

March 14th-16th, 2019 Rochester, Minnesota





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Rochester MN Sports 30 Civic Center Drive SE, Suite 200 Rochester, MN 55904



Coaches and Administrators:

Rochester MN Sports and Rochester Community & Technical College (RCTC) are once again excited to host the NJCAA DIII Men's Basketball Championship. We last hosted this event in 2017 when our friends from North Lake College of Irving, Texas took home the Championship trophy! We look forward to meeting many new faces as we work down to crown the 2019 NJCAA DIII Men's Basketball Champion!

While this may only be the second time that Rochester Sports and RCTC have teamed up to host the NJCAA DIII Men's Basketball Championship, the partnership actually has a long history of working together to host NJCAA events. Currently, Rochester plays host to the DIII Volleyball and Softball Championships and this has been the case since 2000 and 2006 respectively. Rochester Sports and RCTC have also partnered in hosting championships for Division III Women's Basketball, Division III Wrestling, and numerous Bowl Games for Football. We are looking forward to the excitement Men's Basketball will bring to our city and the new faces that will get to enjoy and experience Rochester.

A few items to note when reading over the information included in this packet would be that there will be three host hotels for the tournament that teams will be required to choose from: **Centerstone Plaza Hotel, Home 2 Suites, and the Comfort Suites.** Each of these properties can hold two to three teams max. You can contact the Rochester Sports office to see which hotels still have availability. Also, the Coach's Meeting and Tournament Banquet will be at 5:30 pm and 6:30 pm respectively at the Doubletree Hotel, address can be found on page 10. Lastly, please know that some of this information is subject to change leading up to the Championship. For an updated version, please visit the tournament website: https://www.rochestermnsports.org/events/2019-njcaa-diii-men-s-basketball-championship.html

We recognize that this is a very special event for all involved, and we wish all teams luck in the coming months as the season progresses. There is a lot of time and effort that gets put into a winning season, and eight teams will be fortunate enough to advance to compete for the National Championship. If there are any questions or concerns, please reach out and I will be happy to assist you. Good luck, and see you in Rochester!

Sincerely,

Trevor Magnuson 2019 NJCAA DIII Men's Basketball Championship Tournament Director Sales and Event Coordinator– Rochester MN Sports 507.280.4725 tmagnuson@rochestermnsports.org

GENERAL INFORMATION



LOCATION:	Rochester Regional Sports Center 851 30 th Ave. SE Rochester, MN 55904
DATES:	March 14 th – 16 th , 2019
HOSTED BY:	Rochester MN Sports 507.280.4701

TOURNAMENT WEBSITE:

https://www.rochestermnsports.org/events/2019-njcaa-diii-men-s-basketball-championship.html

SOCIAL MEDIA:	Twitter: @Rochestersports
	Facebook: @Rochestersports
	Instagram: @Rochestermnsports
	Tournament Hashtag: #NJCAAd3mbb



COMPLIMENTARY PASSES:

Each participating college will receive tournament passes for only those rostered players, coaches, and other officials listed on the Official Entry Form. Please list all College Representatives that will be attending and their appropriate title. All players, coaches, and other personnel must present tournament passes to gain access to the facility.

TICKET INFORMATION:

Tickets will be sold at the venue at the start of the tournament. Payments Available: Cash, Check, Credit Card (Visa, MC, Discover)

Daily Pass:

Adult- \$12.00 College Student (w/ID) - \$8.00 Student (18 & Under)/Senior- \$8.00

Tournament Pass:

Adult- \$30.00 College Student (w/ID) - \$20.00 Student (18 & Under)/Senior- \$20.00 *Tournament Program Included with all Tournament Passes*

TOURNAMENT MERCHANDISE:

Official merchandise for the NJCAA Championship will be sold onsite and online which will be handled by the NJCAA's official championship merchandise vendor- Team IP, Inc. Team IP will work with teams directly on team preorders.

TOURNAMENT SOUVENIR PROGRAMS:

Tournament souvenir programs can be preordered or bought onsite. The preorder form can be found in your Team Paperwork Packet. Do not miss out on the opportunity to provide your athletes with these great mementos of their national tournament experience. Programs can be ordered and will be made available for \$3.00 each.

