



2017-18  
BASKETBALL  
GAME OPERATIONS MANUAL



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*New policies listed in **BOLD***

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# BASKETBALL SPORT COMMITTEES

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Mark Schmidt	St. Bonaventure University, <i>Co-Chair</i>
Bob McKillop	Davidson College
Anthony Grant	University of Dayton
Keith Dambrot	Duquesne University
Jeff Neubauer	Fordham University
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Maurice Joseph	The George Washington University
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Dan Hurley	University of Rhode Island
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Travis Ford	Saint Louis University
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# REGULAR SEASON

## SECTION 1

### 1. COACHES MEETINGS

- 1.1 The Conference office will conduct an annual meeting of head coaches. Attendance by the head coach is mandatory.

### 2. FILM EXCHANGE (MEN & WOMEN)

- 2.1 Atlantic 10 Men's and Women's Basketball programs will utilize Synergy Sports Technology to conduct "Open Film Exchange" via the internet for all conference and non-conference games. Regulations listed in APPENDIX I.

### 3. OFFICIAL BALL / UNIFORMS

- 3.1 Teams may select their own official basketball for regular-season play.
- 3.2 The Conference logo must be applied properly to all home and away uniforms.  
*REGULATIONS LISTED IN APPENDIX II.*

### 4. OFFICIALS

- 4.1 All games will be officiated by three (3) officials. The selection and assignment of the officials will be the responsibility of the respective A-10 Coordinator of Officials.
- 4.2 Each member institution must use the Atlantic 10 Coordinator of Officials' services for all home games including exhibitions and closed scrimmages against outside competition.
- 4.3 **Men's officials will receive payment through the ArbiterPay website. Women's officials will be paid through DWOLLA. (Blue Zebra)**
- 4.4 Upon arrival at the facility, game officials should be met by designated game management and directed to their locker room. The locker room must be private and secure. Towels, drinks, and lockers are to be provided. Game officials are instructed to arrive at the arena 90 minutes prior to game time.
- 4.5 It is the responsibility of the host institution to provide security to escort the officials on and off the court prior to the game, at halftime and at the conclusion of the game. Security shall escort officials to their transportation following games.
- 4.6 Officials shall not be introduced over the PA system at any time. (Per the agreement of the Collegiate Commissioners Association.)
- 4.7 **Prior to the start of the game, officials shall provide DVSPORT with a flash drive or iPad for an upload of the game. The upload will be available within a reasonable time frame following the game.**
- 4.8 **The DVSPORT Replay System is to be used at all home men's and women's games and neutral games when the A-10 team is the host institution.**
- 4.9 The use of Precision Timing system is MANDATORY for all men's and women's basketball games. It is critical to start and stop the game clock as has been past practice. The game clock operator is the "BACK UP" to the system in the event the belt pack fails to "hear" the whistle.
- 4.10 Refer to APPENDIX V for forfeiture policy.



# REGULAR SEASON

## 5. RULES

- 5.1 NCAA basketball rules shall govern play. Rule changes for the 2017-2019 cycle are noted after the appendices in this manual.

## 6. TIME OUTS - MEN

- 6.1 The standard NCAA television timeout format (16-12-8-4) will be used at all games involving electronic media (radio, television or Internet).
- 6.2 For games that do not involve electronic media (not broadcast on radio, television or Internet); the NCAA standard timeout format must be utilized as well. (16-12-8-4)

## 7. TIME OUTS - WOMEN

- 7.1 NCAA rules regarding time outs will be utilized (5.14.4; 5-14.9) see NCAA rule listings on page 24.

## 8. SCHEDULING GUIDELINES: CONFERENCE GAMES

- 8.1 Each women's team will play one (1) regular season game against 10 Conference institutions and two (2) regular season games (Home and Home) against three (3) institutions.
- 8.2 Each men's team will play one (1) regular season game against eight (8) Conference institutions and two (2) regular-season games (Home and Home) against five (5) Conference institutions.
- 8.3 The Conference office will handle all Conference scheduling and must approve dates of all non conference games that affect three months (January, February, March) of Conference Scheduling.
- 8.4 The home team designates the start times for games that are not a part of or affected by the A-10 TV Package.
- 8.5 If a double header format is used and the second game is to be nationally televised, the first game must end at least two hours prior to the scheduled start of the televised game.

## 9. SCHEDULING GUIDELINES: NON-CONFERENCE GAMES (MBB & WBB)

- 9.1 There will be a non-conference scheduling policy on file at the Conference office and with each institution. These scheduling guidelines are also listed in APPENDICES III and IV.

## 10. INCLEMENT WEATHER POLICY

Regulations listed in APPENDIX V (Interrupted/Suspended Game Policy).



# GAME MANAGEMENT REGULATIONS

## SECTION 2

### 1. BANDS

- 1.1 The home team band shall not be located in the same quadrant of the arena as the visitor's bench.
- 1.2 Bands are not permitted to travel to regular season Conference away games.
- 1.3 Game management administrators and band leaders must be aware that in accordance with NCAA rules, using musical instruments, amplified music, or artificial noisemakers while the game is in progress will result in an administrative technical foul. Game management administrators and band directors are responsible for ensuring the regulations are implemented.
- 1.4 Note Policy 2.2 below also applies to the band.

