



College Basketball's Beginning...

2012

NIT SEASON TIP-OFF

TEAM MANUAL

September 12, 2012

**NIT SEASON TIP-OFF
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The National Invitation Tournament (NIT) is under the direction, and supervision of NIT, L.L.C., an Indiana limited liability company authorized to do business in the State of New York. The National Collegiate Athletic Association (NCAA) is the sole member of the NIT, L.L.C.

Preface

This manual contains the policies and procedures governing the administration and conduct of the NIT. In the event of a conflict between any of the terms set forth in the manual and anything set forth in the agreement between the NIT, L.L.C. and a participating institution, the terms of the manual shall be deemed to prevail and be binding.

TEAM SELECTION PROCESS

At the time of invitation, the following selection criteria were in effect to determine the teams to participate in the NIT Season Tip-Off:

- Returning letterman
- New players
- Strength of schedule
- Polls
- Compliance with NCAA bylaws

PLAYING RULES AND FORMAT OF THE TOURNAMENT

The official NCAA Basketball Rules for the year shall govern all Tournament play. The parties agree that the NIT shall have sole authority to determine the pairings of all Tournament participants for each round as well as the sites for all Tournament contests. Each Institution shall be scheduled to play four (4) games. At each site, the two winners from each of the first round games shall play one another with the winner of that second round game advancing to the semi-finals for further competition in the Tournament. The three teams at each site that do not advance to the semi-finals will participate in third and fourth round games. These games will be played on the home campus sites of the three highest remaining seeds. Participating teams will not play any team twice and third and fourth rounds will be assigned to the most geographically compatible site possible.

ELIGIBILITY AND COMPLIANCE

Upon execution of its agreement with the NIT, L.L.C., each institution participating in the tournament, guarantees that all players and coaches representing it shall be eligible for participation in intercollegiate athletic competition at the time of the tournament under the rules and regulations of the NCAA and/or conference of which it is a member.

If the appropriate association, conference, or institutional authority declares a participating institution, or any of its players or coaches ineligible to participate or if such authority rules that a participating institution is precluded from appearing on television, after such institution has been invited to the tournament, NIT, L.L.C. reserves the right, in its own discretion and without

liability, to withdraw its invitation to the institution, to prevent any further participation by institution in the tournament, and to rescind the agreement between the institution and the NIT, L.L.C.

The institution agrees that if, subsequent to any participation by the institution in the tournament, a player or coach representing it therein is found to be ineligible under any of the regulations described herein, the institution shall promptly return its share of the net receipts to NIT, L.L.C. to be redistributed.

LIMITED LIABILITY

Neither party to the agreement between the institution and the NIT, L.L.C shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence and/or willful misconduct or the negligence and/or willful misconduct of those acting within its control. In no event shall the NIT, its officers, Board of Managers, Member, or representatives be responsible for indirect, incidental, special or consequential damages, including but not limited to lost profits.

INDEMNIFICATION

- a. Except as noted in the preceding section, and to the extent allowed by law, each institution shall indemnify, defend and hold the NIT, the NCAA, and their respective officers, employees and agents harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorneys fees to the proportional extent arising out of its breach of its agreement with the NIT, L.L.C., or its actions or omission or inaction related to such agreement, provided that the NIT shall notify the INSTITUTION within a reasonable time of its gaining knowledge of any such claim or litigation to which this indemnity shall apply.
- b. Except as noted in the preceding section, and to the extent allowed by law, the NIT shall indemnify, defend and hold the INSTITUTION harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorneys fees to the proportional extent arising out of its breach of its agreement with such institution, or its actions, omission or inaction related to such agreement, provided that INSTITUTION shall notify the NIT within a reasonable time of its gaining knowledge of any such claim or litigation to which this indemnity shall apply.
- c. In the event an institution cannot, by law, provide the indemnification set forth in paragraph (a) above, then the indemnification language set forth in paragraph (b) above shall be inapplicable, and all of the NIT's obligations in connection therewith shall be null and void, as to such institution.

FINANCES

Share Distribution

Net revenues from all tournament contests shall be distributed as follows:

- a. The NIT shall retain a management fee, as determined by the NIT in its sole discretion, for the administration of the tournament, and shall be included as part of tournament's operating expenses.
- b. The balance of such net revenues shall be divided into 32 sharing units. One (1) unit shall be distributed to each institution for participating in the first two games at each site but failing to win their first contest. Two (2) sharing units shall be distributed to each institution winning the first of two games but losing the second. The four (4) schools advancing to competition in New York each shall receive a total of four (4) units.
- c. For the purpose of the Agreement, "net revenues" is defined as all gross revenues received by the NIT from ticket sales, sales of radio and/or television broadcast rights, sale of Internet rights, and from any other source connected with the tournament, (except for those funds designated by sponsors for specific hospitality), less all costs and expenses incurred in conducting the tournament and all events connected therewith, including but not limited to payment to home facility, and a pro rate share of operating expenses of the tournaments conducted by the NIT.

These shares will be distributed in May 2013. If there are any outstanding monies (extra attendees at hospitality events in New York, tickets etc.) not received by the NIT, L.L.C. thirty days prior to the end of May 2013 these monies will be deducted from the distribution of shares a conference or participating institution is expected to receive.

MEDIA

Broadcast Rights

All media broadcasts, telecasts, or other representations, including but not limited to radio and television rights, of all tournament contests are the exclusive property of the NIT, L.L.C. These rights include, but are not limited to, all forms of radio broadcasting, commercial and non-commercial television, and all forms of cable and satellite telecasts, live or on tape including rights to re-telecast in whole or in part, and all other broadcast media, including that on the Internet and on other new media, now known or hereafter discovered. All of the aforesaid rights for all tournament contests, excluding radio broadcasting, have been sold by the NIT to ESPN. No institution may negotiate with, or otherwise sell to or allow use by, any party any said rights without the prior express consent of ESPN, in writing.

ESPN holds the exclusive rights to televise games. No other televising of tournament games may take place without express consent of ESPN. Information for contact persons for radio and TV rights purchases may be obtained by contacting Will Hopkins (317/917-6779).

Radio Information

National radio rights. Westwood One/Dial Global Sports owns the national radio syndication and satellite radio distribution rights to the NIT Season Tip-Off and the Post-Season NIT. Westwood One/Dial Global information can be found via the Internet at <http://www.dialglobal.com/>.

