

OFFICIAL GUIDEBOOK
26th NJCAA DIVISION III
CHAMPIONSHIP TOURNAMENT
MARCH 10-12, 2016



Sullivan County Community College
STATE UNIVERSITY OF NEW YORK
Paul Gerry Field House
Loch Sheldrake, New York 12759

Dear Colleagues:

SUNY Sullivan is pleased to be hosting our sixth NJCAA Division III National Basketball Tournament. In our first five years, we have welcomed some wonderful guests, seen some amazing games, and made many new friends. We are looking forward to even more as we prepare for the 2016 tournament. As the Championship Tournament Director, I am excited to once again be working with an outstanding committee to insure that the experience of every district representative will once again be enjoyable and memorable. I have enclosed information concerning the tournament and hope to see your team here March 10-12, 2016.

We will be asking each school to pay \$24.00 per person to attend the tournament banquet. This will be an outstanding meal and will be hosted by the Villa Roma Resort & Conference Center. There will also be a \$15.00 per game charge for videotapes professionally produced for your games. Our host hotel will once again be the Villa Roma Resort & Conference Center. *As part of our agreement with the Villa Roma, each team is required to book a stay of a minimum of four nights.*

One of the most difficult tasks is putting together the high-quality tournament programs we provide each year, and we ask for your help in preparing for that aspect of the national tournament now. When you schedule your team picture this year, please make sure that the jersey numbers are showing and that your picture is a high quality image. Since all teams are contenders at this early stage, all teams should submit their materials for possible inclusion in the final program. To that end, we require that you submit your roster, logo, and team picture to our committee **no later than January 29, 2016.**

A roster form is included in this document so you know what school and player information we need. Send that information, along with your team picture and official logo as high resolution files (jpeg or pdf files) to **cdepew@sunysullivan.edu** by the above date. Roster information should be submitted as **Microsoft Word** files.

Thank you for your cooperation in making our tournament a success. We wish you luck and good fortune as you complete the remainder of your season.

Sincerely,



Christopher D. DePew, NJCAA DIII National Tournament Director

**NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION
DIVISION III
NATIONAL BASKETBALL TOURNAMENT COMMITTEE
2016**

EXECUTIVE COMMITTEE

Christopher D. DePew
Tournament Director

Brent Wilson & Georgia Lyons
Associate Tournament Directors

Ryan Snair & Everett Saul
Assistant Tournament Directors

TOURNAMENT COMMITTEE

Dr. Karin M. Hilgersom, President
Lyman Holmes, SUNY Sullivan Board of Trustees
Dr. Robert Schultz, Vice-President for Academics and Student Affairs
Sara Thompson Tweedy, Dean of Student Development Services
Cindy Kashan, Vice President for Advancement, Partnerships & Community Learning
Sue Horton, Controller
Tracy Hall, Director of Buildings and Grounds
Cheryl Welsch, Director of Institutional Computing
Tom Ambrosino, Professor Emeritus, Computer Graphics/Graphic Design
Roberta Byron Lockwood, President, Sullivan County Visitors Association
Adrianna Mayson, Director of Student Activities
Luis Delacruz, Coordinator of Network Services
Klu Padu, Admissions Counselor

HEAD TRAINER

Orthopedic Associates of Dutchess County

NJCAA Division III Basketball Chairman

Christopher D. DePew, Region 15 Director

NJCAA Division III Basketball Vice Chairman

Jack Sullivan, Region 19 Asst. Men's Director

Coordinator of Officials

Jack Sweeney

TOURNAMENT CONTACTS:

Tournament Director	Christopher D. DePew	(845) 434-5750, ext. 4313
Associate Tournament Directors	Georgia Lyons	(845) 434-5750, ext. 4294
	Brent Wilson	(845) 434-5750, ext. 4293
Tournament Tickets	Georgia Lyons	(845) 434-5750, ext. 4294
Tournament Banquet	Everett Saul	(845) 434-5750, ext. 4483
Tournament Soft Goods/Apparel	Ryan Snair	(845) 434-5750, ext. 4424

TOURNAMENT DATES: March 10, 11, & 12, 2016

TOURNAMENT SITE: Paul Gerry Fieldhouse, SUNY Sullivan, Loch Sheldrake, New York 12759

ROSTERS AND TEAM PICTURES: We need a high quality 5" x 7" or 8" x 10" team picture showing individual numbers emailed in hi resolution JPEG format to cdepew@sunysullivan.edu, as well as the completed official roster form included in this packet. Our printing deadline requires us to go to print as soon as qualifiers are determined. We realize that the qualifying teams are not yet determined, but we need team rosters and pictures to us no later than **Friday, January 29, 2016**. We ask the assistance of Regional Directors and Athletic Directors in securing this information from the top teams in the regions and sending us this information for our program.