### 2. CHEERLEADERS AND MASCOTS

- 2.1 Cheerleaders and mascots are to participate with enthusiasm and in good taste. They shall not encourage or participate in negative or vulgar cheers. Cheerleaders and mascots must not encourage the crowd to be disruptive in any situation.
- 2.2 Cheerleaders and mascots shall refrain from banging megaphones or other objects against the floors, basketball stands, or any permanent object. This includes the band. Megaphones should not be pointed in the direction of play at any time.
- 2.3 Cheerleaders are not permitted to travel to regular season Conference away games.
- 2.4 Mascots are permitted to travel to regular season Conference away games. For mascots traveling to away regular season Conference games, the visiting mascot must adhere to the guidelines utilized by the host institution.
- 2.5 Mascots are prohibited from interacting with each other, with student-athletes from opposing teams, or with game officials.
- 2.6 Institutions should adopt AACCA cheerleading guidelines.

### 3. COURT SET-UP

- 3.1 Atlantic 10 Conference signage must be prominently displayed in all on campus game venues. This is inclusive of flags/banners/signage of each A-10 member institution.
- 3.2 The host institution is responsible for ensuring that all necessary electronic equipment, including the scoreboard, shot clock, possession arrow and public address system, as well as the backboard and rim, are in proper working order. Back-up timing devices for the game clock and shot clock, as well as a spare backboard and rim, must be readily available at all times for immediate replacement, if necessary.
- 3.3 Each institution must have the Atlantic 10 logo painted in the free throw line at each end of the court. The specifications as outlined by the Conference can be found in Appendix II-B. For games at neutral sites when the A-10 team is the designated home team, A-10 floor decals must be placed in the lane. Any associated costs for decals are the responsibility of the host institution.
- 3.4 Ball boys/girls must be provided by the host institution for all games and should be instructed as to their responsibilities.



# GAME MANAGEMENT REGULATIONS

## 4. CROWD CONTROL

- 4.1 The host institution must not tolerate disruptive and unsporting fan behavior. Every effort should be made to police unsporting behavior. Fans must be warned against throwing debris on the court. Fans may not display signs, posters or banners deemed inappropriate to the athletic contest or offensive to particular institutions, players, coaches or spectators in the arena. These banners should be identified and removed by arena security personnel.
- 4.2 Home Game Administrator: The home institution must designate the game management official responsible for the visiting team and game officials. He/she must also instruct the officials and visiting teams of his/her whereabouts if not seated adjacent to the bench.

## 5. MEDIA RELATIONS

- 5.1 PRESS ROW: It is the responsibility of the host media relations director to ensure press row is restricted to credentialed personnel only. Cheering is prohibited in this restricted area. Photographers are restricted to the "photographer's box" at either end of the court.
- 5.2 SCOERS TABLE: All scorers table personnel must wear the A-10 branded apparel provided by the Conference office. Exceptions: official scorer, media relations and game management personnel (professional business attire).
- 5.3 At no time will the game officials' names be announced. This is the responsibility of the host institution.
- 5.4 POST-GAME INTERVIEWS: The host media relations director is responsible for securing an area suitable for post-game interviews and for overseeing post-game interview procedures. This area must be restricted to credentialed personnel only. Media may enter the locker room after a 10- minute cooling off period.

## 6. PRE-GAME FORMAT/CEREMONIES

- 6.1 PRE-GAME COUNTDOWN CLOCK: Clock must be started 60 minutes prior to the game.
- 6.2 Head coaches, officials, media relations directors and the public address announcer must be provided with a pre-game format/itinerary indicating pre-game warm-ups, halftime activities and the timeout policy. (See section 1, 6.01 for men's timeout policy for television games. See appendix IX-C (5-14.4,5-14.9) and appendix IX-D (7-4) for women's timeout policy for television games).
- 6.3 Brief pre-game presentations are permitted but must not interfere with the tip-off time. For the senior recognition, the format and timing must be submitted the host institution to the Conference office for approval at least one week prior to the event. The senior ceremony should last no longer than six (6) minutes and each team must be allowed a minimum of three (3) minutes of warm-up time following the completion of the ceremony.
- 6.4 Institutions may turn off the arena lights for the introduction of starting lineups only when the lights return to full power immediately. This applies to all Conference games and televised non- conference games. Host institutions are required to coordinate timing with on-site television personnel should the game be televised.
- 6.5 Both players and coaches will line up across their respective free throw lines for the national anthem. Once the anthem is completed, players and coaches will walk up to mid court and shake hands before returning to their respective benches.





# GAME MANAGEMENT REGULATIONS

## 7. PUBLIC ADDRESS ANNOUNCEMENTS/SCORES

- 7.1 The public address announcer will be professional, courteous, non-controversial, and should refrain from “cheerleading”. It is the responsibility of the host institution to provide the public address announcer with pronunciations, the pre-game timing format and timeout policy. A reminder that game officials are not to be introduced at any time.
- 7.2 The host media relations director should make every effort to provide the public address announcer with men’s and women’s basketball scores involving other Atlantic 10 institutions. Scores should be updated and announced at convenient dead ball situations. The Conference office will inform each school if a corporate sponsor needs to be included with the Atlantic 10 scoreboard.
- 7.3 The following sportsmanship announcement should be read twice at each Conference contest: once immediately prior to the national anthem, as the teams are lining up for the introductions, and again at the first timeout of the second half. Additionally, the announcement should be repeated any time the home team game management feels the situation warrants.

