



2010 Centennial Conference Men's Basketball Championship Guidelines

I. TOURNAMENT SCHEDULE

Conference Call for Participating Team	Monday, February 22, 10:30
Play-In Game (if necessary)	Monday, February 22, 7:30
First Round (at No. 4 seed)	Wednesday, February 24, 7:30
First Semifinal (at No. 1 seed)	Saturday, February 27, 1:00
Second Semifinal (at No. 1 seed)	Saturday, Feb. 27, not before 3:00 and not later than 30 minutes after first game
Final (at No. 1 seed)	Sunday, February 28 at 2:00

The top seed determines the order of the semifinal games. Conflicts will be worked out between the committee chair and the Conference Office. Travel expenses and time will be taken into consideration for start times and order of semifinal games.

If one school is the top seed for both the men's and women's tournaments ... in even numbered years (**2010**, 2012 etc.), the men will play both semifinals and championship game first (example: 12 and 2 p.m.) and the women will play second (example: 4:30 and 6:30). In odd- numbered years (2009, 2011, etc.), the women will play both semifinals and championship game first (example: 12 and 2 p.m.) and the men will play second (example: 4:30 and 6:30).

TOURNAMENT MATCHUPS	Higher Seed	Lower Seed	Game Time
First Round			
Semifinal #1			
Semifinal #2			

II. GAMES COMMITTEE

The Conference Office will name a games committee to assure the proper conduct of the tournament championship. The committee will generally be comprised of, but not limited to, the host Director of Athletics and/or Senior Woman Administrator, and representatives of the visiting team and the Conference Office.

	First Round	Semifinals	Final
Host Administrator:			
Conference representative:			
#2 seed representative:			
#3 seed representative:			
#4 seed representative:			
#5 seed representative:			

III. INCOMPLETE TOURNAMENT POLICY

If a tournament cannot be completed by the end of the day on Feb. 28, and each team has completed at least one tournament contest, the highest remaining seed will be the Conference's champion and automatic qualifier to the NCAA tournament. Otherwise, the top seed as determined by the regular season will receive the automatic qualifier.

IV. CHAMPIONSHIP ADMINISTRATION

Bench Assignments and Uniforms

The higher seed shall occupy the bench area normally used by the home team during the regular season. The lower seed will wear its dark uniforms. The higher seed will wear its white uniforms.

Crowd Control

The responsibility for crowd control rests with the director of athletics of the host institution. Host institutions must provide adequate security and ushers for effective crowd management. The host Director of Athletics or Senior Woman Administrator shall be prepared to use the public address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. The following announcement should be made:

"The Centennial Conference promotes good sportsmanship 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."

Filming / Videotaping

If teams need special arrangements for videotaping its contest, please contact the host institution ASAP.

Laundry Service

Teams should contact the top seed prior to Saturday if they will require laundry service after Saturday's game. Requests on Saturday may not be able to be accommodated.

National Anthem

The national anthem ("Star-Spangled Banner") shall be played or sung before each tournament game.

Radio Broadcasting

The host institution must reserve reasonable space for the official broadcasting station(s) of the visiting team(s). There will be no media timeouts for commercials during Conference playoff games.

Officials

The Conference Office will secure three officials for each game of the Conference playoffs. The official assignor for the championship will be **John Koskinen**. The host institution is responsible for payment of the fee for each official. Members of the coaching staff or other representatives of participating institutions shall not make public statements critical of officiating in any Centennial Conference playoff game.

Training / Medical Services

Please contact the host institution ASAP if you have special needs so that arrangements can be made.

Pregame Schedule
(please post in locker room)

First-Round Game Schedule - 7:30 p.m. Tip-Off

7:00 p.m. Floor available for team warm-up - 25-minute countdown begins
 7:10 p.m. Officials meet with team captains
 7:25 p.m. Timer sounds buzzer - teams clear floor
 National Anthem / Player Introductions
 7:30 p.m. Tip-Off

Final Four On-Court Practice Schedule - Saturday

if top seed plays in first semifinal

9:20-10:00 #1 seed
 10:00-10:40 #4 or 5 seed
 10:45-11:25 #2-3 seed with shortest travel
 11:30-12:10 #2-3 seed with farthest travel

if top seed plays in second semifinal

9:20-10:00 #1 seed
 10:00-10:40 #2-3 seed with shortest travel
 10:45-11:25 #2-3 seed with farthest travel
 11:30-12:10 #4 or 5 seed

Semifinal Game #1 - 1 p.m. Tip-Off

12:30 p.m. Floor available for team warm-up - 25-minute countdown begins
 12:40 p.m. Officials meet with team captains
 12:55 p.m. Timer sounds buzzer - teams clear floor
 National Anthem / Player Introductions
 1 p.m. Tip-Off
 Halftime teams participating in second game **may not shoot** during halftime of the first game
 Conclusion of first semifinal (put 30 minutes on clock after final buzzer sounds if 2:30 or later)

Semifinal Game #2 - 3 p.m. Tip-Off *

2:30 p.m. Floor available for team warm-up - 25-minute countdown begins
 2:40 p.m. Officials meet with team captains
 2:55 p.m. Timer sounds buzzer - teams clear floor
 National Anthem / Player Introductions
 3 p.m. Tip-Off

* The second semifinal shall be promoted as "not before 3 p.m." and shall begin at 3 p.m. or not later than 30 minutes after completion of first game.