Local radio rights. IMG College administers the NIT local radio rights. No exclusive rights shall be granted, except in those instances when a competing institution shall request such rights for a station or network that contracted for exclusive coverage of the institution's regular-season games. Such exclusive rights then shall be restricted to the markets where exclusivity existed during the regular-season games. In the instance that two universities or colleges have radio stations in the same market, then exclusive rights shall not be granted in that market.

The university or college station of each competing institution, or the station designated by that institution as its official station, shall be guaranteed broadcast space. Applications from other stations will be referred to the media coordinator and space will be made available as the facilities permit. IMG and the NIT reserve the right to deny radio stations the right to broadcast any NIT games.

Institutions may stream their own games on the Internet only under the following circumstances:

- May stream post season content only if they also stream their regular season games
- May stream content only on their institution's own athletic or institution website.
- May not be aggregated by any third party including but not limited to search engines, content providers, ISP's, Web designers, hosts, marketing partners or any social media associated with the above.
- May not authorize any third party to link to their streaming content.
- May not archive any NIT video or audio content.
- Must include on the same page as the streaming content a prominent link to NCAA.com/NIT.
- May not promote the availability of a streaming offering on any location, online or off, other than own athletic or institution site.
- May not depict graphically current game action (e.g. real time scoring, real time stats) while in progress except under the same guidelines as noted above for streaming content except when specifically granted by the NIT or NCAA broadcast staff.

All stations broadcasting any round of an NIT shall be required to fill out the NIT Season Tip-Off rights fee agreement.

Questions may be directed to IMG College (Mike Dodson - mike.dodson@imgworld.com, 859/226-4390 or Cindy Johnson – cindy.johnson@imgworld.com, 859/226-4225). The rights fee agreement must be fully completed including the direct link to the audio player if the broadcast is going out via the Internet. Please note, rights will not be granted until the rights fee agreement is completely filled out.

IMG College will authorize the form and submit it to the on-site media coordinator/host sports information director. On-site personnel from the radio station also should retain a signed copy of the radio agreement for reference.

All originating stations will need to make rights fee payments prior to each game being broadcast. A fee will be charged for each affiliate station of the network as well. Stations will be charged for each game/round of the championship in which it broadcasts.

A participating or host institution shall make no additional charge or receive any additional consideration for the rights accorded hereunder to the originating station(s) or network.

The radio rights fees owed to the NIT Season Tip-Off are as follows:

Originating commercial stations (non-student or student)	\$200 for the flagship \$75 per station for each affiliate station joining the network.
Non-commercial radio stations feeding a commercial station	\$150 \$75 per station for each affiliate station joining the network.
Student-run, non-commercial radio stations	\$0
Authorized Internet streaming	\$100
Note: These fees are on a per game basis.	

Rights fee payments will be due to IMG College prior to the start of each game being broadcast.

Any station that does not broadcast a game of a given championship, after contracting for such space, shall be required to pay a forfeiture fee of 50 percent of the original rights fee for that particular championship.

The commercial format used by radio stations shall conform to acceptable broadcast standards to ensure a quality broadcast. In addition, all commercial radio stations must follow the NCAA's Advertising and Promotional Standards (<http://www.ncaa.com/content/ncaa-promotion-and-advertising-guidelines>).

Only the NIT's national radio rights holder may display a banner at an NIT game site. No other entity will be permitted to display signage inside the venue.

If you have any questions regarding this policy, please contact Julie Kimmons via e-mail at jkimmons@ncaa.org.

Non-rights holding stations/networks covering championship. Non-rights holding radio stations/networks may report on the events of the championship at anytime from its studio for broadcasts within the framework of general and sports newscasts. It may broadcast live programming from the venue under the following conditions when Westwood One/Dial Global Sports is originating a national radio broadcast of an NIT event.

Live description of any game in progress is prohibited. Programming shall originate only from the media workroom, and use of NIT courtesy telephones is prohibited.

Live programming may not originate from inside the arena on game days from the beginning of the contest of the first game at the site each day until the end of the last game at the site each day.

Agencies that do not own play-by-play rights, but are affiliates of Westwood One/Dial Global Sports or a participating institution's network may generate live programming (e.g., news reports, call-in show participation) for a maximum of ten minutes per hour at times other than the period described above.

Agencies that are not affiliates of Westwood One/Dial Global Sports or the schools' networks may generate live programming for a maximum of one minute per hour at times other than the period described above.

Westwood One/Dial Global Sports will provide up to one (1) minute of audio highlights after the event has concluded for use in a regularly scheduled sports news or news program. Sports entertainment programs do not qualify under this provision, however, regularly scheduled coaches' shows do qualify. These highlights can be used for no more than 72 hours after the event has concluded. Organizations using these highlights must include an audio courtesy "Westwood One/Dial Global Sports Network and the NIT."

Originating radio networks' telephones. Telecommunication service for the originating radio networks and the NIT radio network is coordinated through the host institution. Please contact the host institution or venue for all services.

Internet streaming. All commercial websites streaming audio on the Internet shall be subject to a streaming rights fee regardless if the broadcast contains commercial inventory or not. No advertising may appear in the broadcast player. All audio streams must be submitted to NCAA.com/NIT and will be aggregated in the appropriate sections only on the official site, NCAA.com.

Video Internet Streaming

Video streaming is **NOT** permitted for games broadcast on ESPN, ESPN2, ESPNU or ESPN3. Games not televised on the previously mentioned ESPN's Networks or via syndication; institutions may video stream with express written consent from the NCAA. Video streaming rights requests must be submitted online by visiting NCAA.com/media.

Press Arrangements

Subject to limitations of space, seats at the press table (area) at each game site shall be assigned to the working press by the host SID in accordance with the following priorities:

1. Certified working media representatives from the immediate locale of the tournament site, or the immediate locale of the competing teams.
2. Certified working media representatives filing from the site via wire or telephone.

3. Other certified working media representatives and certified radio and television reporters.
4. All requests for Madison Square Garden press accommodations should be directed to the SID at the school for which the media entity is interested in providing coverage. In addition, credential request forms for the NIT Season Tip-Off will be available on the NIT website at www.nit.org.

Post Game Press Conference

At the conclusion of each game, the participating teams' dressing rooms shall be open to the media after a 10-minute "cooling-off" period and shall remain open for a minimum of 30 minutes. The timetable for the 10-minute period begins when the head coach enters the dressing room immediately after the game.

It is the responsibility of the media coordinator to arrange for a press conference at an appropriate interview area immediately after the dressing rooms are open. The head coaches and at least two student-athletes of each participating institution shall make themselves available to the media representatives staffing the game for this tournament. The coach of the losing team will appear first in post-game press conference. **Student-athletes are to wear school issued uniforms or NIT apparel only.**

Media Access at Practice

It is the decision of each participating institution of whether or not to open practice. Please check with the respective sports information directors.

