



NJCAA Division III Women's Basketball Championship

HOST REQUIREMENTS

May 2020



NJCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP

SPORT SPECIFIC HOST REQUIREMENTS

The information contained in this document provides the minimum bid specifications specific to hosting the Division III Women's Basketball Championship for the NJCAA. Please keep in mind that any potential HOST must also meet the requirements set forth in the [2020-21 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 [NJCAA Championships Home](#)

FORMAL BID PROCESS TIMELINE – [Click here](#)

SUGGESTED HOST RIGHTS FEE - \$1,000 per year

HOTEL DATA

- Average length of stay is 4 nights
- In 2019, participating teams produced 185 local room nights

HOTEL NEEDS

Nightly hotel rates should mirror [GSA standard](#)
Complimentary Amenities: breakfast, wi-fi internet in sleeping rooms, parking

CHAMPIONSHIP INFO & DATES

Future Dates: March 10-12, 2022

NOTE: One practice day is required to be provided the day prior to the start of the tournament.

DATE FORMULA	
National Championship	Begins the Thursday following the second Tuesday in March
Tournament Logistics	3 days, 8 teams, and 120 participants (2019)

Games will be played on Thursday, Friday and Saturday with each team playing three games. The HOST, acting with the NJCAA DIII Women's Basketball Chair, may allot the host district the feature game in the first round of the tournament. Bracket times would be adjusted for all first round games when the host district game time is changed, so the integrity of the bracket is not compromised.

FACILITY REQUIREMENTS

Exclusivity

HOST shall provide the NJCAA exclusive use of a facility for the duration of the tournament that can accommodate 12 games and 8 practice sessions. Use of the facility is to include, but not be limited to, the following: wood floor or

comparable surface, goals, nets, dressing rooms, training rooms, scoreboards, 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 two 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 1,500.

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). 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.

Should a Host choose to be responsible for the video broadcast its event, including the hiring of a production company and incurring expenses related to the overall production, it first must get approval from the NJCAA and agree to production standards established by the NJCAA.

SELECTION OF TEAMS

All 8 teams will qualify for the national tournament by winning their district tournament. Winners of each district tournament will be posted on the NJCAA website upon completion. Once all 8 teams have qualified for the tournament, the Division III Women's Basketball Committee will seed the tournament bracket.

TEAMS

Roster Size

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. Bench personnel shall not exceed 19 people.

Uniforms

Teams must have both light and dark jerseys in order to participate in the tournament.

WARM UP

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

PLAYING RULES

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

CROWD CONTROL

The responsibility for crowd control rest with the HOST. 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.

MEDIA TIMEOUTS

The following media timeouts procedure is the preferred (not required) format for all tournament games when video broadcasts are being done:

- a. Two 60-second media timeouts will be issued at the first dead ball under 14 minutes and under 7 minutes in each half.*
- b. When either of the teams uses a 75-second timeout in either the first or second half, that timeout shall replace the next media timeout in that half. Example: If a team takes a 75-second timeout at 15:10 in the first half, that timeout shall replace the next media timeout scheduled for under 14:00 in the first half.*
- c. Four 75-second timeouts and two 30-second timeouts for each team per regulation game to be used at any time.*
- d. When there is an extra period(s), each team is entitled to one extra 75-second timeout per extra period in addition to any timeouts they have not used.*
- e. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.*

OFFICIAL BALL

The Spalding TF1000 Legacy 28.5 (74-8209) is the official women's basketball of the NJCAA and is to be used in all tournament games. The NJCAA will furnish balls for the tournament.

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 men's basketball games. The HOST is responsible for having a Supervisor of Officials on its tournament staff to coordinate the assigning of officials throughout 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.

Game officials shall be rotated and shall not be employed more than two years in a row.

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 and paid by the NJCAA Headquarters:

- 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. A Coach of the Tournament Award will be presented.*
- E. A Most Valuable Player Award shall be presented.*
- F. All-Tournament Team of 8 players will be selected and awarded medals.*

HOST may, if they choose, select and present individual awards for the following categories. NOTE: These awards must be ordered through NJCAA Headquarters.

- 1. Points per game*
- 2. Rebounds per game*
- 3. Assists per game*
- 4. Steals per game*
- 5. Best Defensive*

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 Headquarters staff member (or designee). HOST will also secure complimentary lodging (2 rooms – double beds) for *NJCAA TV.*

**NJCAA HQ will notify HOST 60 days prior to the tournament if these rooms will be needed.*