*“The (name of school) and Atlantic 10 Conference promote good sporting conduct by student- athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.”*

- 7.4 Institutions with video boards are encouraged to have their head coach or “high-profile player” pre-record the sportsmanship message to be shown at the appropriate times (refer to policy 7.3). The Conference may also provide a sportsmanship video to be used for such purposes.

## 8. RADIO LINES

- 8.1 Each Atlantic 10 institution is required to make two (2) POTS lines and one (1) ISDN line available for use by all Atlantic 10 commercial radio outlets broadcasting men’s and/or women’s basketball games at its home arena. (Home arena is defined as a site used more than one time by an institution.) There will be no charge to the visiting team for the use of these lines; however, if an Atlantic 10 institution’s commercial radio outlet requests additional lines, it will be charged for the additional line(s) at cost. If a visiting Atlantic 10 institution chooses not to use its designated lines, the host institution may make those lines available for use by other commercial radio stations and charge for usage. For this purpose, WFUV, Fordham’s student radio station, will be classified as a commercial station and granted use of these lines since it is Fordham’s primary radio carrier.
- 8.2 Student radio stations will be provided one (1) telephone line at no charge.
- 8.3 If an institution plays a home Conference game at a neutral site, every effort will be made to secure three (3) radio lines and one (1) ISDN line for the visiting commercial radio outlet. However, a nominal fee may be charged to help offset the installation cost.

## 9. SECURITY

- 9.1 Home team administrators must ensure that effective security is provided for both teams. All necessary precautions must be taken. Security must monitor the teams’ arrival and departure from the arena, including the area where the team is unloading and loading their bus. Key areas are the locker rooms, hallways, and runways to the court (pre-game, halftime and post-game), team benches and media interview areas. Access to these areas must be restricted to credentialed and official personnel only (teams, referees, game management administrators, and media).
- 9.2 Officials must be met by an administrator at least 90 minutes prior to the game for access to the locker room. If training room assistance is needed, the host institution should make arrangements.



# GAME MANAGEMENT REGULATIONS

- 9.3 Access to the officials' locker room(s) is limited to A-10 Conference personnel and one host administrator. A security guard shall be posted at the door to the officials' locker room(s) whenever the room is occupied by an official.
- 9.4 Host school administrators must review procedures for ensuring the safe, quick passage by teams and officials to and from the court before the game, at halftime and after the game. Home team/arena security personnel must be assigned to sit directly behind both team benches at all times. If the host school's student section is adjacent to the end of the visiting team bench, additional security personnel must be assigned to that location. If the visiting team requests any special arrangements for security, it must be discussed and approved a minimum of one week in advance of the game and may not compromise the home team's security policies and procedures.
- 9.5 At halftime, security personnel must meet teams and officials at the point of exit from the court. The two teams exit first. The officials convene at center court until the teams clear the floor. Then, the officials exit.
- 9.6 It is the responsibility of home game management to ensure that the playing floor is secured so that no spectators can access the area, except those taking part in a halftime activity or promotion. The playing floor should be swept following halftime activities.
- 9.7 At the end of the contest security, personnel must meet teams and officials at the point of exit from the court. Officials exit immediately, followed by the two teams. The entire court area must be secured to prevent spectator access.
- 9.8 Security must ensure that game officials have safe passage to their vehicles following the game. Security must also ensure that all members of the visiting team's travel party reach their bus safely and that the bus departs the arena without incident.
- 9.9 Security must be present courtside while television and radio crews are doing post-game interviews and programs.
- 9.10 Security must be designated and stand behind the officials on the court for all in game reviews.

## 10. SCOREBOARD OR AMPLIFICATION SOUND SYSTEMS/ARTIFICIAL NOISEMAKERS

- 10.1 Public address systems may not orchestrate music, cheers, clapping and/or any other noise while the games is in progress (the only time the game is not "in progress" is during a timeout or intermission.) Please be aware that an artificial noisemaker is interpreted by the NCAA as any object that is used to manufacture noise by contact with another object or surface. If fans use artificial noisemakers while the game is in progress, the team could be charged with an administrative technical foul. This policy also applies to artificial noisemakers, thundersticks, air horns, bells, whistles, electronic amplifiers, and artificial clappers, or similar items. At no time are balloons or laser pointers permitted in the arena.

