





THIS IS WEST TEXAS

Contact Info

The Tournament is organized and directed by:

Lubbock Sports
1500 Broadway 6th Floor
Wells Fargo Center
Lubbock TX, 79401
806.794.4500

NJCAA web site:
njcaa.org

NJCAA Tournament
web site:
njcaalubbock2017.org

<u>Position</u>	<u>Name /Email</u>
NJCAA Executive Director	Chris Parker cparker@njcaa.org
Assistant Director of Championships	Bryson Collins bcollins@njcaa.org
Tournament Chairman	Joe Tubb jtubb@southplainscollege.edu
Tournament Director	Lyndon Hardin lyndon.hardin@yahoo.com
Assistant Tournament Director/ Entertainment/Three Point Contest	Carol Bailey Sessums csessums27@lubbockisd.org
Supervisor of Officials	John Weeks Jdwref2002@yahoo.com
Ticket Manager	Dana Walters dana.walters@lcu.edu
Tournament Host	Lubbock Sports sports@visitlubbock.org
T-Shirt Sales	Alan Berger alan@raidergear.com
Team Host Chairman	Cyndi Rohrer cyndi.rohrer@yahoo.com
Team Hotel Accommodations & Visitor Information	Scott Harrison scott@visitlubbock.org
Tournament Information/Media Chairman	Chris Due chris.due@lcu.edu
Trainers	Lubbock Sports Medicine mwyattatc@gmail.com
Sponsorships	Lyndsey Reeber
Facility Manager	Paul Hise paul.hise@lcu.edu
Director of Media	George Watson georgewatson@gmail.com
Hospitality Room	Mickey Rogers mrogers@cafeventure.com
Practice Sites	Sarah Whitten sports@visitlubbock.org
Graphic Design/ Program/Website	Mark Hartsfield mark@hartfielddesign.com

LUBBOCK

S P O R T S

THIS IS WEST TEXAS

NJCAA WOMEN ' S NATIONAL BASKETBALL CHAMPIONSHIP

DIVISION I LUBBOCK, TEXAS

Welcome to Lubbock!

Here is some helpful information as well as specific guidelines for all participants:

- Coaches & Staff • Players • Cheerleaders
- Team Supporters • Administrators • Media

The 43rd NJCAA Division I Women's Basketball Championship will be conducted in the RIP Griffin Center at Lubbock Christian University March 19-24, 2018.

We strive to present a well-organized, smooth-running tournament. This event will take everyone's cooperation. Please review this information thoroughly and help us by making sure all of your people are aware of these guidelines.

If you have any questions, within this packet, you will find a list of tournament officials, and how to contact us. We are here to make your tournament experience as enjoyable and successful as possible. Please do not hesitate to call or email us.

If you would like to know more about Lubbock, we suggest you go to www.visitlubbock.org-- or contact Visit Lubbock at 806.747.5232. We're sure you will find the Lubbock CVB staff very helpful and accommodating. You may also visit the Tournament website at <http://njcaalubbock2018.org/>.

Sincerely,

**Scott Harrison
Lubbock Sports Director**

Essential Information and Instruction Upon Your Arrival

Team Host: Each team is assigned a Team Host as your primary contact for activity coordination and assistance—including scheduling practice sessions, both prior to and during the tournament week. Your Team Host assignment and contact information is listed below.

Admission Badges and Team Roster: Admission badges for Team Party members will be distributed at the coaches meeting on Sunday, March 18, 2018, commencing at 5:00PM. (*See official Team Party in the General Information Section.*) Prior to distribution of Team Party admission badges, each Head Coach is required to review and approve the Official Team Roster which will be available at the VIP/Will Call Table in the Rip Griffin Arena.

It is essential that your Official Team Roster be approved prior to the day of your first game in order for accurate information to be available for the Official Scorebook on game day.

Your Team Host is available to accompany you to the RIP Griffin Arena for these purposes. Please contact your Team Host and attend to these details shortly following your arrival.

Team Host Committee Chairman: Cyndi Rohrer—(806) 239-6365

Seed#	TEAM HOST	PHONE
1& 13	Cyndi Rohrer	806-239-6365
2& 14	Barb Shideler	806-470-6324
3& 15	Chris and Robin Evans	806-549-9699
4& 16	Lynette Smith	806-549-6800
5&17	Fred Smith	806-778-3418
6& 18	Denise Carraway	512-620-1146
7& 19	Caylene Caddell	806-789-9101
8& 20	Margo Lauderdale	806-317-2082
9& 21	Jack and Millie Booe	806-239-8158
10& 22	Eric and Cynthia Stewart	806-535-6689
11& 23	Sandra Mauldin	806-789-2888
12& 24	Rea Johnson	806-781-8432

In addition to the team information found at www.njcaa.org, the following information will help you prepare for the event.