AREA ATTRACTIONS & RESTAURANTS:

For information regarding things to do, shopping and restaurants while in town please refer to our webpage: <u>https://www.rochestermnsports.org/visit-rochester.html</u> or the Experience Rochester website: <u>www.experiencerochestermn.com</u>

ROCHESTER MN SPORTS STAFF

Sales and Event Coordinator Tournament Director **Trevor Magnuson** Phone: 507.280.4725 or 507.280.4701 <u>tmagnuson@rochestermnsports.org</u>

Sales and Event Coordinator Tournament Assistant Brady Turk Phone: 507.424.0812 or 507.280.4701 bturk@rochestermnsports.org

Executive Director

Matt Esau Phone: 507.280.4701 mesau@rochestermnsports.org

Finance and Event Coordinator

Linsy Hoosier Phone: 507.280.4701 lhoosier@rochestermnsports.org



TOURNAMENT CONTACTS

Tournament Director	Trevor Magnuson Sales and Event Coordinator Rochester MN Sports Phone: 507.280.4725 or 507.280.4701 <u>tmagnuson@rochestermnsports.org</u>
Tournament Assistant	Brady Turk Sales and Event Coordinator Rochester MN Sports Phone: 507.424.0812 <u>bturk@rochestermnsports.org</u>
NJCAA Committee Chair Representative	Donald Dutcher National Junior College Athletic Association Phone: 315.792.5573 <u>dutcherdm@herkimer.edu</u>
Coordinator of Officials *Officials will be assigned as Stipulated in the NJCAA Handbook*	Paul Conrad pac6021@yahoo.com
Athletic Coordinator	Michael Lester Rochester Community & Technical College Phone: 507.285.7254 <u>mike.lester@rctc.edu</u>
Facility Coordinator	Michael Sheggeby Rochester Community & Technical College Phone: 507.285.7565 <u>michael.sheggeby@rctc.edu</u>
Sports Medicine	Greg Holm Mayo Clinic Sports Medicine 507.285.7577 greg.holm@rctc.edu

SCHEDULE OF EVENTS

Day 1- Monday, March 11th, 2019

Team Shoot-around Day

WHAT IS IT?

Each participating team in the tournament will enjoy 45 free minutes to get acclimated with the gym at the Rochester Regional Sports Center. Slots will be given based on notification to the tournament director, first come first serve.

HOW DO YOU PARTICIPATE?

Fill out the information on the Team Travel Information form found in your "Team Paperwork Packet," and email it to Trevor Magnuson,

tmagnuson@rochestermnsports.org

You will then be notified if you are confirmed for the time slot chosen or if you need to make another time selection.

WHERE WILL IT TAKE PLACE?

Regional Sports Center 851 30th Ave. SE Rochester, MN 55904

COURTS:

The courts will be available for shoot-around from 4:00pm to 9:00pm CST. ** *Practice times are reserved on a first come first serve basis***

<u>PRACTICE BALLS:</u> Balls will be provided

<u>LOCKER ROOMS:</u> Locker rooms will NOT be available

Day 2- Tuesday, March 12th, 2019

Team Preparation Day

WHAT IS IT?

Each participating team in the tournament will enjoy 1 ½ free hours of practice at the Rochester Regional Sports Center. This will be a closed practice (private). Slots will be given based on notification to the tournament director, first come first serve.

HOW DO YOU PARTICIPATE?

Fill out the information on the Team Travel Information form found in your "Team Paperwork Packet," and email it to Trevor Magnuson,

tmagnuson@rochestermnsports.org

You will then be notified if you are confirmed for the time slot chosen or if you need to make another time selection.

WHERE WILL IT TAKE PLACE?

Regional Sports Center- **Performance Court (Tournament Gymnasium)** 851 30th Ave. SE Rochester, MN 55904

COURTS:

The courts will be available for practice from 8:00 am to 9:00 pm CST and scheduled in 1 ¹/₂ hour increments. There will be **one team** per time slot. ** *Practice times are reserved on a first come first serve basis***

<u>PRACTICE BALLS:</u> Balls will be provided

<u>LOCKER ROOMS:</u> Locker rooms will NOT be available

Day 3- Wednesday, March 13th, 2019

Official Practice Day

TEAM PRACTICE:

Practice time slots will be assigned based on the tournament bracket. The practice site is the tournament site and the tournament setup will be in place. Practice time slots are 60 minutes in length for actual on court time. Time slots are as follows:

8:00-9:00 am	9:05-10:05 am	10:10-11:10 am	11:15-12:15 pm
12:20-1:20 pm	1:25-2:25 pm	2:30-3:30 pm	3:35-4:35 pm

ATHLETIC TRAINER:

A certified athletic trainer will be on-site throughout the practice day. The trainer will be at the site 30 minutes before the first scheduled practice time.