## 11. SCOREBOARD REPLAYS

- 11.1 The following replay regulations apply:
  - A. Only one replay of a play or sequence is allowed
  - B. May not show a replay during foul shots once the ball is in the shooter's hand
  - C. No officials' judgment calls
  - D. No technical fouls
  - E. No embarrassing situations
  - F. No replays of a player being injured
  - G. Halftime or post-game highlights (following the above guidelines) are permissible



# GAME MANAGEMENT REGULATIONS

## 12. GAME MANAGEMENT ISSUES: REPORTING PROCEDURES AND PENALTIES

- 12.1 . Any game management/operations problems an institution encounters should be addressed immediately and directly with the game management official. The Conference Office should not be used as a conduit to communicate problems that can be more effectively handled directly.
- 12.2 Following the game in question, notify the opposing institution about the problem in writing, copying the respective A-10 contact (Debbie Richardson or Matt Doherty) and the opponent's athletic director.
- 12.3 Subsequently, if the same problem is formally reported by a second team, the commissioner, after an investigation, will either impose a formal warning or, depending on the violation, impose a fine in concert with the Executive Committee.
- 12.4 Refer to APPENDIX V for forfeiture policy

## 13. TICKETS

- 13.1 The A-10 Conference Office can receive up to 12 complimentary tickets to any A-10 Basketball games in which the A-10 institution is considered the home team.
- 13.2 Fifty (50) complimentary seats must be held for the visiting team behind visiting team bench. Exact location to be determined by conference office per institutional seating schematic. \*Fifty (50) additional tickets must be held for purchase by the visiting team, up until three days prior to the games.
- 13.3 If any of the fifty (50) seats directly behind the visitor's bench are not used by the visiting team, they shall remain unused/unsold, in order to create a "buffer zone" behind the visitor's bench.
- 13.4 Each institution will submit to Associate Commissioner Matt Doherty a seating/court diagram, clearly marking the location of the visitor's complimentary tickets, to ensure that the ticket policies are followed. The Conference staff will monitor the situation at each school and could mandate changes if problems occur.
- 13.5 The fifty (50) complimentary basketball tickets may be mailed to the visiting institution. Enclosed with the tickets should be a seating/court diagram, indicating the location of the seats so that the visiting team representative can determine specific locations and seat assignment.
- 13.6 If requested by a conference television partner, the host institution is required to provide the partner with game tickets.
- 13.7 **Any Atlantic 10 Staff member attending a game in a working capacity will display an Atlantic 10 "All-Access" credential. A parking pass should be provided by the institution.**

## 14. VISITING TEAM PRACTICES/LOCKER ROOMS

- 14.1 Practice times must be reserved by the visiting team as soon as possible. The day before a game, the host institution must put forth its "best effort" to provide the visiting team with a closed practice at the game facility. On game day, the host institution must provide access to the game facility for the visiting team, with every effort made to ensure a closed practice session.
- 14.2 A minimum of 12 basketballs, inflated and of the same brand and model used in that game, should be made available to the visiting team during its practice and shoot-around.
- 14.3 Every effort should be made to adhere to agreed upon practice and shoot-around times.



# GAME MANAGEMENT REGULATIONS

- 14.4 The visiting team's locker room should be clearly identified and stocked with water, ice, towels, programs, etc. The locker room must be private, secure, and clean.
- 14.5 The locker room must contain a grease board (preferably affixed to the wall), grease pens, eraser, and an appropriate number of chairs.
- 14.6 A game clock should also be located in the locker room.

## 15. GAME SPECIFICS FOR TEAMS

- 15.1 The game floor should be available to both teams 90 minutes prior to tip off. Should the game be the second game of a doubleheader, then the floor should be made available to both teams 30 minutes prior to tip.





# CODE OF CONDUCT

## 1. CODE OF CONDUCT

- 1.1 The Atlantic 10 Conference is committed to developing a competitive atmosphere conducive to upholding sportsmanlike behavior among its coaches, administrators, student-athletes, officials and spectators. Each member institution will make every effort to emphasize the importance of appropriate sportsmanlike behavior at all athletic events.
- 1.2 Good sportsmanlike behavior shall be promoted through the efforts of each institution in the following areas:
  - A. Event Management: The Director of Athletics at each institution shall be responsible for ensuring that all Conference policies relative to home event management are followed. Inappropriate behavior by a spectator shall be the responsibility of the host institution, which can be subject to sanctions permitted by this code.
  - B. Staff, Coach, Student-Athlete Awareness: The responsibility of educating staff, coaches and student-athletes relative to the Conference's policy on breaches of the Code of Conduct shall be that of the Director of Athletics. Each of the entities must be made aware of the consequences when their actions do not characterize the high standards which must be adhered to as a representative of intercollegiate sports.
  - C. These policies will be reviewed and approved annually by the Directors of Athletics.
- 1.3 The Conference office will emphasize the Code of Conduct at all championships and will also be responsible for educating all game officials in this area.
- 1.4 The following are specific regulations which apply to all coaching staff members, student-athletes, spectators, game officials, and representatives of the Department of Athletics staff at a member institution:
  - A. No individual is permitted to address, in a disrespectful manner, a game official, participant, coach, athletic department administrator or Conference office personnel, either verbally or physically.
  - B. Public criticism of game officials, opposing coaches and student-athletes, administrators, spectators and Conference office personnel is not permitted.
  - C. Coaches are not permitted to enter the locker room of a game official preceding or following a contest.
  - D. No individual shall enter the locker room of a game official to discuss game activity with the exception of Conference office personnel.
- 1.5 A violation of any of the regulations outlined in 1.4 is subject to a minimum of a one-game suspension. This sanction may be applied through the following process:
  - A. The incident shall be reported to the commissioner by the member institution(s) involved. The commissioner has the discretion to request this report in writing.
  - B. The commissioner will review the case and make a recommendation for action to the Executive Committee for final approval.
  - C. The institution(s) involved may appeal the decision with the Executive Committee. The intention to appeal must be made known immediately after the original decision is reached and will be heard prior to the game in which the suspension would occur. The appeal will be handled in the manner which best facilitates this process (i.e. conference call). The decision of this appeal will be binding.