General Information

Arrival: Please contact your Team Host promptly upon your arrival in Lubbock. It is critical that coaches review the Official Team Roster and obtain Team Party admission badges prior to game day.

Admission: Ticket prices for the championship will be \$5.00 daily for students (with valid ID) \$10.00 daily for adults or \$30.00 for a tournament pass. Tickets will be available at the door at the South entrance of the RIP beginning Monday, March 19th at 9:00 AM.

Awards: Awards will be presented to the first through fourth place teams. Each player on the first place team shall receive a gold medal. Twelve players will be selected to the All Tournament Team.

Banquet: There will be a “Welcome Banquet” on Sunday, March 18th at 6:30 PM. The banquet will be held at CenterPointe Event Center on Marsha Sharp Freeway. All teams are invited to the banquet on Sunday night. Please RSVP if you plan to attend. Each team will have tickets from the printed roster, not to exceed 20 in total. Guests are welcome at \$20.00 each. Players, coaches, team personnel must wear their badges and casual attire suggested.

Coaches Meeting: The NJCAA has scheduled pre-Tournament meetings for Head Coaches of the qualifying team. The first meeting will be held at the **Overton Hotel and Conference Center on Sunday, March 18th at 5:00 PM**. It is mandatory for a team coach to attend. A second meeting for later arrivals will occur **Monday, March 19th at 5PM** in the conference room at the RIP Griffin Center. Completed pass gate lists will need to be submitted to the tournament director at the coaches meeting as well. Once the tournament starts, your team will not access the arena without a pass gate list on file.

Entertainment: Half-Time entertainment featured throughout the tournament will include local and national talent. It will also include your college cheer squads. If you have a team member that would like to sing the National Anthem at one of the games, please contact Sarah Whitten (sports@visitlubbock.org).

Entry List: Each team is limited to 15 eligible players. The NJCAA official entry roster must be submitted to the NJCAA Tournament Chairman-**Immediately upon qualifying**-by delivery to:

Joe Tubb

NJCAA Tournament Chairman

Phone: (806)-438-7897

e-mail - jtubb@southplainscollege.edu

The NJCAA official entry roster will not be accepted unless typed. No additions or changes may be made after certification for the first game.

Food & Beverages: Personal food and beverages will NOT be allowed into the LCU RIP Griffin Center. All personal belongings are subject to inspection. One team cooler will be allowed in the locker room. Only head coach or team host will be allowed to check-in the team cooler (see LCU Admission & Security Policy- enclosed).

Game Times: A bracket of the tournament will be online at www.njcaa.org late afternoon on March 12th, 2018, following the NJCAA DI WBB Committee conference seeding call & will also be available on our tournament website.

Lodging: As you should be aware, your team lodging accommodations have been pre-assigned based on seed through the NJCAA office (see lodging information). The hotel you are assigned is required to provide you with (10) rooms. If you have questions or need further lodging assistance please contact Scott Harrison.

Official Team Party: The official team party shall be comprised of no more than (20) persons. The official team party shall include all roster players whose names are approved for the NJCAA Official Tournament Scorebook, coaches, trainers, equipment managers, and other such persons approved by the Head Coach, not to exceed the maximum number of twenty (20). Any excess must be approved by the Tournament director. Designated bus drivers, cheerleaders in uniforms, and sponsors will be admitted free of charge for their team game.

Official Team Party Admission/ Seating: The official team party will receive badges entitling each member to free admission to all games. Four additional tournament/VIP passes will be provided for the coach to use at their discretion.(Athletic Director, President.. etc.) There will be no admission without a badge. If a badge is lost, it will be replaced for a \$12.00 charge. **Badges may not be passed to others.** Sections marked in the LCU RIP Griffin Center will be reserved for all official team party members. Each member of the team party shall receive an official gift from Lubbock Sports as a souvenir of the tournament.

Only Official Team Party members wearing an assigned team party badge will be allowed to sit on the players' bench. All other persons who may have accompanied the team are prohibited from standing around the players' bench or going on the Arena floor once the game commences. Persons under the age of 16 years will not be allowed to sit on the players' bench.

