. Three 30-second timeouts for each team per regulation game.
- B. One full timeout for each team per regulation game that may be used anytime during the game.
  1. Each team may carry three timeouts into the second half.
  2. A team that uses no timeout in the first half will lose one 30-second timeout.
- C. These electronic-media timeouts shall occur at or below the 5-minute mark in each period when the game clock is stopped when there has been no team-called timeout that precedes this dead ball.
- D. The first timeout requested by either team in the second half shall become the length of a timeout called for by the electronic-media agreement:
  1. In any extra period the first timeout granted to either team may become an electronic-media timeout.

E. When a timeout is granted before the media marks or creates the first dead ball at or below the 5-minute mark in a period, that timeout will become the electronic-media timeout for that period. (Exception: Rule 5-14.10.d.)

F. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.

G. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

### **OFFICIAL BALL**

The official basketball of the NJCAA is to be used in all tournament games (brand will be identified prior to start of 2020 season). The NJCAA will furnish balls for the tournament.

### **SECURITY, CROWD CONTROL**

HOST is responsible for all security and crowd control measures for the championship. Refer to Rule 10, Section 2 of the NCAA Women's Basketball Playing Rules regarding team followers, artificial noisemakers, etc. Bands or any component thereof, are not allowed to play while the competition is in progress.

### **GAME OFFICIALS**

HOST is responsible for the contracting and assigning of game officials for the championship. The NJCAA encourages the HOST to contract officials that have experience working NJCAA women's basketball games with preference given to those recommended by NJCAA Regions. The HOST is responsible for having a Supervisor of Officials on its tournament staff to coordinate the assigning of officials throughout the tournament.

*Suggested Recommendations:* Officials do not work their own region's games and officials should not be assigned to the same team more than three times in the tournament.

At least thirty (30) days prior to the start of the tournament, HOST is to provide the NJCAA with the name and credentials of all officials contracted as well as the name and contact information of the person serving as the Supervisor of Officials for the tournament.

The HOST is responsible for providing travel expenses, per diem, lodging and game fees of game / event officials.

### **AWARDS**

All tournament awards listed below are to be presented by the HOST following the conclusion of the championship game. HOST shall arrange an awards selection committee to determine award winners (NJCAA Sport Chair will lead this committee).

The NJCAA will furnish a suggested awards script that HOST's may edit/alter to their needs.

The following awards will be ordered by NJCAA National Office and be billed to the tournament HOST:

- A. Awards for first, second, and third place teams.
- B. Each player on the first place team shall receive a gold medal. There shall be 16 medals.
- C. Each player on the second place team shall receive a NJCAA silver medal. There shall be 16 medals.
- D. Coach of the Tournament Award
- E. Most Valuable Player Award
- F. All-Tournament Team of 12 players will be selected and awarded medals.
- G. Sportsmanship Award

*NOTE: Host should provide preparations and accommodations for national championship team to cut down nets after the official award ceremony. (Ladder, scissors, etc.)*

*Estimated Awards Cost for HOST: \$950*

**ADDITIONAL REQUIREMENTS**

HOST will provide travel, housing, meals and/or meal per diem for duration of the tournament for the NJCAA Sport Chair (or designee) and \*NJCAA National Office staff member (or designee). HOST will also secure complimentary lodging (2 rooms – double beds) for \*NJCAA TV. *\*NJCAA National Office will notify HOST 60 days prior to the tournament if these rooms will be needed.*