# CHAMPIONSHIP REGULATIONS

## SECTION 3

### 1. CHAMPIONSHIP MANUAL

- 1.1 The Conference office will distribute a separate manual in February referencing all policies regarding the respective men's and women's championships
- 1.2 Each institution must have the required representation on the pre-championship call.



# APPENDIX I

## **ATLANTIC 10 CONFERENCE BASKETBALL TAPE EXCHANGE POLICY** **Each Atlantic 10 member institution will have access to every game** **(Non-conference and conference) of every other A-10 institution.**

1. Atlantic 10 member institutions will utilize Synergy Video Exchange system to conduct “Open Film Exchange” via the internet for all conference and non-conference games.
2. The following will be recognized as requirements for making game films available for exchange:
  - a. Non-Conference Games:
    - i. HOME GAMES: Member schools are required to complete upload of games within three (3) hours of the conclusion. AWAY/NEUTRAL GAMES: Member schools are required to upload games by noon the day after arrival back to campus from corresponding road trip
    - ii. EXCEPTION: Non-conference games played within one (1) week of a conference game must be made available by 12:00 PM (Noon) the day following the game.
    - iii. Teams are not required to upload scrimmages or exhibition games.
  - b. Conference Games:
    - i. HOME TEAM: All home conference games must be fully uploaded within three (3) hours of the conclusion of the game.
  - c. A-10 Championship Games
    - i. WINNING TEAM: The winning team of each Atlantic 10 Basketball Championship game is responsible for SENDING its most recent game via Synergy to all member institutions within six (6) hours of the completion of the game.
3. Protocol for filming games:
  - a. All games are to be recorded on DVD and uploaded onto the system from the DVD.
  - b. Filming should be done from a center perspective.
  - c. Filming should occur so that all ten players are in the picture at any given time.
  - d. All games should be recorded in the highest quality available (professional broadcast quality).
  - e. All games should be recorded in slow speed, if possible.
  - f. Audio should be captured (and uploaded) for each game.
  - g. Scoreboards should be shown at the start of the half (women: start of each quarter), at each timeout and any extended dead ball situation (injury, etc.).
  - h. Filming should include all action during the game, including foul shots and out-of-bounds plays.
    - i. There should be a 15 second leader at the start of the game footage to ensure that the beginning of the game is transferred. A 15 second leader should also apply to the second half. (women: apply each quarter)
    - ii. The recording should be started approximately 5 seconds before the ball is put into play from the dead ball situations.
  - i. When the ball is taken out of bounds, the film shall capture as much of the playing floor (presses, press breakers, etc.) as possible.
  - j. Recording should be free of extraneous icons (i.e., record button, battery level, time of day, etc.).
4. All member schools must participate in the film exchange policy.
5. Violations of the film exchange policy should be reported to Matt Doherty (757-706-3045) or Debbie Richardson (757-706-3054) in the conference office.
6. Any extenuating circumstance which may arise throughout the season will be handled on an individual basis. As soon as the member school encounters these issues, they should notify Matt Doherty (757-706-3045) or Debbie Richardson (757-706-3054) in the conference.
7. Penalties:
  - a. Late Upload
    - i. 1<sup>st</sup> Offense: Warning Letter
    - ii. 2<sup>nd</sup> Offense: Penalty will apply
  - b. Minor Violations (these include not abiding to production standards)
    - i. 1<sup>st</sup> Offense: Warning Letter
    - ii. 2<sup>nd</sup> Offense: Penalty will apply



# APPENDIX II-A

## ATLANTIC 10 CONFERENCE BASKETBALL UNIFORM LOGO POLICY

The Atlantic 10 Conference logo must be applied to all home and away men's and women's basketball uniforms in accordance with the specifications set forth below.

1. Location: **WORDMARK C (WITHOUT "ATLANTIC OR "CONFERENCE")** must be placed on the back of the game jersey at the nape of the neck as close to the neckline as possible. Diagram 1 (below) illustrates the permissible location of a conference logo on the back of the jersey under NCAA playing rules.
2. Size: The conference logo must be **3 INCHES WIDE BY 2/3 INCHES TALL**. Logos larger or smaller than this are not permitted under NCAA playing rules.
3. Quality: The conference logo must be embroidered directly onto the jersey, as opposed to attaching a patch to the jersey that contains the conference logo.
4. Color: **WORDMARK VERSION C (NO WORDS) MUST BE USED IN ONE COLOR. COLORS MAY BE BLACK, WHITE, OR OFFICIAL SCHOOL COLORS. COLOR OF WORDMARK MUST CONTRAST WITH UNIFORM COLOR. ALL LOGO PLACEMENTS MUST FIT WITHIN THE 2.25 SQUARE INCHES NCAA SIZE REGULATION. DIAGRAM 2 (BELOW) ILLUSTRATES.**
5. Front: No blue disc on front of jersey; flag and logo are permitted within NCAA guidelines.