<u>LOCKER ROOMS:</u> Locker rooms **WILL BE** available

COACHES MEETING:

This meeting will include discussion of tournament protocol followed by the NJCAA Division III coaches meeting which the Tournament Director and the DIII Basketball Rep will facilitate.

Location: DoubleTree by Hilton

Address: 150 S Broadway, Rochester, MN 55904 When: Wednesday, March 13th, 2019 Time: 5:30 pm CST

TOURNAMENT BANQUET:

<u>COST:</u> \$30.00 per person (please dress appropriately) Family and friends are welcome at the tournament banquet but <u>MUST</u> have reservations on banquet form. <u>WALK UP TICKETS ARE NOT AVAILABLE</u>.

Location:	DoubleTree by Hilton	
Address:	150 S Broadway, Rochester, M	IN 55904
When:	Wednesday, March 13 th , 2019	
Time:	Doors Open – 6:15pm CST	Dinner – 6:30pm CST

Day 4- Thursday, March 14th, 2019

Bracket Play

Tournament format is bracket play. Game times are as scheduled: 12:00 pm, 2:00 pm, 5:00 pm, and 7:00 pm (All games are CST) Morning practice times will be assigned based off of the tournament bracket.

ATHLETIC TRAINER:

We will have a certified athletic trainer from Mayo Sports Medicine on site 90 minutes before the first game each day. Mayo Sports Medicine will supply general supplies needed. **TEAMS MUST BRING THEIR OWN TAPE.** Water will be provided on the bench, and post-game water will be provided in the locker rooms. Bench towels will also be made available

LOCKER ROOMS:

Locker rooms will have to be shared between teams and will be assigned based on the bracket, 12:00 and 5:00 games will share and the 2:00 and 7:00 games will share. Teams are not guaranteed to be in the same locker room each day. If the host school qualifies for the National Championship, they will be permitted to use their home locker room for the duration of the Championship.

HOSPITALITY:

A hospitality room with snacks and drinks will be provided for all coaching staff. Players, fans and family members will not be allowed in the hospitality room.

Day 5- Friday, March 17th, 2017

Bracket Play

Game times are as scheduled: 12:00 pm, 2:00 pm, 5:00 pm, and 7:00 pm (All games are CST)

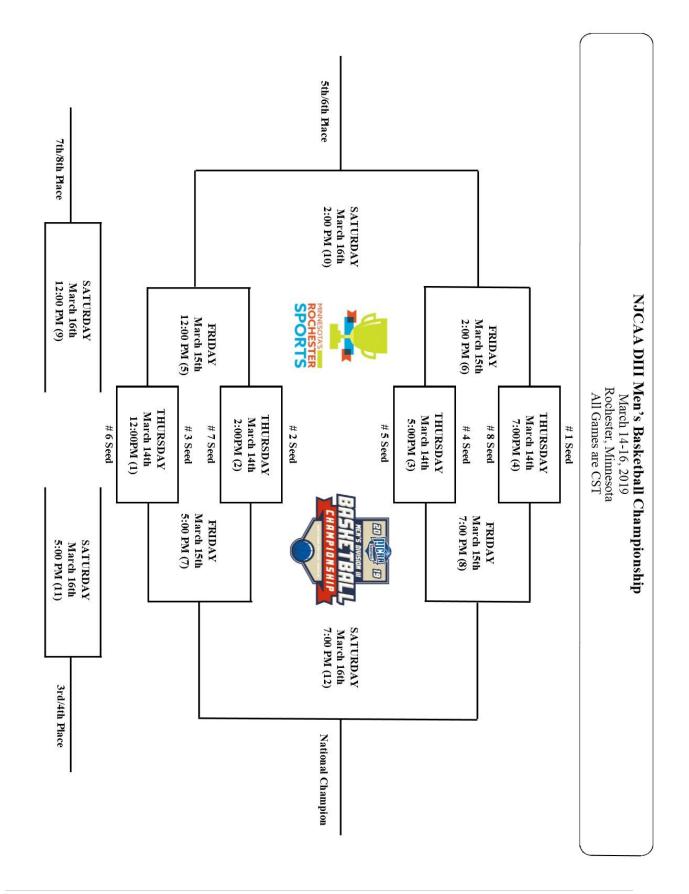
Day 6- Saturday, March 18th, 2017

Championship Day

Bracket play is as scheduled (All games are CST): $7^{th}/8^{th}$ Place Game- 12:00 pm $5^{th}/6^{th}$ Place Game- 2:00 pm $3^{rd}/4^{th}$ Place Game- 5:00 pmNational Championship- 7:00 pm

AWARDS CEREMONY:

The Awards Ceremony will follow the completion of the Championship Match.



