



VIA ELECTRONIC MAIL

MEMORANDUM

February 7, 2007

P.O. Box 6222
Indianapolis, Indiana 46206
Telephone: 317/917-6222

Shipping/Overnight Address:
1802 Alonzo Watford Sr. Drive
Indianapolis, Indiana 46202

www.ncaa.org

TO: Directors of Athletics, Senior Woman Administrators, Head Men's and Women's Basketball Coaches, Conference Commissioners and Sports Information Directors of NCAA Institutions that Sponsor Division III Men's and/or Women's Basketball.

FROM: Shirley Egner, chair
NCAA Division III Women's Basketball Committee.

Gary Grace, chair
NCAA Division III Men's Basketball Committee

SUBJECT: Bid Deadline to Host Preliminary Rounds of the 2007 Championships.

The deadline for submitting bids to host preliminary rounds of the 2007 NCAA Division III Men's and Women's Basketball Championships is Friday, February 16.

Bid Proposal Forms. The NCAA has implemented an online proposed budget and financial report process. Prospective hosts will 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 at www.ncaa.org/champadmin/champ_budget. Please note that the online form is password protected. Your institution's athletics director 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 and on each sport specific Web site in the Documents and Forms section

Institutions interested in hosting two-team, single-game first-round; two-team, single-game, second-round; four-team, three-game first- and second-rounds; and/or four-team, three-game sectional rounds of the championships must submit the online proposed budget, online facility evaluation and online key contact form. **The deadline for all these documents is 5 p.m. Eastern time, Friday, February 16. Prospective hosts need to submit a separate proposed budget for each round they are interested in hosting.** These forms can be accessed on the NCAA Web site at www1.ncaa.org/membership/champadmin/basketball/index.html in the championships administration section. Failure to follow the prescribed procedures and meet the proposed budget deadline could eliminate your institution from consideration as host. Please contact Melinda McCormick (317/917-6501) or Jenny Plummer (317/917-6206) at the national office if you have any problems accessing the forms.

National Collegiate Athletic Association

An association of more than 1,200 members serving the student-athlete

Equal Opportunity/Affirmative Action Employer

Carefully review the NCAA Division III Men's and/or Women's Championship Handbooks before submitting the proposed budget information and note the following:

- a. Programs. Host Communications, Inc. has been contracted to produce programs for all NCAA championships sites. A representative from Host Communications will contact each host institution about program procedures.
- b. Officials. Fees, per diem, lodging and ground travel expenses for the assigned officials as well as the NCAA representative will be paid by the host and reimbursed by the NCAA when the financial report is filed after the competition. These expenditures need not be budgeted because it is not possible to accurately project these costs.
- c. Game Balls. The Wilson NCAA Solution basketballs will be sent to each site directly from the manufacturer. As a host, you should not have to purchase any basketballs.
- d. Starting Times. All single-game sessions shall start at 7 p.m. The first game of all men's doubleheader sessions shall start at 6 p.m. local time. The first game of women's doubleheader sessions may start no earlier than 4 p.m. and no later than 6:30 p.m. local time. There shall be a 30-minute break between games of a double-header. The host team at all four-team sites will play the second game in all doubleheaders.

A host institution desiring to deviate from these times shall indicate its requested starting time on the facility evaluation form and notify its regional advisory committee chair in advance of site selections.

- e. Championship Banquet. Banquets are not expected for the preliminary-round games and will not be approved as a budget item or reimbursed by the NCAA.
- f. Ticket Prices. The NCAA Division III Men's and women's basketball committees have approved the following minimum ticket prices for the championships:

Minimum Ticket Prices

First/Second Rounds

Sectional Rounds

\$6 - Reserved

\$7 - Reserved single session

\$6 - General admission

\$7 - General admission single session

\$3 - Senior citizens, students and children

\$4 - Senior citizens, students and children single session

Children under two years of age will be admitted free of charge.

Tickets shall be for all sessions for a single day, unless the committees approve a plan for split session tickets.

In addition, the committees recommend that hosts refrain from selling tickets until after the mandatory conference call for hosts the Monday prior to the start of each round of competition. A ticket seating/distribution plan for the championships is included in the men's and women's basketball championship handbooks located on the NCAA Web site.

Bracket Format

The NCAA Division III Championships Committee has approved a first- and second-round format for the men's and women's basketball championships that minimizes mid-week first-round contests. As a result, four-team first- and second-round site competitions will be conducted in both championships.

The committee will identify the number of teams receiving first-round byes, depending on the bracket size. The bye teams will host a two-team second round the first Saturday of the championships, assuming the bye institutions have submitted the proper hosting bid materials, have an acceptable facility and geographic proximity is maintained.

Two-team, first-round game(s) will be played the Wednesday (women's championship) or Thursday (men's championship) before the first Saturday of the championships to determine who will play the bye team(s) in the second round. These first-round game(s) will be played on the campus of the higher-seeded institution, depending on geographic proximity and review of the host bid and facility evaluation.