RULES AND REGULATIONS:

1. NCAA Basketball rules will be followed.
2. Teams are limited to **sixteen** players as stated in the National Handbook.
3. The official tournament ball will be the Spalding, T1000-NJCAA.
4. All teams are guaranteed three games, playing on Thursday, Friday and Saturday. Game times will be at Noon, 2:00, 5:00, and 7:00 p.m.
5. 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 post-season- to the DragonFly film exchange 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 must be from a half court view and must be of good quality where player numbers are visible. Penalties for non-compliance include but are not limited to: the offending institution will not have access to the uploaded games on DragonFly, Letter of Reprimand to offending college president and a \$500 fine.

OFFICIALS: The officials will be assigned as stipulated in the NJCAA Handbook.

QUALIFICATION: The Tournament will be a standard eight-team tournament with a seed structure. #1-#8 seeded by the National Committee. Each team must play 3 games in the Tournament to determine first through eighth places.

One qualifier will emerge from each of the following districts:

District 1	Region III
District 2	Region IV & VII
District 3	Region II & V
District 4	Region XIII
District 5	Regions XV
District 6	Region XIX
District 7	Region X, XVII & XX
District 8	Regions XXI

We must be notified of all District representatives by February 28, 2016. Contact us as soon as your representative has been selected.

AWARDS:

1. Trophies and/or plaques will be awarded for first, second and third places.
2. The Championship and second place teams will receive up to sixteen medals.
3. A committee will select a nine-man All-Tournament team. Eight medals and a Most Valuable Player plaque will be presented.
4. A "Gary Cole" Coach of the Tournament award shall be presented.

TRANSPORTATION: SUNY Sullivan is located 50 miles from Newburgh, New York (Stewart/Newburgh Airport- SWF); 70 miles south of Binghamton, New York; 90 miles from Albany, New York (ALB); and 100 miles north of New York City (LGA). Airports in these cities are served by the major airlines. Each school is responsible for its own transportation while attending the tournament. The airports have rental vans available but require advance notification for rental. The parking lot by the Paul Gerry Fieldhouse is large enough for all parking. Buses will be allowed to drop off and pick up players at the entrance of the Fieldhouse. Drivers will then need to park in a lower area of the lot. This area will be marked.

LODGING: The world-famous 4-star Villa Roma Resort and Conference Center, phone number 800-533-6767, has been booked as the official headquarters of the tournament teams. The Villa Roma is located approximately 25 minutes west of SUNY Sullivan. As per NJCAA regulations, all participating colleges are required to pay for their pre-booked rooms at the Villa Roma whether or not they choose to take advantage of the accommodations at the host hotel. **Please keep in mind the four night minimum stay as per our agreement with the facility.**

Villa Roma Resort & Conference Center

Each participating team will be housed in their own private Villa that is in close proximity to the main hotel. These villas are separated into two-bedroom suites that each sleep 4. The cost of each Suite (sleeps up to four) is \$225 per night which includes a full service buffet breakfast. To find more information about the Villa Roma, please look at their website: www.villaroma.com. Please take a moment and watch the virtual tour on the front page of the website and you will see why we chose this luxurious location. The Villa Roma also has rooms available for friends and family in the main hotel: Single occupancy, \$99/night; Double occupancy room, \$125/night; 1-Bedroom Suite (sleeps 2), \$167/night; 2-Bedroom Suite (sleeps 4), \$225/night. Prices include full service breakfast buffet. **Please keep in mind the four night minimum stay as per our agreement with the facility.**

TEAM MEALS: We suggest eating at local restaurants. Meals are also available on the SUNY Sullivan campus through our Campus Dining by calling Mike Weintraub, Food Director at (845) 434-5750, ext. 4301 and at the seven restaurants within the Villa Roma.

TOWELS AND LAUNDRY SERVICE: We will provide bench towels and laundry service, limited to game and practice uniforms. Towels will be provided to each team for post-game showers.

TRAINING ROOM: A training room will be available to visiting teams. The training room is staffed throughout the tournament. Ice and water will be provided to each team. **Teams will need to bring their own taping supplies.** A hospital is located within 15 minutes of the college.