MISCELLANEOUS TOURNAMENT INFORMATION

UNIFORMS:

The higher seeded team in each contest will be the home team and wear light uniforms. The lower seeded team in each contest will be the visitor and wear dark uniforms.

Laundry, limited to game and practice uniforms, will be available starting Wednesday after the Official Practice. Please coordinate with Tournament Director.

ENTRY PROCEDURES & DEADLINES

ENTRY FORMS NEEDED:

ALL OF THE FORMS BELOW are required to be filled out and submitted to Trevor Magnuson before the deadline. These forms can be found in the Team Paperwork Packet which is available on our website.

https://www.rochestermnsports.org/events/2019-njcaa-diii-men-s-basketball-championship.html

- Official Entry Form
- Shoot-around, Team preparation, and Official Practice Form
- Official Team Roster
- Banquet, T-Shirt & Program Order Form
- Media Information
- Team Photo & Athletic Logo
 - Email team photo & logo: <u>bturk@rochestermnsports.org</u> as a jpeg

DEADLINE:

The forms listed are due prior to Tuesday, March $5^{\text{th}} - 5:00 \text{ pm CST}$ or as soon as your team qualifies if it is before the 5^{th} .

EMAIL ALL INFORMATION TO:

Trevor Magnuson Rochester MN Sports tmagnuson@rochestermnsports.org

GENERAL MEDIA INFORMATION

BROADCAST POLICIES:

NJCAA holds the exclusive radio, television, and online video streaming rights for the 2019 NJCAA DIII Men's Basketball Championship.

LIVE STREAMING:

NJCAA TV will broadcast all matches of the championship online at <u>www.njcaatv.com</u>. Broadcasts will be available for download (purchase) following the conclusion of each match.

RECORDING OF STATISTICS:

Stats will be recorded for each game of the entire championship and will be distributed to the general public immediately following the conclusion of each match. These are "official" stats and teams are not to enter their own stats into the NJCAA stats system.

VIDEOTAPING PROCEDURES:

Teams taping the tournament only may videotape games in which they are playing. Videotaping must take place from the upper level so it will not distract players or interfere with spectator viewing. Fans are not permitted to video record matches.

PHOTOGRAPHY:

Flash photography may be used at times which do not interfere with the play of the game. Team photographers are permitted only with permission of the tournament director.

SOCIAL MEDIA:

Game updates will be shared through the Rochester MN Sports social media feeds of Twitter and Facebook. These accounts can be found following the information below:

Twitter: @RochesterSports Facebook: @RochesterSports Tournament hashtag: #NJCAAd3mbb

TOURNAMENT QUALIFICATIONS & COMMITTEE MEMBERS

TOURNAMENT QUALIFICATIONS:

1. The qualifying teams shall come from the following eight districts:

QUALIFICATIONS
District I- Region 3
District II- Region 4 & 12
District III- Region 5
District IV- Region 13
District V- Region 15
District VI- Region 19
District VII- Region 10, 17 & 20
District VIII- Region 21

2. All District/Region Playoffs MUST be completed by March 5th, 2019

TOURNAMENT COMMITTEEE MEMBERS:

Trevor Magnuson Donald Dutcher Dawn Baudoin Brady Turk Mike Lester Matt Esau Linsy Hoosier Kristine Ihrke Andy Moore

TOURNAMENT SEEDING AND RULES

TOURNAMENT SEEDING:

- A. The National Committee will seed the tournament by Friday, March 8th.
- B. Seeding will be on the basis of, in no particular order:
 - a. Most recent National Poll rank
 - b. Game by game results entered on the NJCAA Stats System
- C. After the tournament seeding has been completed, if the host school were to qualify for the tournament (Rochester Community and Technical College), the host reserves the right to flex their first game into to 7:00pm slot, but their seed will not be altered.

NOTE: Should a member of the seeding committee coach a team that participates in the tournament, that individual shall be excused from the seeding process.