Locker Room Access

With an institutions coach's permission, the ESPN crew may enter a team's locker room before or after a game to shoot feature material (nothing live). In a postgame situation where drug testing will occur, the crew may enter the locker room with the team, but must leave when the drug-testing crew enters to notify student-athletes that they will be tested. There shall be no access during halftime.

Media Guides and Game Programs

The NIT will be shipping each host institution for the first and second rounds NIT game programs to be sold on-site. Game programs will also be available at Madison Square Garden. NIT media guides will be available online at www.nit.org.

ESPN News Access Guidelines

Highlights of sports events on any ESPN or ABC television network or other media service may be used by other media only as follows:

1. Any use of excerpted material may be subject to rules of the applicable rightsholder sanctioning the event (*e.g.*, NFL, MLB, NBA, etc.).
2. Excerpts can only be made from live event programming. No use can be made of interviews, analysis, pre-game/post-game shows, commentary or other non-event material.

3. Highlights can only be shown in bona fide, regularly-scheduled television news programs in which the sports content is comprised of multiple sports (*i.e.*, no single-sport highlight shows).
4. Excerpts are limited to a maximum of two minutes of one event and a maximum of one minute per each additional event, per news program. No more than four minutes of ESPN/ABC (combined) highlights can be used in any 30-minute program, and no more than six minutes of such material can be used in any 60-minute program.
5. No audio material, including voices of on-air talent, may be used.
6. On-air ESPN/ABC graphics included in the highlights cannot be blocked or covered.
7. Excerpts that comply with all of the other terms hereof may be distributed only (i) as part of a linear television network or station distributed via over-the-air terrestrial broadcast, cable television and/or direct broadcast satellite, and (ii) the simulcast of the applicable programming as part of that television network or station via the Internet or mobile/wireless technology (which simulcasts may not be archived, offered on a delayed basis, or made available for download). Other than such live simulcasts, any use of excerpts on the Internet, or other online service, wireless device/service or interactive multimedia distribution transmission is strictly prohibited.
8. No sub-licensing of usage rights to any other entity is permitted.
9. Highlights of an event can only be displayed during the first 48 hours after conclusion of the applicable event – no “in-progress” highlights or archiving of material is permitted.
10. A “courtesy” credit clearly identifying ESPN must be given with the same placement, frequency and prominence as required by the reciprocating network, but in no event less than at the conclusion of the program.
11. Any potential usage of highlights not complying with these guidelines must be approved in writing in advance by ESPN.
12. ESPN reserves the right to modify these Guidelines at any time.

Mini-Cam Policies

1. **For ESPN, ESPN2, ESPNU and ESPN3 games; participating institutions will be permitted to have one credentialed videographer videotape from the baseline in the photographer’s box (only) for only the NIT games their specific institution is participating in. The on-site director will facilitate where the camera placement will be so it does not interfere with live coverage. For ESPN, ESPN2, ESPNU and ESPN3 games, credentialed local television crews may videotape from the baseline in the photographer’s box (only) as long as there is space available. The participating institutions videographers and photographers will receive first**

priority. Institutions and local television crews must follow all access guidelines and use of footage polices outlined on the previous pages and below.

2. For NIT games not carried live on ESPN, ESPN2, ESPNU or ESPN3 credentialed television crews may videotape the game. Live transmission is not permitted. A maximum of two minutes of footage may be shown for no more than 48 hours after the conclusion of the game.
3. If a non-originating television station, network or local cable channel desires to receive videotape and audio of NIT games shown on the ESPN networks, it must credit ESPN for all footage used. Any video or audio highlight excerpts that are aired by a telecaster shall include an on-air “Courtesy ESPN.”
4. Camera persons representing non-originating agencies are permitted to photograph news conferences, regardless if the game was televised.
5. Non-originating telecasters have access to the arena floor until 30 minutes before the televised game. During this time, mini-cam operators may transmit or tape “stand-ups” or record other material from the end zones only. When the first game of a session is not televised and the second one is, stand-ups cannot be recorded until the first game has concluded.
6. The host media coordinator will identify an area off the court for all non-originating television representatives to wait until ESPN has discontinued its coverage from the site. The host media coordinator will escort them to the court when it is available.
7. Locker rooms are open for post game coverage.

INSTITUTION NAME, MARKS AND LOGOS
--

1. **Grant of Rights.**

The institution hereby grants the NIT, and its agents, licensees and all others acting under its control or on its behalf in connection with the tournament, the right to copy, publish, and otherwise use its name, marks and logos for purposes of advertising and promoting the tournament, through any media and in any territories deemed advisable by the NIT and its agents, licensees and others acting under its control or on its behalf in connection with the tournament.

2. **Cooperation.**

The institution shall cooperate with, and as requested by, the NIT and its representatives to allow use of the institution’s name, marks, and logos in accordance with the NIT’S merchandise licensing program and royalty payment structure.

TRAVEL AND PER DIEM

The Institution shall be completely responsible for making its own travel and hotel reservations in accordance with the following: The NIT, L.L.C.'s official travel agency for the tournament is Short's Travel Management, which can be reached at **866/655-9215**. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps. The same username and password used for NCAA championship travel will be needed to arrange NIT tournament travel.

The NIT, L.L.C. has adopted the following policies with respect to the travel and living expenses incurred by the competing institution for a maximum party of 25 persons:

1. **Air Transportation:** Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NIT, L.L.C. will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NIT, L.L.C., for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NIT, L.L.C., will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size of 25. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NIT, L.L.C. travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

The NIT, L.L.C., will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed.

The NIT, L.L.C., will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. **Hub Rule:** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NIT, L.L.C. travel staff may increase this mileage limit if circumstances warrant.

3. **Ground Transportation:** Teams located within 350 ground miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the mileage calculator available through the online reimbursement system. Local transportation is not reimbursable by the NIT, L.L.C. and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation.

CHARTER BUS TRANSPORTATION PROGRAM

The NIT will be a part of the NCAA ground transportation program. All travel policies related to reimbursement of ground transportation will apply. However, **teams will be required to use the NIT provider, GO Ground Options, who will arrange services with the bus operator and provide assistance to institutions.** The NIT will pay for the services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NIT travel policy. For the charter bus costs that are not covered by the NIT travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

The NIT will pay the actual costs for one (1) bus per team. The number of buses paid for is determined by the travel party size for each sport. Per the transportation policies, the NIT will reimburse the following:

Teams that are required to **drive to the site of competition:**

The NIT will pay the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

Teams that **fly to the site of competition:**

If campus is 25 miles or more from the departure airport, the NIT will pay the cost of the airport transfers, both on departure and on return.