Team Bench Liquids: Water will be provided by the tournament staff at the team benches. Liquids other than water are allowed only in containers with sealed covers. Your assistance in maintaining the playing floor and adjacent area free from sticky liquid substances is appreciated.

Team party Dress Code: NJCAA Bylaws pertaining to Women's Division I Basketball establishes the following dress decorum:

Game attire for **all** bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for banquet unless otherwise indicated by host. Violators of dress decorum will be asked by either the Tournament Director or NJCAA Representative to alter dress to comply with the stated dress decorum. If they don't comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

Officials: Selection and assignment of officials will be made by the NJCAA, and such assignments will be final.

Official Statistics: The official NJCAA Basketball Tournament statistics will be kept by the Tournament Statistics Committee, and printed copies are available to authorized news media and coaches of competing schools. Statistics are regularly posted on the NJCAA Tournament web site: www.njcaalubbock2018.org.

Parking and security procedures: Please see the parking map for team buses, and the security procedures following this letter.

Photography: An official photographer will be providing game action photos. More information will be available on-site in the arena throughout the tournament. (See media section.)

Practice: Because of the number of participating teams and time constraints, there will be no practice sessions, other than the shoot around times for each team on Saturday or Sunday. Practice sessions and off-site practice facilities can be scheduled through your team host.

Replay: Game officials will use replay per NCAA rules.

Promotions: No group or product may be promoted during the tournament other than those authorized in writing by the NJCAA or the Tournament Chairman.

Scorebook: Additions or changes to the team roster or scorebook must be made no later than 10 minutes prior to the start of each competing team's first game. All roster changes from that point are frozen except to comply with the blood rule.

Starting Times and Warm up: No team is allowed on the floor earlier than 15 minutes prior to game time. All games will start at the scheduled time, insofar as possible. Each team will be allowed a minimum of fifteen minutes to warm up prior to the start of the game.

Team Hotel Accommodations: The office of the NJCAA Executive Director reserves and assigns hotel accommodations for participating team parties. Upon qualifying for the National Championships, the NJCAA requires all team parties to stay at their respectively assigned locations. (See lodging information.)

Timeouts:

- 1) Media Timeouts
 - Three 30-second timeouts for each team per regulation game.
 - One full timeout for each team per regulation game may be used anytime during the game.
- 2) 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 proceeds dead ball.
- 3) 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:
 - In any extra period the first timeout granted to either team may become an electronic-media timeout.
- 4) 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.)
- 5) 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
- 6) The extra timeout shall not be granted until after the ball becomes live to begin the extra period.
- 7) In the games involving electronic media timeout format, when a foul (personal or technical) is committed that causes the ball to become dead at the specified time mark on the game clock for the electronic media timeouts, that electronic media timeout shall be taken and then the free throw(s) shall be administered after the timeout.

T-shirts: Championship merchandise will be available on-site through Lubbock Sports. A pre-order sheet will be provided at the back of this packet.

Training Room: Mendy Wyatt, PA-C, ATC or Lubbock Sports Medicine will be the coordinator of the tournament medical services. For more information please see the WBB Division I trainer letter from Mendy located on the NJCAA tournament site, or specific information call Mendy at 806.239.8153. **(Each team must provide their own training supplies.)**

Trainer: A certified Athletic Trainer will be available at all games. The RIP Griffin Athletic Training center will be open throughout the tournament and available for your team's Certified Athletic Trainer and Athletic Training Students to use. The Tournament Athletic Trainer will be available for assistance for those teams that do not have a Certified Athletic Trainer with them.

Uniforms/Bench Assignment: All teams participating in the tournament must have both a light jersey and a dark jersey. Teams whose uniforms fail to comply with Rule 3, Section 5 of the current edition of the NJCAA Men's and Women's Basketball Rules may be disqualified from tournament play. Exact jersey colors must be noted on each team's official entry sheet. The team with the lower number/higher seed in each game will be the HOME TEAM and wear light colored jerseys. The higher number/lower seeded team will be the VISITOR TEAM and wear dark colored jerseys.

General Media Information and Policies

Media Passes: Arrangements for media passes for members of the press and Sports Information Directors of participating colleges—both in advance and during the Tournament—should be made with Sarah Whitten with Lubbock Sports- sports@visitlubbock.org. Passes will be available at the VIP/Will Call entrance in the southwest corner of the RIP Griffin Arena and in the west side of the lobby.

Tournament Press Room: A designated press room will be provided on the north side of the Arena. Data transmission lines will be provided along with wireless access password information for Internet service.