TOURNAMENT RULES:

- NCAA Basketball Rules will be followed.
- Teams are limited to **sixteen** (16) players as stated in the National Handbook.
- The official tournament ball will be the Spalding TF1000 Legacy which is the official basketball of the NJCAA.
- All teams are guaranteed three games, playing on Thursday, Friday, and Saturday. Game times listed CST will be at 12:00, 2:00, 5:00 and 7:00 pm.
- 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 Official Film Exchange Provider per instructions provided by the NJCAA National Office. Teams must upload their game film no later than 48 hours following the release of the fully seeded bracket. Game films 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 Provider, a letter of Reprimand to offending college president and a \$500 fine.

- Any player ejected from a tournament game because of committing a flagrant personal foul or flagrant technical foul shall not be allowed to participate in the next tournament game(s) per NJCAA Handbook.
- All coaches, athletes, and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct.

TOURNAMENT AWARDS:

Awards Presented at the National Tournament

- A. First, Second, and Third place teams
- B. Each individual player on the first-place team shall receive an NJCAA gold medal. There shall be 16 medals provided per the NJCAA Handbook.
- C. Each individual player on the second-place team shall receive an NJCAA silver medal. There shall be 16 medals provided per the NJCAA Handbook.
- D. Gary Cole Coach of the Tournament Award shall be presented.
- E. A Most Valuable Player Award shall be presented.
- F. Eight players will be selected to an All-Tournament Team by a committee appointed by the Tournament Director.

TOURNAMENT LODGING:

Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

DRESS DECORUM:

Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games. Definition of business casual attire:

- 1. Business casual dress is a middle ground between business formal and street wear.
- 2. For men, a combination of a <u>collared shirt</u> (golf shirt or dress shirt), <u>cotton trousers</u> (such as khakis) and shoes (such as loafers and dress sandals) with socks are generally acceptable.
- 3. 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 do not comply, the incident will be referred to the Standards and Ethics Committee for possible sanctions.

HOST HOTEL INFORMATION

Teams will have three hotel options to choose from. The booking of hotels will be a first come first serve basis. There will be no more than three teams at one hotel property. All of the options will have complimentary breakfast, parking, and Wi-Fi. Below find information on each property. When booking, please contact the listed contact person to make your reservations. Each of the hotels have a block set aside specifically for teams and then a different block for fans.

HOST HOTEL OPTIONS:

- 1. Centerstone Plaza Hotel- 2 double queens in all rooms
- 2. Comfort Suites- 2 double queens and a sofa sleeper in all rooms
- 3. Home2 Suites- 2 double queens and a sofa sleeper in all rooms



HOST HOTEL: Centerstone Plaza Hotel Soldiers Field (3 teams) 401 6th St SW Rochester, MN 55902 507.288.2677

HOTEL CONTACT PERSON:

Kristine Ihrke Director of Sales 507.292.7337 (phone) 507.282.2042 (fax)

RATE: \$99/night

Complimentary hot breakfast buffet, free flat-lot parking able to accommodate buses, indoor pool, whirlpool, and fitness center. Free shuttle on 20 passenger buses to the banquet, playing venue, downtown Rochester, Rochester International Airport and the Apache Mall. Twigs Tavern & Grille featuring new American cuisine and hot rock grilling.

ROOM TYPES AVAILABLE:

Queen/Queen Tower: Guestroom with two queen beds, microwave, and refrigerator in the main towel of the hotel.

Queen Extended Stay Suites: The suites have a separate bedroom with a queen bed, a full kitchen (microwave, refrigerator, stove/oven, dishwasher), and a living room with a queen Murphy bed, loveseat, recliner, and small dining table. The suites are located in separate buildings from the main tower (where the lobby and complimentary breakfast is served) and do have exterior entrances. The buildings are located across a parking lot or driveway from the main tower.

Teams will be responsible for housing assignments, arrival and departure dates. Information must be sent to Kristine Ihrke of the Centerstone Plaza Hotel by fax or email no later than Friday, March 8th, 2019, 10am CST.



HOST HOTEL:

Comfort Suites (3 teams) 4141 Maine Avenue SE Rochester, MN 55904 507.424.2720

HOTEL CONTACT PERSON:

Reazul Islam General Manager 507.424.2720 (*phone*) 507.424.2877 (*fax*)

RATE: \$119/night

Complimentary hot breakfast, free flat-lot parking able to accommodate buses, indoor pool, hot tub, and fitness center. All rooms include a pull-out sofa, refrigerator, microwave, and coffee maker. Free Shuttle service available upon future request. Ask about reserving our team reception area.