If the arrival airport is 25 miles or more from the site of competition, the NIT will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.

If either of the legs described above are less than 25 miles, no costs will be paid by the NIT since local transportation is at the cost of the institution.

Institutions can contact GO Ground at **866/386-4951**. Their online ground transportation portal can be accessed at www.gochampionships.com. The username and password is the same as that used for the Short's Travel portal.

4. **Per Diem:** Per diem shall be limited to a maximum allowance of \$130 per person for the traveling participants of first/second/third/fourth-round contests. In this regard per diems shall be calculated as follows:
 - a. One for the day prior to the competition, if travel occurred on or before that day.
 - b. One for each day a team competes.
 - c. One for each day intervening between a team's contests.
 - d. One-half for the day of departure from the site if the team did not compete on that day.

Per diem will be provided for the official traveling party of 25 persons.

No per diem will be paid to host institutions.

5. **Expense Reimbursement:** Team expense reports will now be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at:

<https://web1.ncaa.org/TES/exec/login?js=true>

All traveling institutions must complete the online reimbursement process in order to receive the appropriate reimbursement.

6. **Travel Exceptions:** Be advised that if extraordinary circumstances may warrant an exception to the tournament's guidelines, you must contact the NIT, L.L.C. travel department for approval **PRIOR TO** making any travel arrangements. The travel group can be reached at 317/917-6757, or by e-mail at travel@ncaa.org.

LODGING

Hotel reservations for the official traveling party of each institution for the first/second/third/fourth-round games of the tournament are the direct responsibility of the respective institutions. The participating institution shall be responsible for payment of all hotel costs at the time of departure from the hotel. Except as otherwise expressly set forth herein, institutions are responsible for expenses throughout the tournament, including ground transportation, lodging, meals, etc.

HOST INSTITUTION OBLIGATIONS

1. The hosting Institutions must complete the online questionnaire and budget found at <http://web1.ncaa.org/champsBidV20/exec/login?loginSubmit>LoginWithTabs> and must otherwise be in compliance with all NCAA and/or NIT hosting policies and qualifications. In the event the NIT, L.L.C. should select the home playing facility of the institution as host for any of the tournament games, the institution agrees to act as the host institution for such contest. In this regard it is understood that the NIT, L.L.C. shall have no control over the facility or any of the personnel used by the institution in the performance of its duties in the presentation of the game. Therefore, the host institution

shall be responsible for all details and expenses normally undertaken by a host institution for NCAA Division I Men's collegiate basketball contests, including, but not limited to the following, unless specifically modified by the executed agreement between the host institution and the NIT, L.L.C.:

- a. Provide and maintain appropriate liability insurance coverage for all risks normally incident to the staging of a collegiate basketball game including, but not limited to appropriate disaster coverage and to further provide an endorsement on such policy of the institution naming the NIT, L.L.C. and the NCAA as an additional insured parties. Further in this regard, the institution agrees to assume all liability for the acts of all servants, employees, agents and others acting under its direction and control in the performance of any of the above responsibilities and to hold and save the NIT, L.L.C. and the NCAA harmless from any and all liability for the conduct of such persons when and if same is not covered by liability insurance.
- b. Provide proper playing conditions for an NCAA Division I Men's Collegiate Basketball game (including but not limited to the playing surface, lighting, heating, scoreboard, game clock, shot clock, three-point line, official scorekeeper, public-address system, announcer and adequate locker room facilities for both the competing teams and game officials).
- c. Designate a site coordinator who should make arrangements for a meeting with the head basketball coaches prior to all tournament games to confirm uniform colors, bench and locker room assignments and to cover any other pertinent tournament policies. The NIT banners will be shipped to each site to be displayed at court level, as directed by the NIT.
- d. Provide for the printing and sale of all tickets as follows:
 - 1) Tickets must go on sale as early as possible. All tickets must go on sale simultaneously (this includes student, reserved and general public).
 - 2) The NIT, L.L.C. must approve all ticket pricing. Regular season pricing policies shall be used at each host site, provided the prices meet or exceed the established minimum prices. **The minimum prices are as follows: reserved \$10.00, general admission \$9.00 and student \$4.00.**
 - 3) Space for the NIT, L.L.C. site representatives must be provided at the scorer's (first preference) or press table with access to the internet, phone and TV monitor.
 - 4) Have tickets available for sponsors and advertisers of the Tournament on request by the NIT, L.L.C. Tickets for sponsors and advertisers must reflect a fair distribution of quality tickets. Any tickets requested shall not be charged as income at the host site.

- 5) Scouting seats (up to two) should be provided to other teams participating at the tournament site.
 - 6) Fifty (50) complimentary tickets shall be made available to participating institutions (at least 25 of these tickets should be located behind the team's bench for their games at campus sites and the other 25 tickets behind the team's bench or next best possible location available). **Procedure shall be different for the semifinal and finals at Madison Square Garden in New York. No complimentary tickets at Madison Square Garden.**
 - 7) Ticket allocations (for purchase) to the visiting institutions must not be less than one hundred (100) tickets per each of the three (3) visiting institutions. This allocation of tickets for purchase by the three (3) visiting institutions should be in the best possible locations available. All unsold tickets must be returned 24 hours before the scheduled game and will be released for sale.
 - 8) Each participating team shall be entitled to twenty-five (25) competitor's/team passes for the coaches, players, trainers, etc.
 - 9) Participating institution's bands will receive thirty-one (31) complimentary seats; twenty-nine (29) for band members, one for band director, and one for the cheerleader coach for their institution's game only. The cheerleaders will be admitted from a pass list which will include twelve (12) cheerleaders and one (1) costumed mascot. **Please note these procedures will be different for Madison Square Garden – each institution will be limited to twelve (12) cheerleaders OR dance team members and one (1) costumed mascot which will be admitted via a pass gate list. The twenty-nine (29) band members will need to purchase student tickets which are \$10 through Madison Square Garden.**
 - 10) An institution may provide each student-athlete with four (4) complimentary admissions to any of the NIT Season Tip-Off games at which the student (or team) participates.
- e. On dates of competition, no alcoholic beverages or “nonalcoholic beer” shall be sold or dispensed for public or private consumption anywhere in the facility property, other than in privately-owned suites specifically exempt by facility contract or in restricted access club seat concessions. (Such beverages may not be delivered / brought to the site during the time that the public has access to the facility for an NIT game).