Use of Press Table: The press table on the Arena floor is for working press **ONLY**. Only those persons assigned by the Media Chairman, Chris Due, are allowed at the table. Except for the last game of the day, seats at the press table shall be vacated no later than (10) minutes following completion of each game to allow for new seat assignments. Photographers may not take pictures from the press table. Downloading and transmitting pictures and recharging cameras are not allowed at the press table. The Press Room is the designated area at the RIP Griffin Arena for locating power strips for recharging cameras and transmitting photographs.

Print News Media: Each newspaper is entitled to one working press pass. If a college has a team in the tournament, the college newspaper shall be entitled to one working press pass. Proper identification is required before a working member newspaper is issued a press pass. Press table seats will be assigned daily by the Tournament Information/Media Chairman- Chris Due.

Radio: Lubbock Sports is providing broadcast services for all games at the Women's Basketball National Championship Tournament. Stations/schools taking a feed from Lubbock Sports or broadcasting with their own crew will be charged broadcast license fees. Services are \$250 (per game) for stations airing the Lubbock Sports feed over their own airwaves and \$300 (per game) if the station/school is providing their own crew and conducting their own broadcast(s). Stations wanting to broadcast need to contact Chris Due at chris.due@lcu.edu.

Video: All tournament games will air live on NJCAA TV (njcaatv.com). In addition, thumb drives of the production will be available one per team; any additional thumb drives can be purchased for \$25 each. (The thumb drives will be available for coaches to pick up at the VIP booth 15 minutes following the conclusion of their game. It is requested that you return that same drive to the VIP booth before the next game to copy the next game onto that same drive.)

Photographers: Each newspaper and college newspaper, if the college has a team in the tournament, is entitled to (1) working photographer pass. Upon presentation of proper identification, a photographer's pass will be issued by the Tournament Information/Media Chairman.

Photographers may take pictures or videos from the Arena playing floor only when wearing a media pass. Flash and Strobe lights are NOT allowed! Photographers should familiarize themselves with the use of press table restrictions provided elsewhere in this information packet.

Rapid Shotz Photography will be shooting the tournament. Joe Morales Phone: (806)-494-2113
(Each team will receive a zip drive with 60 photos per team per game. Any additional will be available for purchase after.)

TV News: Each television station with proper media credentials will be allowed a camera on the arena playing floor.

Post-Game Media Interview: The head coach and one player from the winning and losing team must meet with media immediately following their game. The losing team will be interviewed first, followed by the winning team.

Champions Luncheon: The Champions Luncheon will be held at the Arbor Hotel and Conference Center on Friday, March 23rd, 2018 at 11:30 AM. The coaches of the final four teams will be allotted 10 tickets to distribute as they please.

Arbor Hotel and Conference Center
6401 62nd St, Lubbock, TX 79424

TV Broadcasting/ Tape Delay Broadcasting/ Video Streaming: NJCAA holds exclusive radio, television, and online video streaming rights for the 2018 NJCAA Division I Women's Basketball Championship. Live and archived feeds of each game will be available on NJCAA TV (www.njcaatv.com). All live and archived broadcasts on NJCAA TV are the exclusive property of the National Junior College Athletic Association. Any rebroadcast, retransmission, or other use of NJCAA TV broadcasts without the written consent of the National Junior College Athletic Association is prohibited.

Game Film Exchange Requirement: Upon qualification for the National Tournament, each team will be required to upload a complete game film in one file for their last game played – including postseason – to the NJCAA official film exchange per instructions provided by the NJCAA National Office. If an At-Large team's last game was against a National Tournament qualifier who will already have a different game uploaded to the film exchange, the At-Large qualifier will upload film from their last game played against a team that didn't qualify for the National Tournament. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films must be from a half-court view and must be of good quality where player numbers are visible. Penalties for non-compliance will include but are not limited to: the offending institution will not have access to the uploaded games on the NJCAA official film exchange, a Letter of Reprimand to offending college president and the head coach will be suspended from coaching the first National Tournament game.



ORDER YOUR 2018 WOMEN'S NATIONAL CHAMPIONSHIP SHIRTS TODAY

E-MAIL aberger@dwtexas.com to place your orders
SHIRTS WILL BE WAITING WHEN YOU ARRIVE

Order and payment must be received by March 15th to be produced before the first game.
We will be selling shirts at the event.