## BASKETBALL

### MARK USAGE

As the example shows, Wordmark C (without "Atlantic" or "Conference") is placed on the nape of the neck on the back of the uniform.

A-10 basketball mark requirements begin in the 2014-15 academic year.



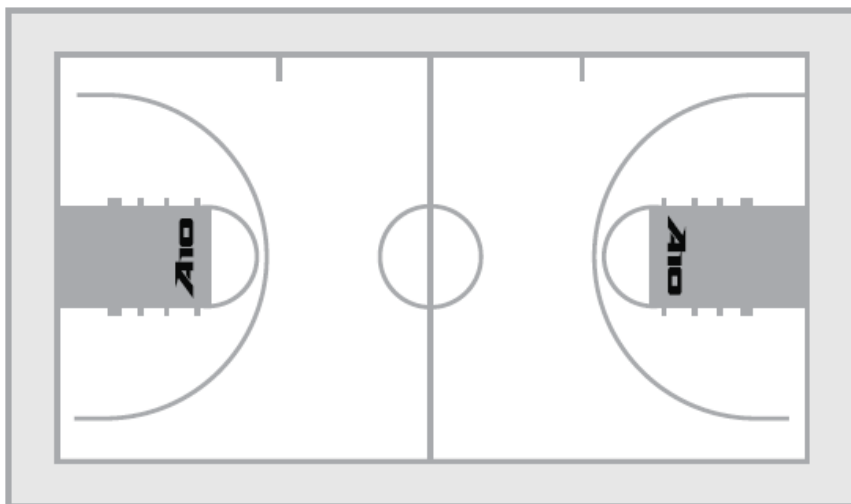


# APPENDIX II-B

## ON-COURT GUIDELINES

Each institution must have the Atlantic 10 logo painted in the free throw lane at each end of the court. The specifications as outlined below by the Conference must be followed.

- Logo for free throw lane placement should be Wordmark C.
- Logo must be at least 8'9" wide and proportionally correct.
- Lettering shall begin 18" below the free-throw line.
- A school's primary color may be used in a one-color application. If the free throw lane is colored, the logo must appear in a contrasting color (black, white, contrasting primary school color or natural wood).



Wordmark C –  
one color version



# APPENDIX III

## ATLANTIC 10 CONFERENCE MEN'S BASKETBALL SCHEDULING GUIDELINES

By virtue of membership in the Atlantic 10 Conference, it is expected that every institution's schedule in the sport of men's basketball, has the goal of positioning itself as best possible for consideration for postseason participation. History shows that this goal has been best accomplished by playing multiple teams ranked among the top 100 in the RPI<sup>1</sup>; not playing teams ranked worse than 250 in the RPI<sup>1</sup>; playing a minimum of 60 percent of its games at home; playing a maximum of one road guarantee game and providing a home court atmosphere which generates excitement among fans and the student body.

With these expectations in mind, the following sets forth the Atlantic 10 Conference's Men's Basketball Scheduling Guidelines.

### Non-Conference Scheduling:

- Teams should avoid scheduling non-Division I opponents; however, in the rare event that this is unavoidable, the approval of the commissioner must be received.
- Institutions should schedule a balance of opponents in the RPI range of 1-50, 51-125, 126-175, and 176-274. In addition, institutions should strive to achieve an average opponent RPI in the range of 86-145<sup>1</sup>.
- Scheduling non-conference opponents with an RPI of 250 or higher is discouraged.
- Teams shall not schedule more than one guarantee game at an away site. Games played on national television do not count toward this limitation.
- Teams shall have a goal of winning 70% of their non-conference games.

### Conference Scheduling:

- The Atlantic 10 office will develop the conference schedule.
- Traditional rivalries will be maintained and protected for home-and-away.
- Currently, the conference schedule will consist of 18 games. The conference shall continue to monitor and evaluate whether this is the optimal number of conference games.

Each Atlantic 10 institution's schedule is subject to annual review by the commissioner. If evidence suggests that an institution is not meeting the conference's scheduling guidelines set forth above, then the following sanctions shall be in effect. Institutions shall move up one level for each year of non-compliance unless they have three consecutive years of compliance between their years of non-compliance. If an institution receives an at-large NCAA bid during a year of non-compliance, that year shall not count as a year of non-compliance.

**Level I:** Letter of notification from the commissioner to the institution's athletic director, with a copy to the institution's president, indicating the institution's non-compliance with the conference's scheduling guidelines.

**Level II:** Letter from the commissioner to all athletic directors and all presidents indicating the institution's second year of non-compliance with the conference's scheduling guidelines and setting forth the potential penalties of further non-compliance with the guidelines, as set forth in Level III (below).

**Level III:** Possible sanctions include fine, forfeiture of equity share and non-selection for television exposures through the conference's television package(s).