- f. **Provide the facilities normally used by the host institution for televising its home basketball games and further to cooperate with NIT, L.L.C.'s television licensee with respect to all licensee's normal requests for televising contests, all without any charge to the NIT, L.L.C. or to its licensee.**

NOTE: In no event shall the NIT honor any television origination fee or similar fee as a valid expense to the host institution.

- g. E-mail a copy of official final box score (both PDF and Stat Crew *.bpc files) with game attendance immediately upon completion of each game to, whopkins@ncaa.org and jswilliams@ncaa.org.
 - h. Provide appropriate crowd control as set forth in this manual.
 - i. **Signage Rights:** All tournament games are the sole property of the NIT, L.L.C. and only the NIT, L.L.C. may contract for the sale of signage display rights at such games as further provided herein. In this regard, it is understood that the NIT, L.L.C. shall have the exclusive right to display signage on the playing floor, scorer's table, press table, basket supports, chair back covers and other areas immediately adjacent to the playing floor. Except for the areas mentioned in the preceding sentence, the NIT, L.L.C. shall have no other signage rights in the home facility. Without limiting anything herein, the diagram (SEE APPENDIX A) attached to this manual illustrates the areas for which the NIT, L.L.C. has exclusive rights regarding signage. For the avoidance of doubt, the host institution shall have no rights regarding, and shall not provide, signage in the noted areas, and shall otherwise use its best efforts to cooperate with the NIT, L.L.C. and its licensees in the placement of signage for NIT, L.L.C. sponsors and advertisers in the areas mentioned above, including the placement of rotating courtside signage systems, and in the covering of unauthorized signage as requested by the NIT, L.L.C. in its sole discretion. Each institution shall e-mail a digital photo to Will Hopkins at whopkins@ncaa.org taken from TV camera angle of the floor markings and arena layout in advance of Tournament games to be hosted by such institution.
 - j. Provide access to laundry services within the facility prior and/or conclusion of practices and games.
2. The host institution is encouraged, but not required, to provide a "hospitality meal" for the participating institutions administrative personnel prior to the games. A maximum allowance of \$1,000 will be allocated to each host school in their game expenses for such a reception. This allowance must be accompanied by supporting documentation and submitted with the host team report.
 3. Each host institution shall retain revenues from all concessions sold during tournament games played therein with the exception of NIT merchandise, including all product bearing the NIT logo, which the NIT shall retain, except as otherwise agreed to by the

NIT. The NIT, L.L.C.'s sole financial obligation, other than the payment designated in the section outlining distribution of net revenues herein, shall be to pay an honorarium to host institution, if criteria established by the NIT is met. Each host institution is required to complete the online budget at the link below and agree as a condition of the institution receiving a hosting opportunity, to pay a minimum of the financial guarantee to the NIT, L.L.C. based on host institution's submitted projection of game ticket revenues and expenses.

<http://web1.ncaa.org/champsBidV20/exec/login?loginSubmit=LoginWithTabs>

The institution may receive an honorarium, determined in the NIT, L.L.C.'s discretion, in an amount up to fifteen percent (15%) of net game receipts derived from the tournament contest (i.e., gross ticket receipts less approved game expenses).

NOTE: Rental charges to the institution for use of the institution's home playing court, whether the game is on campus or off campus, shall not be an approved expense and will not be validated.

Actual revenues collected and approved expenses shall be submitted through the on-line championships financial reporting system provided by the NIT, L.L.C. No expense will be honored by the NIT, L.L.C. which is not prescribed as an approved expense on the host team expense report. For all reports not submitted within 60 days of the last day of competition at a site, a penalty will be imposed as a reduction to any honorarium to be awarded or institution's tournament distribution share.

Each host institution shall transmit the financial guarantee or all ticket revenues less expenses authorized by the NIT, L.L.C. to the NIT, L.L.C. office within 60 days of the last day of competition at a site. The check should be made payable to the NIT, L.L.C.

Please submit payment to:

NIT, L.L.C.
Attn: Sharon Kincaid
P.O. Box 6222
Indianapolis, IN 46206
Federal ID# 86-1170069

FACILITY/GAME MANAGEMENT

Media Coordinator

It is of the utmost importance that the following materials be turned over to the NIT representative in attendance at each site.

- Participating team media guide (upon arrival).
- Final box score. (E-mail PDF and Stat Crew *.bpc files to Jeff Williams at jswilliams@ncaa.org and Will Hopkins at whopkins@ncaa.org).
- Official game attendance as provided to the media.
- Game programs will be produced by the NIT and shipped directly to each host venue.

Public Address Announcer

The public-address announcer represents an important role in the administration and conduct of the Tournament. The announcer is responsible to the site representative at each site and shall adhere to the policies adopted by the event (Please refer to Appendix B).

Crowd Control

The responsibility for crowd control rests with the director of athletics or the designated host site coordinator. The directors of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship. Host institutions must provide appropriate security, including, but not limited to, appropriate police and fire protection pursuant to all local ordinances and state statutes. Attention should be given to seating arrangements that will alleviate crowd-control problems. In addition, evacuation and emergency plans should be in place and should be reviewed before game time. The director of athletics, or the designated host site coordinator, shall be prepared to utilize the public-address systems at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or other team representatives will not be tolerated. Individuals making such remarks may be removed from the site of the competition.

Signs and Flags

Large signs, flags, or banners are not permitted. It is the director of athletics' responsibility to confiscate all prohibited articles. No sign, flags or banners of any size may be affixed to the facility. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted.

Lights

There should be no **"lights out"**, laser shows, light shows, smoke shows, etc. during introductions or during any part of a tournament game.

Artificial Noisemakers

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. The director of athletics shall be responsible for enforcing these provisions.

Award Presentations

There should be no awards or special presentations prior to or during any tournament game, unless approved by NIT, L.L.C. in advance of said game.

Bench Personnel

All teams shall be limited to a total of 20 individuals, including coaches, players, trainers, etc., and team benches (or chairs) shall be set for 20 individuals only.

Practice Workouts

At first/second/third/fourth-round sites, requests for a specific practice time not less than 60 minutes at the site of tournament game must be directed in advance to the host site coordinator and will be assigned pending court availability.

Doctors

A doctor or certified athletic trainer shall be present at courtside during all tournament games. The site coordinator shall make the necessary arrangements to assure that a doctor or certified athletic trainer is present.