The remaining teams in the bracket will compete in four-team, first- and second-round sites. These games will be played the Friday-Saturday of the initial weekend of the championships. The four, four-team sectionals will be conducted the Friday-Saturday of the second weekend of the championships.

First-round, second-round and sectional competition will be conducted on the campuses of the participating institutions.

First- and second-round sites will be announced by the men's and women's basketball committees along with team selections at approximately 9 a.m., Eastern time, Monday, February 26. Sectional sites will be announced Sunday, March 4.

Joint Hosting Information

The championships committee has approved a recommendation from the men's and women's basketball committees to establish hosting guidelines for institutions whose men's and women's teams earn berths in their respective championships. The committees established these guidelines to eliminate potential conflicts created by hosting both championship events, to assist institutions in preparing for hosting opportunities and to ensure the opportunity of providing a quality championship experience for all teams involved in both championships. The committees prefer that institutions not host both men's and women's events in the same round of the championships.

Institutions with both men's and women's teams in the championships shall follow these hosting guidelines:

	3-game 1st/2nd Rounds	Sectionals
Even Years	Men host	Women host
Odd Years	Women host	Men host

The committees recognize that some institutions with both teams in the championships, while understanding their limitations in hosting both events, may face administrative pressure having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees' primary concerns include the following:

- a. The institutional administrative pressure to host both championship events and/or to choose between which championship event it will host if it cannot host both events;
- b. The availability of practice and other facilities.

Site Selections. The championships committee has established the following site-selection criteria to be used in the evaluation of sites for all competition in NCAA championships:

- a. Quality and availability of the facility and other necessary accommodations;
- b. Geographical location (which may include such factors as rotation of sites, weather, accessibility and transportation costs);
- c. Seeding; and
- d. Attendance history and revenue potential, which shall be considered necessary to ensure fiscal responsibility.

In addition, the basketball committees include the following site-selection deliberations:

- Hosts for all rounds of the championship must have the ability to charge admission;
- Hosts for sectional competition must have seating to accommodate a minimum of 1000 people.

An evaluation will be made of institutional facilities to determine if they are acceptable for championship play. Selection of host sites will be based partly on the quality of the playing facility. A facility evaluation form must be completed online with a deadline of February 16.

Men's Championship Only

Championship Format/Dates. The championships committee has approved the bracket and change in format for the men's championship, providing an anticipated maximum field of 59 teams in a single-elimination tournament. Five teams will receive first-round byes. Five, two-team first-round games will be played to determine the teams that advance to the second round to play the five teams that received a first-round bye. Eleven four-team sites will conduct first- and second-round play the first weekend of the championship. The 16 second-round winners will advance to the four, four-team

sectionals. Four teams will advance from the sectionals to the semifinals. In addition, 37 conferences have been granted automatic qualification for the 2007 championship.

The five, two-team first-round games will be played the Thursday before the five, second-round games on the campus of the higher-seeded institution, depending on geographic proximity and review of the host bid and facility evaluation. The eleven four-team sites will conduct play Friday-Saturday the initial weekend of the championship.

The four, four-team sectionals will be conducted the second weekend of the championship. All four-team sites will conduct play Friday and Saturday. First-round, second-round and sectional competition will be conducted on the campuses of the participating institutions.

2007 Pool Allocations:

- Pool A Thirty-seven (37) conference champions will receive automatic qualification (AQ) into the championship.
- Pool B Three (3) independent institutions or institutions whose conferences do not qualify for automatic qualification will be selected by the committee.
- Pool C Nineteen (19) institutions from automatic qualifying conferences that do not earn their conference AQ or any Pool B institutions not already selected will be invited by the committee.

Women's Championship Only

Championship Format/Dates. The championships committee has approved the bracket and format for the women's basketball championship, providing an anticipated maximum field of 63 teams in a single-elimination tournament. One team will receive a first-round bye. One, two-team first-round game will be played to determine the team that advances to the second round to play the one team that received a first-round bye. Fifteen, four-team sites will conduct first- and second-round play on the first weekend of the championship. The 16 second-round winners will advance to the four four-team sectionals. Four teams will advance from the sectionals to the national semifinals. In addition, 39 conferences have been granted automatic qualification for the 2007 championship.

The single two-team first-round game will be played the Wednesday before the single second-round game on the campus of the higher seeded institution, depending on geographic proximity and review of the host bid and facility evaluation. The 15, four-team sites will conduct play Friday-Saturday the initial weekend of the championship.

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If you have any questions please contact one of us or Mark Bockelman, NCAA men's liaison, or Donnie Wagner, NCAA women's liaison, at the NCAA national office (317/917-6222).

GG/SE:mm

cc: Mr. Mark A. Bockelman
Mr. Donnie Wagner
NCAA Division III Men's Basketball Committee
NCAA Division III Women's Basketball Committee