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<sup>1</sup> RPI references are final year-end report numbers from the previous season for games scheduled prior to December 31<sup>st</sup> and the current season report numbers for games scheduled subsequent to January 1<sup>st</sup> annually, utilizing either the NCAA RPI or The RPI Report.



# APPENDIX IV

## **ATLANTIC 10 CONFERENCE WOMEN'S BASKETBALL SCHEDULING GUIDELINES**

By virtue of membership in the Atlantic 10 Conference, it is expected that every institution's schedule in the sport of women's basketball has the goal of positioning itself as best possible for consideration for postseason participation. History shows that this goal has been best-accomplished by playing multiple teams ranked among the top 100 in the RPI<sup>1</sup>; not playing teams ranked worse than 275 in the RPI<sup>1</sup>; playing a minimum of 60 percent of its games at home and providing a home court atmosphere which generates excitement among fans and the student body.

With these expectations in mind, the following sets forth the Atlantic 10 Conference's Women's Basketball Scheduling Guidelines.

### **Non-Conference Scheduling:**

- Teams shall have a goal of winning 70% of their non-conference games.
- Teams should schedule non-conference opponents that they have a high probability of defeating.
- Teams should limit scheduling of non-Division I opponents.
- Institutions should schedule a balance of opponents in all the RPI ranges<sup>1</sup>.
- Scheduling non-conference opponents with an RPI of 275 or higher is discouraged.

### **Conference Scheduling:**

- The Atlantic 10 office will develop the conference schedule.
- Traditional rivalries will be maintained and protected for home-and-away.
- Currently, the conference schedule will consist of 16 games. The conference shall continue to monitor and evaluate whether this is the optimal number of conference games.

Each Atlantic 10 institution's schedule is subject to annual review by the commissioner. If evidence suggests that an institution is not meeting the conference's scheduling guidelines set forth above, then the following sanctions shall be in effect. Institutions shall move up one level for each year of non-compliance unless they have three consecutive years of compliance between their years of non-compliance. If an institution receives an at-large NCAA bid during a year of non-compliance, that year shall not count as a year of non-compliance.

**Level I:** Letter of notification from the commissioner to the institution's athletic director, with a copy to the institution's president, indicating the institution's non-compliance with the conference's scheduling guidelines.

**Level II:** Letter from the commissioner to all athletic directors and all presidents indicating the institution's second year of non-compliance with the conference's scheduling guidelines and setting forth the potential penalties of further non-compliance with the guidelines, as set forth in Level III (below).

**Level III:** Possible sanctions include fine and non-selection for television exposures through the conference's television package(s).

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<sup>1</sup> RPI references are final year-end report numbers from the previous season for games scheduled prior to December 31<sup>st</sup> and the current season report numbers for games scheduled subsequent to January 1<sup>st</sup> annually, utilizing either the NCAA RPI or The RPI Report.



# APPENDIX V

## **ATLANTIC 10 CONFERENCE INTERRUPTED/SUSPENDED BASKETBALL GAME POLICY**

The only reason a game should be postponed is for unique conditions that affect the safety of the involved teams. Inconvenient travel and/or weather that alters normal pregame routines or poor attendance is not an acceptable reason to postpone a game. If both teams (and officials) can get to the site, the game should be played.

In those instances, where conditions necessitate postponement of a game, the following procedures should be followed:

1. The decision to postpone a game shall be a mutual decision between the two athletic directors and should be based on the safety factor identified above. The decision should be withheld as long as possible to try to play the game at its regularly scheduled time. In no instance shall the decision to postpone be made earlier than 24 hours prior to the game when both teams are in the vicinity of the game. Visiting teams are expected to make every effort to travel to the site in order to play the game.
2. Any decision to postpone the game must include a mutually agreed upon reschedule date and time.
3. The athletic directors (or designee) of both the home and visiting institution must notify the commissioner immediately of both the postponement and reschedule dates. It is imperative that you speak directly to the commissioner or the designated conference personnel. If you cannot personally speak to either, leave a message on their cellphones and someone will return your call and send a written message via text or email.
4. As long as two officials can reach the game site, the game will be played. Not having a full crew of three officials will not be a reason for postponing a game. Officials able to work the game may not always be the ones originally assigned.
5. Flexibility may be exercised for a reasonable delay in a starting time for teams, officials or game personnel delayed by weather. It is understood that inclement weather may alter game operations and preparations and may result in less desirable (but clearly playable) situations. In these instances, the games should be played.