Game Films

All filming by institutions, including for coaching purposes, must be approved by the television licensees designated by the NIT, L.L.C. Information regarding a contact person for such inquiries will be made available to the participating teams prior to the tournaments. Institutions wanting to film for coaching purposes please contact the host site coordinator for filming locations. The host institution shall provide each team at their site with a copy of each game played per day at the sites.

PEP BANDS and CHEERLEADERS

Pep Bands

Bands are limited to twenty-nine (29) band members and one (1) band director. If a band desires to play its institution's alma mater, it must be played after the national anthem. Admission for the band will be through a designated entrance, provided by the host institution. The band director is expected to accompany and supervise the band at all times and will have a seat in the band seating area. Bands or any component thereof (including drums) may not play while the game is in progress. Bands may play during timeouts. Bands and cheerleaders of the two participating institutions will alternate performances during timeouts.

Amplified Instruments

Electronic amplifiers and/or instruments **are not permitted.**

Full Timeouts

First full (media) timeout Visiting team
Second full (media) timeout Home team
Third full (media) timeout Visiting team
Fourth full (media) timeout Home team

Thirty-second Timeouts

First 30-second timeout Visiting team
Second 30-second timeout Home team
Third 30-second timeout Visiting team
Fourth 30-second timeout Home team
(Continue rotating visiting team, then home team.)

If there is only one band for the game, that band may perform all full (media) and 30-second timeouts given that they alternate the timeouts with neutral music and their alma mater or other school fight songs.

National Anthem

The higher-seeded (home) team's band shall be given the first option to play the national anthem prior to the first game of the session each night. If the host institution is not participating in the first game of the session on a given night, the national anthem will be played prior to the second game of the session as well. If they defer, the lower-seeded team's band will be given the option. If neither band is present or defers, the facility should provide a recording of the anthem. **Vocalists are not permitted, nor shall a color guard be used during pre-game ceremonies.**

Note: For campus sites, if the host institution is playing the second game of the doubleheader there will be two national anthems played. If the host institution plays the first game of the doubleheader there will only be one national anthem played prior to the first game.

Cheerleaders

When play is in progress, all cheerleading squad members must sit or kneel on one end of the court, on the side of the basket opposite the photographers. These individuals will have access to this area only when their institution is participating. They will be allowed on the playing floor only during full (media) timeouts. They must not block the view of participants, patrons or media during competition. Cheerleading squads are not allowed to enter into the general public seating area or position themselves behind the team benches to lead cheers at any time. Squads are restricted to the designated half of the baseline area, except when performing on the court during full timeouts or halftime. Mascots shall adhere to the same policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc. At no time shall the mascot converse or interact with the game officials and at no time shall a team's mascot interact with the opposing team's mascot. Mascots are restricted to the designated half of the baseline area, except when performing on the court during full timeouts or halftime. At no time shall a mascot go into the general public seating areas or behind team benches. Each institution is permitted a maximum of twelve (12) cheerleaders and one (1) costumed mascot.

Cheerleading Coach

The coach is not allowed on the floor or baseline when the game is in progress and must be seated within the designated band seating area.

Entrance to Facility

Cheerleaders shall be admitted to the facility for their team's sessions only. Admission will be through a designated entrance, via a pass gate list. All cheerleading squads must conform to the guidelines established by the American Association of Cheerleader Coaches and Administrators (AACCA). The NIT, host institution/conference or facility shall not be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted below, supervision of cheerleading squads, their activities, yells and stunts are the participating institution's sole responsibility. Site Coordinators must inform participating institutions if the host facility has more stringent requirements than those specified or those guidelines set forth by the AACCA. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance.

Contact with Game Officials

Cheerleaders and mascots shall not converse with or approach game officials at any time.

Disseminating Items

Cheerleading squads may not throw items (e.g., t-shirts, souvenir basketballs) into the general public seating areas at any time (including pre-game). In addition, spirit groups, alumni groups or others affiliated with a competing institution may not place items in their institution's ticketed area prior to the game (i.e., pom poms, t-shirts, newspapers, etc.).

Distraction

Cheerleading squads may use megaphones for voice amplification, but not as a distraction. This includes pounding them on the floor, striking them with the hand(s) or other objects, or waving them in any way.

Flags

Flags of any size may be displayed or waved on the court only during pre-game activities and at half-time. The flags will not be permitted on the court during timeouts.

Game in Progress

Cheerleaders and mascots are required to be seated or kneeling at all times when the game is in progress.

Halftime

Only the participating institutions' representatives may perform at halftime. Each institution may occupy the floor for a maximum of four minutes.

Pre-game Introductions

During pre-game player introductions, cheerleading squads are restricted to the area between the baseline and the free throw line extended on the end of the playing floor where their team's bench is located.

Recorded Music

In the event a squad uses recorded music as part of its performance routine, such music shall be permitted only during halftime. Institutions must provide the music to the band/cheerleader liaison immediately upon arrival at the facility.

Timeouts

Cheerleaders and mascots shall alternate performances at timeouts. They shall depart the floor when the first horn sounds at the conclusion of a full timeout. Cheerleaders and mascots shall not perform on the floor during 30-second timeouts; they may perform in the baseline area. The following shall serve as the time out rotation:

Full Timeouts

First full (media) timeout Visiting team
Second full (media) timeout Home team
Third full (media) timeout Visiting team
Fourth full (media) timeout Home team

Thirty-second Timeouts

First 30-second timeout Visiting team
Second 30-second timeout Home team
Third 30-second timeout Visiting team
Fourth 30-second timeout Home team
(Continue rotating visiting team, then home team.)

If there is only one cheerleading squad for the game, that squad may perform all full (media) and 30-second timeouts.

OFFICIATING

Art Hyland is the coordinator of the officials for the NIT.

The assignment of three game officials for all NIT games will be coordinated with the commissioners and supervisors of basketball officials of the member conferences of the Collegiate Commissioners Association. Where possible, officials shall not be assigned to games involving teams from a conference for whom an official will work for the basketball season. Also, whenever possible, the highest rated officials available will be assigned from the nearest neutral conference. With the exception of Madison Square Garden, there will be no standby officials.

Each participating institution will be notified 24 hours in advance of the specific game assignments. All air travel arrangements for game officials must be made through the official tournament travel agency. Any other type of travel expenses incurred must be forwarded to the NIT, L.L.C. office on the appropriate form provided by the NIT, L.L.C. The NIT, L.L.C. will not be responsible for any expenses other than those stated on the official game assignment notice.
Game officials will be paid directly by the NIT as independent contractors.

Playing Rules

The official NCAA Basketball Rules shall govern all NIT Tournament games.