PRACTICES: There will be practice times available in the Paul Gerry Field House for the tournament teams on Wednesday, March 12, and each morning prior to tournament game time on a first request basis. Additionally, there are some local high schools that will be available for practice. Some locations require a certificate of insurance. Please bring a copy with you. **ALL** practice times need to be scheduled through Brent Wilson, Associate Tournament Director at (845) 434-5750, ext. 4293.

T-SHIRTS/SWEATSHIRTS/HATS: Soft goods will be on sale throughout the tournament. Teams may order items ahead of time by filling out the order form on Page 9, and returning it with a check or money order payable to: SUNY Sullivan - NJCAA Division III National Basketball Account. Orders will be ready upon arrival.

PARTICIPATION PASSES: Each participating college will receive a *maximum of 20 tournament passes* for the official team party. All players and coaches must present their pass to gain access to the gymnasium. **These passes may not be used for spectators. We ask that teams please purchase passes for their spectators.**

TIP-OFF BANQUET: There will be a banquet on Wednesday, March 11, 2015 at 7:00 p.m., for all players, coaches, officials, and workers, held at the Villa Roma Resort & Conference Center. The cost for the banquet will be \$24.00 per person. Please make reservations through Everett Saul at (845) 434-5750, ext. 4483 with the number of players and coaches attending by Friday, March 4, 2016.

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 middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (tennis shirt or dress shirt) and cotton trousers (e.g. khakis) shoes, (e.g. loafers and dress sandals) with socks are generally acceptable. (Per NJCAA handbook Section 14)

HOSPITALITY: There will be a tournament hospitality room available throughout the tournament. **This room will be open only to coaches, scouts, media, and authorized guests.**

TICKET INFORMATION: Tickets will be sold at the door. Ticket prices are as follows:

\$25.00 - All Tournament Pass - Adult (all games)

\$15.00 - All Tournament Pass - Student (all games)

\$9.00 - General Admission (per two game session)

\$6.00 - Student (per two game session)

Advance sale All-Tournament passes may be purchased by calling Georgia Lyons at (845) 434-5750, ext. 4294.

The only guaranteed seating will be with All-Tournament passes. General Admission will be sold on a space available basis with no advance sales.

PRESS PASSES/FACILITIES: Requests for press passes will be honored from newspapers, radio and television stations. Designated areas will be available for game broadcasts and videotaping. To obtain a press pass contact Georgia Lyons at glyons@sunysullivan.edu.

GAME UNIFORMS: Those teams on the upper line of the game bracket will wear dark uniforms and those on the bottom line will wear light uniforms.

COACHES MEETING: A Coaches' meeting will be held on Wednesday, March 9th at 5:30 p.m. at a site to be determined within the Villa Roma Resort. All participating coaches are **required** to attend.

VIDEOTAPING/DVD: At the conclusion of each game, the coach or his representative will be given a videotape/DVD of his game at a cost of \$15.00 per game. Do not ask for tapes of games other than yours, as this is an unethical practice.

WEB SITE: Our NJCAA Championship web site (www.championships-sullivan.com) is currently available and is being updated on a regular basis. It contains information about the tournament and an itinerary for the weekend. It will also have information about the teams as they qualify. During the tournament, it will be updated with the scores and other highlights of the games. We have banners that will be available that you can use to advertise the tournament on your website. **Please go to www.championships-sullivan.com.**

T-SHIRT/SWEATSHIRT ORDER FORM

There will be two color choices for T-shirts: Black or White, at \$15.00 each. The shirt is screened with the official tournament logo including all participating teams..

Long sleeve T-shirts are \$20.00. The shirt is screened with the official tournament logo and all participating teams.

Other items will be available for purchase at the tournament. (Golf shirts, hats, cushions, etc...)

Payment must accompany order. Make checks payable to: **NJCAA DIVISION III NATIONAL BASKETBALL ACCOUNT**

Send this order form to:

Ryan Snair (845) 434-5750, ext. 4424 / Fax: (845) 434-7262 / email: rsnair@sunysullivan.edu

SUNY Sullivan

112 College Road , Loch Sheldrake, NY 12759

Coach Name: _____ College Phone _____

College Address: _____

Item	Sizes (enter quantity of each size)				Total # of items	Item Cost	Total Cost
	M	L	XL	XXL			
T-Shirt (Black)						\$15	
T-Shirt (White)						\$15	
Long Sleeve T-Shirt						\$20	
Total Order							

All these items and some others will be on sale at the tournament site.

Only by sending this order form will your selection be guaranteed.