Championship Game Schedule - 2 p.m. Tip-Off

11:00 p.m. Shoot-around – 45 minutes
 11:50 p.m. Shoot-around – 45 minutes
 12:35 p.m. Floor cleared
 1:00 p.m. Floor available for team warm-up - 55-minute countdown begins
 1:40 p.m. Officials meet with team captains
 1:55 p.m. Timer sounds buzzer - teams clear floor
 National Anthem / Player Introductions
 2:00 p.m. Tip-Off

Half-Time Schedule

- Halftime intermission should be 15 minutes in duration. Hosts shall abide by the following halftime procedures:
- Clock begins when both teams leave the floor.
- Teams shall have a minimum of eight minutes to warm-up for the second half.
- All halftime entertainment activities must clear from floor by the eight-minute mark.
- If halftime entertainment activities conclude before the eight-minute mark, teams are permitted to use the additional time for warm-ups.

Practice at Championship Site

No practice other than the Conference-approved practice times will be permitted at the team championship site (host team excluded) prior to game day. Prior to the championship game, the facility will be made available for official warm-ups 60 minutes prior to the start of play.

VII. HOST INSTITUTION RESPONSIBILITIES

Basketballs

The host institution should provide each visiting team with a minimum of six basketballs of good quality for warm-up. Additionally, the host institution will provide game balls for each game hosted by the institution. There is **no official ball** for the championship.

Cheerleaders and Bands

Cheerleaders shall be seated on the apron of the playing area designated by the tournament committee. Bands are allowed to play during timeouts, between games, and before and after the competition on an alternate basis. In the absence of live music, the host is responsible for music.

Game Programs

The host institution is responsible for the production of 500 programs (or a typical amount for a regular-season home game) for the first-round game and 2,000 programs for the semifinals and championship game.

Hospitality Room

The host institution should provide a hospitality area for visiting administrators and members of the press. The Conference will reimburse for refreshments (sandwiches, cookies, soda, etc.) for the hospitality room. This area should also have press information on the Conference tournament and on each participating team. Access to the hospitality room should be limited to those with proper credentials.

Ladder

The host institution should provide a ladder for the championship team to safely take down the net if desired.

Media

The host institution should provide a working area for members of the press. This area should be at the scorers' table or as close to the court as possible. Access to the media area should be limited to those with proper credentials. The host Director of Sports Information, in cooperation with the Conference Office, shall control the issuance of media credentials for each home playoff game. Media in attendance should be provided with the following: (1) Game Program, (2) Statistics of competing teams, and (3) the latest Conference Report.

National Anthem

The national anthem ("Star-Spangled Banner") shall be played or sung before each tournament game.

Noisemakers

Artificial noisemakers, air horns or electronic amplifiers are not permitted.

Scorers' Table

The host institution will provide the official scorekeeper/statistician at the scorer's table for the first round, both semifinals and the final. The official scorer only shall wear an official's striped shirt for easy identification. Space shall be reserved at the scorers' table for a scorer from both teams. Game announcers are directed to be impartial in their duties.

Security

The host institution should:

- a. provide protection for equipment and warm-ups before and after the game, and at halftime;
- b. assure the prevention of alcohol use on the field and in the stands;
- c. enforce ban on artificial noisemakers within the facility;
- d. be available to escort disqualified person(s) to the locker room.

Spectator Areas

To avoid potential conflicts, the Conference recommends that the host institution designate distinct seating sections within the playing facility for:

Home Supporters Section

- Shall not be behind the visiting team bench.
- Should be available to advance ticket customers.
- Should have a distinct ticket (different from home supporters and walk-up sections) for admittance.

Visiting Supporters Section(s)

- Should be directly behind the visiting team bench(es).
- Should have a distinct ticket (different from visitor supporters and walk-up sections) for admittance.

Walk-Up General Admission Section

- Should have a distinct ticket (different from visitor and home supporters sections) for admittance.
- Should be available to supporters from all institutions.

Statistics

The host Director of Sports Information is responsible for contacting the local, regional and national outlets with the score and submitting a copy of the official box score immediately following the contest. **Two copies of halftime and final statistics should be posted in the lobby for spectator viewing.**

Tickets

Adults (18 and over): \$5

Students (13-18 without college ID): \$3

Students from participating schools: Free upon presentation of ID

Youth (12 and under): Free.