CONTACT INFO - Please PRINT

School Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Payment Info:

Credit Card: Credit Card at Pick-up: Cash at pick-up: Check at pick-up:

CC# _____ Exp. Date: _____ CVV Code: _____ Billing Zip: _____



Choose Logo:

1. Primary Logo

2. Alternate Logo

Description	Color	Price	Small	Medium	Large	X-Large	XX-Large add \$2.50	XXX-Large add \$3.50	SubTotal
Regular T-Shirt	White	\$ 18.00							
Regular T-Shirt	Sports Grey	\$ 20.00							
Regular T-Shirt	Dark Grey	\$ 20.00							
Regular Long Sleeve	White	\$ 23.00							
Regular Long Sleeve	Sports Grey	\$ 25.00							
Regular Long Sleeve	Dark Grey	\$ 25.00							
Performance T-Shirt	White	\$ 27.00							
Performance T-Shirt	Sports Grey	\$ 27.00							
Performance T-Shirt	Dark Grey	\$ 27.00							
Performance Long Sleeve	White	\$ 32.00							
Performance Long Sleeve	Sports Grey	\$ 32.00							
Performance Long Sleeve	Dark Grey	\$ 32.00							
Regular Hoodie	White	\$ 30.00							
Regular Hoodie	Sports Grey	\$ 35.00							
Perf. Hoodie	Grey	\$ 50.00							
Grand Total									

Questions? Call 806.771.5844

Saturday Practice: Thirty minute shoot around times will be scheduled on Saturday, March 17th, 2018 beginning at 5:00 PM until 9:30 PM on a “first come first serve” basis at the LCU RIP Griffin Center after your team has secured a berth in the Tournament. If you would like to schedule a thirty minute time period, contact Joe Tubb at (806) 438-7897 or jtubb@southplainscollege.edu.

Saturday, March 17, 2018		
Team		Practice Time
		5:00 PM
		5:30 PM
		6:00 PM
		6:30 PM
		7:00 PM
		7:30 PM
		8:00 PM
		8:30 PM
		9:00 PM
		9:30 PM

Sunday Practice: Thirty minute shoot around times will be scheduled on Sunday, March 18th, 2018 beginning at 9:00 AM until 3:30 PM on a “first come first serve” basis at the LCU RIP Griffin Center after your team has secured a berth in the Tournament. If you would like to schedule a thirty minute time period, contact Joe Tubb at (806) 438-7897 or jtubb@southplainscollege.edu.

Sunday, March 18, 2018		
Team		Practice Time
		9:00 AM
		9:30 AM
		10:00 AM
		10:30 AM
		11:00 AM
		11:30 AM
		12:00 PM
		12:30 PM
		1:00 PM
		1:30 PM
		2:00 PM
		2:30 PM
		3:00 PM
		3:30 PM

General Information

The Championship will take place at the RIP Griffin Center in Lubbock, Texas Monday- Saturday, March 19-24, 2018.

Twenty-four teams will qualify to participate in the 2018 NJCAA Division I Women's Basketball National Championship. The tournament will be played using a single elimination format consisting of 24 games. Game times follow.

Date	Time	Game #	Seed	VS	Seed
Monday, March 19	10:00 AM	1	16	vs	17
	12:00 PM	2	9	vs	24
	2:00 PM	3	15	vs	18
	4:00 PM	4	10	vs	23
	6:00 PM	5	13	vs	20
	8:00 PM	6	12	vs	21
Tuesday, March 20	10:00 AM	7	14	vs	19
	12:00 PM	8	11	vs	22
	2:00 PM	9	1	vs	Game 1
	4:00 PM	10	8	vs	Game 2
	6:00 PM	11	2	vs	Game 3
	8:00 PM	12	7	vs	Game 4
Wednesday, March 21	1:00 PM	13	4	vs	Game 5
	3:00 PM	14	5	vs	Game 6
	5:00 PM	15	3	vs	Game 7
	7:00 PM	16	6	vs	Game 8
Thursday, March 22	1:00 PM	17	Game 9	vs	Game 10
	3:00 PM	18	Game 11	vs	Game 12
	5:00 PM	19	Game 13	vs	Game 14
	7:00 PM	20	Game 15	vs	Game 16
Friday, March 23	5:00 PM	21	Game 17	vs	Game 19
	7:00 PM	22	Game 18	vs	Game 20
Saturday, March 24	4:30 PM	23	L Game 21	vs	L Game 22
	7:00 PM	24	WGame 21	vs	WGame 22

A bracket of the tournament will be online at www.NJCAA.org following the NJCAA Committee Conference seeding call March 12, 2018.