Teams will be responsible for housing assignments, arrival and departure dates. Information must be sent to Reazul Islam of Comfort Suites by fax or email no later than Friday, March 8th, 2019, 10am CST.



HOST HOTEL:

Home2 Suites by Hilton (2 teams) 831 16th St SW Rochester, MN 55902 507.361.4208

HOTEL CONTACT PERSON:

Andy Thilges General Manager 507.361.4208 (*phone*) 507.361.3131 (*fax*)

RATE: \$128/night

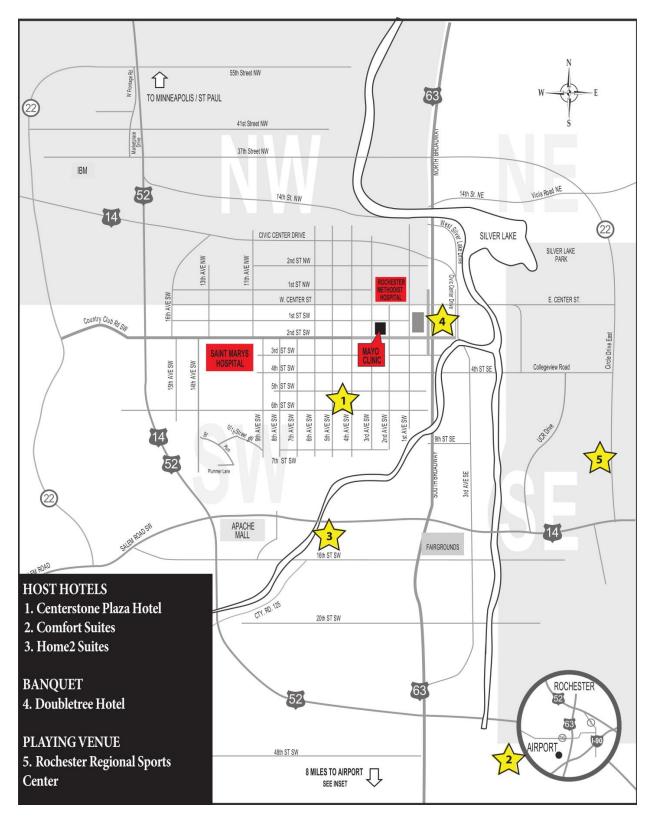
Rooms available are either Double Queen Studio Suites that includes a full-size sofa sleeper, or Single King Studio Suites with a full size-size sofa sleeper. A fridge, freezer, microwave, and dishwasher are available in every room. Free Hot Breakfast daily from 6:00-9:30am. Complimentary internet access, parking, fitness center, and discounts to local restaurants provided.

Teams will be responsible for housing assignments, arrival and departure dates. Information must be sent to Andy Thilges with Home2 Suites by fax or email no later than Friday, March 8th, 2019, 10am CST.

HOTEL ACCOMODATIONS FOR FAMILY/FANS: please have them call and book directly and ask for rooms under NJCAA Basketball

Centerstone Plaza Hotel: Phone: 507.288.2677	\$99.00
Home2 Suites: Phone: 507.361.4200	\$128.00
Comfort Suites: Phone: 507.424.2720	\$119.00
SpringHill Suites: Phone: 507.536.0040	\$119.00-\$129.00
Doubletree by Hilton: Phone: 507.285.1234	\$159.00
La Quinta Inn & Suites: Phone: 507.289.4200	\$115.00-\$135.00
Apache Hotel: Phone: 507.289.8866	\$114.00
Hotel Broadway: Phone: 507.281.2211	\$99.00-\$129.00

2019 NJCAA DIII Men's Basketball National Championship City of Rochester Map



TRANSPORTATION INFORMATION

LOCAL CHARTER BUS TRANSPORTATION:

Advantage Rental Company	507.285.0122
Avis Airport	507.288.5655
Budget Airport	800.527.0700
Clements	800.657.6989
Enterprise Rent-A-Car	800.736.8222
Hertz Airport	507.288.2244
Kuehn Rental	800.227.7368
Minnesota Coaches	651.437.9648
Rochester Direct	800.280.9270
Rochester Express Airport Shuttle	507.282.8673

AIRPORTS:

Minneapolis-Saint Paul International Airport (MSP)- 78 Miles North of Rochester, MN

Rochester International Airport (RST)