There are no complimentary tickets for the Conference basketball tournament, though an institution may purchase tickets for special guests and friends of the institution. Up to 12 cheerleaders and 25 band members will be admitted free, provided these groups announce their intention to attend the tournament with the host Director of Athletics.

The host institution shall afford each of the three visiting schools the opportunity to purchase 15% of the available tickets. The visiting teams should contact the Tournament Director no later than Thursday regarding the number of tickets desired and the process by which the tickets shall be available to the visiting team.

Videotapes, Films and Still Photographs

Institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. An institutional representative shall contact the event coordinator at the host site for camera space at the site.

Player Introductions

"Good afternoon ladies and gentlemen and welcome to the 2010 Centennial Conference Basketball Championship. Today's [1st round - semifinal - championship] game is between <school name> and <school name>. Now let's meet today's starting lineups.

alternate between visiting team and home team.

Player Introductions

The public address announcer shall introduce the starting players in the following order, beginning with the lower-seeded team: forward, forward, center, guard, guard.

The first player introduced shall proceed to the center circle at midcourt and remain there. Next, the first player from the higher-seeded team shall be introduced. That individual shall proceed to the center circle, where these two players shall shake hands; then each shall go to the free-throw line in front of the respective bench. The second player from the lower-seeded team introduced shall move to the jump circle, and the same procedure is observed until the final starter from the higher-seeded team has been presented. **The final players introduced must meet at the jump circle and shake hands, rather than immediately joining his teammates.** The two head coaches will be introduced (lower-seeded team's coach first) and they shall shake hands in front of the official scorers' table.

The head coach for <lower seed> is

The head coach for <higher seed> is

The officials for today's game are:

"The Centennial Conference promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racist 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."

In-Game Announcements During Breaks in Action

Want to know more about the Centennial Conference? Log onto www.centennial.org - your one-stop source for news, scores, stories and more on Centennial athletes and athletics. That's www.centennial.org. You can also follow the Conference on Facebook or on Twitter.

For your convenience, restrooms are located --

For your convenience, a concession stand is located --

We would like to remind all fans that smoking is not permitted anywhere inside the <VENUE>. Thank you for your cooperation.

approximately halfway through 1st and 2nd halves:

"We would like to remind all fans that the NCAA encourages and promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or ethnic 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. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your cooperation."

Halftime

In scores from other Centennial Conference championship action today ...

Basketball --

also you can read the above in-game announcements at halftime as well.

Post-Game Trophy Presentation Script

During breaks in the final five minutes of the contest ...

"Ladies and gentlemen, we ask that you stay with us at the conclusion of today's game for the presentation of the Centennial Conference championship trophy."

At the conclusion of the contest ...

"Ladies and gentlemen, we ask that you stay with us for the championship trophy presentation which will begin in a few moments."

Trophy Presentation

"Ladies and gentlemen, and now the trophy presentation. Here to present the Centennial Conference championship trophy is <choose one>

- Steve Ulrich, Executive Director of the Centennial Conference
- Kimberly Wenger, Associate Director of the Centennial Conference
- Director of Athletics, <name> College
- President, <name> College

First, let's have a round of applause for the two teams that provided us with a terrific championship game.

At this time, we would like to recognize the 2010 Centennial Conference runners-up from <college>. Congratulations to captains -- <names> -- head coach <name> and the rest of the <nickname> on a fine <W-L> record. Let's have a round of applause for <college>.

And now, we introduce to you the 2010 Centennial Conference champions from <college>. Congratulations to captains -- <names> -- head coach <name> and the entire <nickname> team on an outstanding <W-L> season that will continue in the NCAA tournament as the Conference's automatic qualifier. We would like to ask the members of the senior class to please come forward and accept the championship trophy.

Thank you very much for attending today's championship game and for your support of the Centennial Conference and its student-athletes. Please arrive home safely.



**MEN'S BASKETBALL
CHAMPIONSHIP
BUDGET REPORT
Feb. 24-27-28, 2010**

HOST SCHOOL _____

HOST ATHLETIC DIRECTOR _____

CHAMPIONSHIP EXPENSES

A. GAME OFFICIALS \$ _____

1. _____	Referee	\$ _____
2. _____	Referee	\$ _____
3. _____	Referee	\$ _____
4. _____	Referee	\$ _____
5. _____	Referee	\$ _____
6. _____	Referee	\$ _____
7. _____	Referee	\$ _____
8. _____	Referee	\$ _____
9. _____	Referee	\$ _____

B. HOSPITALITY \$ _____

TOTAL REIMBURSEABLE EXPENSES \$ _____

Signature _____