Lodging: As per NJCAA Bylaws, all teams must honor the following lodging assignments or incur the cost of those rooms. Each team has been guaranteed (10) rooms per night of the tournament, with minimum two night stay. Additional rooms must be negotiated individually. Once qualified for the national tournament, each team is responsible for immediately contacting National Travel to book their assigned hotel and confirming their reservation. National Travel contact information is Gretchen Judah, 888-603-8747.

Hotel Assignments

Seed #	Hotel
2, 15, 21	Arbor Inn Hotel & Conference Center
3, 12	Arbor Inn & Suites
5, 18	Comfort Suites University
4, 23	Days Inn
6, 19,24	Embassy Suites
9, 20	MCM Elegante
1, 8, 11, 13	Overton Hotel & Conference Center
7, 16	Home 2 Suites
14, 22	Fairfield Inn
10, 17	Holiday Inn



NTS

EVENTS MANAGEMENT

travel & housing for sports organizations, schools, competitors, fans, and families

Check-In: _____

Team Name: _____

Seed: _____

Check-Out: _____

Head Coach: _____

Email: _____

Cell Phone: _____

Assistant Coach: _____

Email: _____

Cell Phone: _____

	Person 1	Person 2	Person 3	Person 4
Room 1				
Room 2				
Room 3				
Room 4				
Room 5				
Room 6				
Room 7				
Room 8				
Room 9				
Room 10				
Room 11				
Room 12				
Room 13				
Room 14				
Room 15				
Room 16				
Room 17				
Room 18				

Send Completed Forms to Below: _____

National Travel Email: sportsinfo@nationaltravelsystems.com

National Travel Fax: 1-800-554-7799

Questions Contact: 888-603-8747

Payment

Credit Card: _____

Expiration Date: _____

Security Code: _____

Name on Card: _____

Please provide tax exception form if available.



**National Junior College Athletic Association Division
I Women's Basketball National Championship**

Pre- Tournament Team Information

Contact

Joe Tubb

Tournament Chairman

Phone: (806)-438-7897

Email: jtubb@southplainscollege.edu

COACHES... please complete the following tasks immediately following qualification for national championship play.

1. Complete the “2017-2018 Official Women's Basketball Official Roster” found on the NJCAA MVP website (login credentials to the NJCAA MVP site will be required in order to view the championship information). Once logged in Go to: OTHER RESOURCES > Championship Information; njcaalubbock2018.org
2. Each team representative will receive an invite to the NJCAA Host Dropbox Business account via email. Please “go to folder” to create your account for uploading the official roster form, team photo and team logo.
3. All items (roster, picture, logo) must be uploaded no later than **March 14, 2018 by 5:00 PM**. When uploading items to Dropbox, please include your District (A-P), Region (1-24) and full College Name.
 - Picture specifications: Color; 5”x 7” wide jpg or tif file at least 300 dpi OR high resolution PDF file.
 - Logo specifications: .jpg at least 72 dpi, 5”x 7” wide
4. Reply to the e-mail or phone call you will receive from Chris Due. chris.due@lcu.edu. Chris will complete the player stats, which we will pull for the recruiters.

If you have questions, or need to confirm a submission, please contact:
Joe Tubb, Tournament Chairman

RIP Griffin Center Admission and Security Policy

All teams must enter through the South West entrance where the buses will load and unload. Please note that security will take place at the entrance doors as opposed to at the pass gate (this is a change, and the weather could possibly play a factor in this setup.) Players' bags may be checked. Food and drink is not permitted. Please instruct team to use team cooler for nutritional food and drink. See notes regarding Team Cooler below.

Following security check attendees can go to the box office, or pass gate/turnstiles. The Pass Gate will again be located via the lobby. All arena access will be through the lobby gate. Security and RIP Griffin Center ticket gate workers will staff this gate. They will be expected to follow very specific instruction.

At the Pass Gate, teams will be checked off by official name badge:

- If two teams arrive at the game at the same time, one team will have to go first followed by the other. (If conflict, the highest seeded team will go first.) It is important to have one whole team through first and then the other, so that the guard checking the list doesn't have to switch between lists.

Team Cooler

If the team has a cooler, the coach or team host may check it through the team entrance at the South West entrance. A security guard may check the cooler, and allow it to be taken directly to the team's locker room if their room is available.

The Team Pass Gate Lists will be completed and collected at the mandatory Coaches' Meeting.

STAFF PARKING