Official Ball

The NIT has designated the Wilson NCAA Solution Game Ball basketball as the official ball for the tournament. The official balls will have the NIT logo on the ball and will be used for all tournament games. Six of the official balls will be shipped to each participating institution.

Team Uniforms

Color of uniform – the higher-seeded (home) team shall wear the light jersey. The lower-seeded (away) team must wear a contrasting color.

2012 NIT SEASON TIP-OFF Regional Home (Light) and Away (Dark) Assignments
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NORTH - MICHIGAN	
First-round match-ups	(1)*Michigan (home) vs. **IUPUI (away) (7) Cleveland State (home) vs. Bowling Green (away)
Consolation/ Championship-round possible match-ups	(1)*Michigan (home) vs. (7) Cleveland State (away) (1)*Michigan (home) vs. Bowling Green (away) (7) Cleveland State (home) vs. **IUPUI (away) Bowling Green (home) vs. **IUPUI (away)
*Michigan will be home team throughout regional play. **IUPUI will be away team throughout regional play.	
EAST – PITTSBURGH	
First-round match-ups	(4)*Pittsburgh (home) vs. **Fordham (away) (5) Lehigh (home) vs. (6) Robert Morris (away)
Consolation/ Championship-round possible match-ups	(4)*Pittsburgh (home) vs. (5) Lehigh (away) (4)*Pittsburgh (home) vs. (6) Robert Morris (away) (5) Lehigh (home) vs. **Fordham (away) (6) Robert Morris (home) vs. **Fordham (away)
*Pittsburgh will be home team throughout regional play. **Fordham will be away team throughout regional play.	
MIDWEST – KANSAS STATE	
First-round match-ups	(3)*Kansas State (home) vs. Lamar (away) North Texas (home) vs. **Alabama-Huntsville (away)
Consolation/ Championship-round possible match-ups	(3)*Kansas State (home) vs. North Texas (away) (3)*Kansas State (home) vs. Alabama-Huntsville (away) North Texas (home) vs. Lamar (away) Lamar (home) vs. **Alabama-Huntsville (away)
*Kansas State will be home team throughout regional play. **Alabama-Huntsville will be away team throughout regional play.	

SOUTH – VIRGINIA	
First-round match-ups	(2)*Virginia (home) vs. **Fairfield (away)
	(8) Delaware (home) vs. Penn (away)
Consolation/ Championship-round possible match-ups	(2)*Virginia (home) vs. (8) Delaware (away)
	(2)*Virginia (home) vs. Penn (away)
	(8) Delaware (home) vs. **Fairfield (away)
	Penn (home) vs. **Fairfield (away)
*Virginia will be home team throughout regional play. **Fairfield will be away team throughout regional play.	

NIT SEASON TIP-OFF NEW YORK CITY INFORMATION SEMIFINALS, CHAMPIONSHIP AND CONSOLATION GAMES
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LODGING

The Marriott Marquis, 1535 Broadway, New York City, is the official NIT headquarters hotel. A total of 20 rooms for each competing institution have been reserved. It is mandatory that the competing institutions stay at the designated tournament headquarters. NIT has guaranteed rooms in advance for each team. Therefore, any team failing to stay at the headquarters hotel will be responsible for the cost of room and tax, and will have the cost of its reserved rooms deducted from its share. Special team rates have been negotiated with the hotel. The room rates are net non-commissionable rates. **Check-in time is 3 p.m.**

In order to insure proper handling of the accommodations for the semifinal participating institutions, it is necessary that each team winning its first game contact the appointed hotel contact with room lists. Also, it is mandatory that teams return hospitality forms to the NIT, L.L.C. office in New York.

Information regarding contacts at the tournament hotel for reservations and catering reservations are located on Page 2.

TRANSPORTATION / FINANCES

Per Diem and Transportation

Per diem shall be limited to a maximum allowance of \$195 per person for the four finalists in New York City.

Except as otherwise expressly stated herein, the same transportation and per diem reimbursement policies will apply for the four finalists traveling to New York City.

Local Transportation

Local bus transportation while in New York must be arranged through Academy Tours, at 201/420-7000 extension 2237.

NEW YORK HOSPITALITY

The NIT will conduct several hospitality functions in New York for the semi-final teams and their travel parties. The final eight teams will receive hospitality forms via e-mail. It is mandatory that each of these teams respond to Will Hopkins at whopkins@ncaa.org as soon as possible. Below is a tentative Championship Week Schedule.

NIT SEASON TIP-OFF

Tentative-Subject to Change

Team Hospitality - Championship Week Schedule

Tuesday, November 20, 2012

Noon - 2 p.m.	NIT Season Tip-Off Press Conference Marriott Marquis, Broadway Lounge, 8 th Floor
6:30 – 8:30 p.m.	NIT Season Tip-Off Student-Athletes and Coaches Welcome Dinner The Boathouse in Central Park East 72 nd St. and Central Park Drive

Wednesday, November 21, 2012

7 p.m.	Semifinal Game #1 – ESPN Madison Square Garden
9:30 p.m.	Semifinal Game #2 – ESPN2 Madison Square Garden

Thursday, November 22, 2012

9 a.m. - Noon	Thanksgiving Brunch and Parade Viewing Marriott Marquis, Promenade and Marquis Ballroom, 9 th Floor
5:30 - 7 p.m.	Traditional Thanksgiving Dinner Marriott Marquis, Astor Ballroom, 7 th Floor

Friday, November 23, 2012

2:30 p.m.	Third Place Game – ESPN Madison Square Garden
4:30 p.m.	Championship Game – ESPN Madison Square Garden

MADISON SQUARE GARDEN

Upon winning its second-round game, the team's lead administrator should immediately contact Josephine Traina of Madison Square Garden at 212/465-6731 (her office hours are Monday thru Friday 10 a.m. – 4 p.m. Eastern Time) about ticket allocations for the institution.

Band and Cheerleaders

Cheerleader coach must contact Josephine Traina in regards to credentials/passes and instructions on entering Madison Square Garden. Cheerleader's entrance will be done via a passes (tickets do not need to be purchased for the twelve (12) cheerleaders and one (1) costumed mascot). Band Directors must contact Josephine Traina for student tickets in their school's designated student section of Madison Square Garden. Please note band tickets are not complimentary.

Security and Access

The following security procedures have been set up at Madison Square Garden to ensure the safety of all those attending the semifinals and finals of the NIT Season Tip-Off.

After winning a second-round game, participating institutions must e-mail a list of people who will be traveling to and entering Madison Square Garden with the team through 8 Penn Plaza (employee entrance). Individuals not on the gate list will not be permitted to enter through that entrance. Please e-mail your list to Josephine Traina at josephine.traina@msg.com.