## **FORFEITURE POLICIES**

1. In the NCAA basketball rule book, Rule 5, Section 3, Article 4, "Conference Policy may include an established time limit before a forfeit may be declared. If a team willfully refuses to participate in a contest, a forfeit will be assessed fifteen minutes after the scheduled start time. A timeline may be extended if mutually agreed upon by the highest ranking institutional officials for both teams on site.
2. In instances where conference competition(s) will not be played due to disciplinary actions rendered by a member institution, the institution will forfeit all remaining conference competitions in the specific sport and will not be eligible for the conference championship. The results from all conference games previously played will remain intact. The institution rendering disciplinary action will also be responsible for payment of officials' fees for all remaining forfeited contest





## MEN'S AND WOMEN'S BASKETBALL COURT DIAGRAM

The diagram illustrates a basketball court layout with various dimensions and designated areas. Key features include:

- Overall Dimensions:** The court is 94' long and 50' wide. The width is divided into three sections: 12' (Women's Only), 12' (Women's Only), and 26' (Men's Only).
- Boundaries:** The court is bounded by a RESTRAINING LINE and an END LINE. The SIDELINE is marked with a minimum of 1' and a preferred 10' width.
- Key Lines:** The THREE-POINT LINE is 23' 9" from the center of the basket. The FREE-THROW LINE is 19' from the center of the basket. The FREE-THROW LANE is 12' wide.
- Center Circle:** The CENTER CIRCLE has a 6' radius and a 12' diameter.
- Restricted Area:** The RESTRICTED AREA is 12' wide and 6' deep, located in the key.
- Advertising Areas:** There are 10' x 10' COMMERCIAL ADVERTISING AREAS on the sidelines and a 38' x 10' COACHING BOX on the end line.
- Team Bench Area:** The TEAM BENCH AREA is 28' wide and 38' long, located on the end line.
- Scoring Table:** The SCORING TABLE is 2' wide and 12' high, located on the end line.
- Other Dimensions:** The 10' x 10' COMMERCIAL ADVERTISING AREA is 8' from the center of the basket. The 10' x 10' COMMERCIAL ADVERTISING AREA is 2' wide. The 10' x 10' COMMERCIAL ADVERTISING AREA is 2' wide. The 10' x 10' COMMERCIAL ADVERTISING AREA is 2' wide.

# APPENDIX VI-B

## NCAA RULES – Playing Surface and Placement of Logos

**Responsibility for Playing Surface.** The responsibility for maintaining a safe playing environment lies with the institution or facility. To assist institutions and facility directors when considering the application of a decal on the playing surface, the NCAA is providing the following best practices:

- It is highly recommended that logos be painted and appropriately finished where possible.
- If a decal is to be used, confirm with the decal manufacturer that it understands decals will be applied to a surface where athletic activity will occur and that such decals are intended for that use.
- Confer with your institution or facility risk manager about the appropriate application of decals.
- Apply the decals according to manufacturer instructions and conditions.
- Apply the decals only in the legal locations per the NCAA Men's and Women's Basketball Rules (see rule 1-17.5 of the rules book and below).
- Engage in regular maintenance of decals and remove/replace as necessary.
- Act immediately to eliminate any dangerous conditions upon notice that a decal is causing shoes to slip or stick.
- If you are planning an unusual event (e.g., outdoor game), consider those elements when preparing the surface (with or without decals).
- In the event that an incident occurs during play, the game official should confer with the game administrator and coaches to determine the best course of action for safe play. It must be understood that the officials have the authority to delay (Rule 2-4.1, 2-5.1) or interrupt the game (Rule 5-4) until any dangerous conditions are eliminated.
- It is not the responsibility of game officials to inspect decals on the playing surface unless they become aware of a potentially dangerous situation during the course of the game.

**Placement of Logos on the Playing Court.** This also is an opportunity to remind the membership of the current rules dealing with logos on the playing court. The information included here is required for all NCAA competitions, including multi-team events.

The rules for commercial logos on the playing surface may be found in Rule 1-17.5 of the NCAA Men's and Women's Basketball Rules. The rules are specific about the allowable use of logos on the playing court.

**Rule 1-17.5:** "No more than two commercial logos shall be permitted on the playing court when they conform to the following standards:

- a. The logo(s) shall fit into a box that is 10 feet by 10 feet square;
- b. This box shall be located 8 ½ feet from the division line and 4 ½ feet from the sideline;
- c. Logo(s) shall be within the two 10-foot-by-10-foot squares with no more than one square in each half of the playing court.

*To be clear, this means that commercial logos are not permitted anywhere in the free throw lane or any other place on the playing court except as noted above.*

Additionally, as it relates to multi-team events, according to NCAA Bylaw 17.3.5.1.1, these events only qualify for an exception to the maximum contest limitations if the event is sponsored by the NCAA, an active or affiliated member or a member conference of the Association. As NCAA members, all competitions must be played in accordance with NCAA playing rules, (Bylaw 17.29), including those relating to commercial logos on the court noted above.

*It is the responsibility of the member institution or conference sponsoring a multi-team event, as well as any member institution or conference hosting a game, to comply with the NCAA playing rules relating to the surface of the playing court and placement of commercial logo's.*



# APPENDIX VII

## NCAA RULES LINKS

### Important Men's Basketball NCAA Rules Information

- [2017-19 Men's Basketball Rules Changes](#)
- [2016-2017 NCAA Men's Basketball Table Crew Reference Sheet](#)
- [Uniform Numbers, Colors and Messaging: Frequently Asked Questions Men's and Women's Basketball](#)

### Important Women's Basketball NCAA Rules Information

- [2017-19 NCAA Women's Basketball Rule Changes](#)
- [2015-17 NCAA Women's Basketball Media Timeout Format Guidelines](#)
- [2017-18 NCAA Women's Basketball Table Crew References Sheet](#)