Your sports information director should e-mail a list of media and photographers to the MSG public relations office. A government issued photo ID must be presented in order to pick up the credential. Please e-mail your list in priority order to Larry Torres at larry.torres@msg.com.

Please notify your ticket managers that the following security procedures will be in effect at the main entrance to Madison Square Garden. Madison Square Garden requests ticket holders to arrive as early as possible. To accommodate early arrivals, doors will open thirty (30) minutes prior to the scheduled start of the first game.

Bag Searches

Madison Square Garden asks all guests to arrive early and travel light. All persons and bags are subject to search. Bags that have passed inspection must fit comfortably under your seat. Oversized bags are prohibited. MSG does not provide an area to check bags, coats or any other personal belongings. Madison Square Garden is not responsible for any property that is lost, stolen, or damaged.

Disabled Services

- **Disabled Services Tickets**

Madison Square Garden provides disabled accommodations and sells tickets to disabled individuals through our Disabled Services department, which may be reached at 212-465-6034, any weekday from 9:30 a.m. to 4:30 p.m.

- **Companion Tickets**
At a minimum, based upon availability, you will be permitted to purchase tickets for you and one guest beside you. You may also purchase tickets based upon availability for additional guests in close proximity to our wheelchair sections.
- **Ticket Refunds**
If you are unable to attend an event, please contact the Disabled Services department prior to the event taking place for further instructions.
- **Wheelchairs**
For individuals who have limited mobility, we can provide a wheelchair to transport guests from our Main Lobby to your seats. Upon arriving at Madison Square Garden, please ask a Security Officer for assistance. Please be aware that our staff will not remain with the patron during the event, nor will they allow the guest to remain in the wheelchair for the duration of the event.
- **Ticket Relocation**
If you are a wheelchair user and obtain non-accessible tickets please call the Disabled Services department in order to be relocated, whenever possible, to a designated wheelchair location. Madison Square Garden encourages you to utilize our services when purchasing tickets, so that we may better assist you.
- **Suites for the Disabled**
All of the suites are wheelchair accessible. Please call the Disabled Services department with the suite number and the date/time of the event you are attending and we will make arrangements to have a seat removed to make room for the electric scooter or wheelchair, if required.
- **Temporary Disabilities**
If you have a temporary disability/injury please call the Disabled Services department and we will make the necessary arrangements for you to attend the event in a comfortable and enjoyable manner. When calling, please have the event, date, section, row, and seat available.

National Anthem

The national anthem shall be played prior to the first game of each session.

MEDIA

All requests for Madison Square Garden press accommodations should be directed to the SID at the school for which the media entity is interested in providing coverage. If not assigned to a specific NIT participating institution, please e-mail a credential request to larry.torres@msg.com.

Government-issued photo identification is required in order to pick up the credential. Credentials are ready two hours before tip and are picked up at the Employees Entrance, Madison Square Garden, 8 Penn Plaza 33rd Street and 8th Avenue. Credentials must be displayed at all times.

Telephone line requests for all **radio broadcast crews** must go through Josephine Traina. In addition to the line request, a list of the crew members must be provided. E-mail or call with the information to **Josephine Traina** at josephine.traina@msg.com or 212/465-6731.

Each person entering through the Employees Entrance at Madison Square Garden will be subject to a security check, including the use of a hand wand. ALL BAGS will be subject to inspection by Garden security.

After credentials are secured, media enter the elevator at 8 Penn and take it to the 6th floor, where the John Condon Press Room is located. Make a right when you get off the elevator, press room is on the right. It is a working press room, with food and beverage provided for a minimal donation.

Seat assignments are posted inside the press room.

Post-game press conference will take place in the press room (fifth floor) after a 10-minute cooling off period. The locker room will then open and remain open for a minimum of 30 minutes. The head coach and at least two student-athletes of each participating institution shall make themselves available to the media representatives staffing the game. The coach of the losing team will appear first. **Student-athletes are to wear school issued uniforms or NIT apparel only.**

Post game quotes will be provided.

It is the decision of each participating institutions whether to open practice. Please check with Jeff Williams, NIT Media Coordinator or the respective sports information directors.

Photographers interested in renting strobes at Madison Square Garden must contact Larry Torres. Please e-mail him a request at larry.torres@msg.com.

**NIT SEASON TIP-OFF
FOUR FINALISTS
PRESS CONFERENCE
Tentative-Subject to Change**

Tuesday, November 20, 2012
Marriott Marquis
46th and Broadway
Broadway Lounge, 8th Floor

11:45 a.m.	Sports Information Directors meeting with Media Coordinator.
Noon – 1:15 p.m.	Four Finalists Coaches One-on-One's with ESPN, Radio and Print. Select Student-Athletes are encouraged to attend this portion.
1:20 – 2 p.m.	Formal Program

ESPN COACH ONE-on-ONE'S

Noon – 12:15 p.m.	Game 1	Home
12:20 – 12:35 p.m.	Game 1	Away
12:40 – 12:55 p.m.	Game 2	Home
1 – 1:15 p.m.	Game 2	Away

COACH AND SELECT STUDENT-ATHLETES

Print Media, Radio, and Additional Television (if present)

12:20 - 1 p.m.	Game 1	Home
Noon - 12:20 p.m.	Game 1	Away
Noon - 12:40 p.m.	Game 2	Home
Noon - 12:55 p.m.	Game 2	Away

1:15 p.m.	Photo opportunity with coaches, committee members and trophy.
1:20 p.m.	Formal Program Master of Ceremony introduces NIT Committee Members Remarks by C.M Newton, chair Coaches' remarks from Podium Game 1, Home Team Game 1, Away Team Game 2, Home Team Game 2, Away Team
2 p.m.	Adjourn.

AWARDS PRESENTATIONS - NIT CHAMPIONSHIP
FRIDAY, NOVEMBER 23, 2012

ORDER OF APPEARANCE

1. All-Tournament Team	2. Most Outstanding Player
3. Champions Watches	4. Championship Trophy

PRACTICE WORKOUTS

Practice workouts at either Madison Square Garden, or a nearby gymnasium, will be coordinated. For additional information regarding practice schedules in New York contact Will Hopkins (317/917-6779). Practice will be assigned on a first come first serve basis.

MISCELLANEOUS

NIT Watches

“Finalist” and “Champion” watches will be distributed in New York City following the games. All institutions not advancing to New York will be shipped their participant watches. Each team will receive twenty (20) watches.

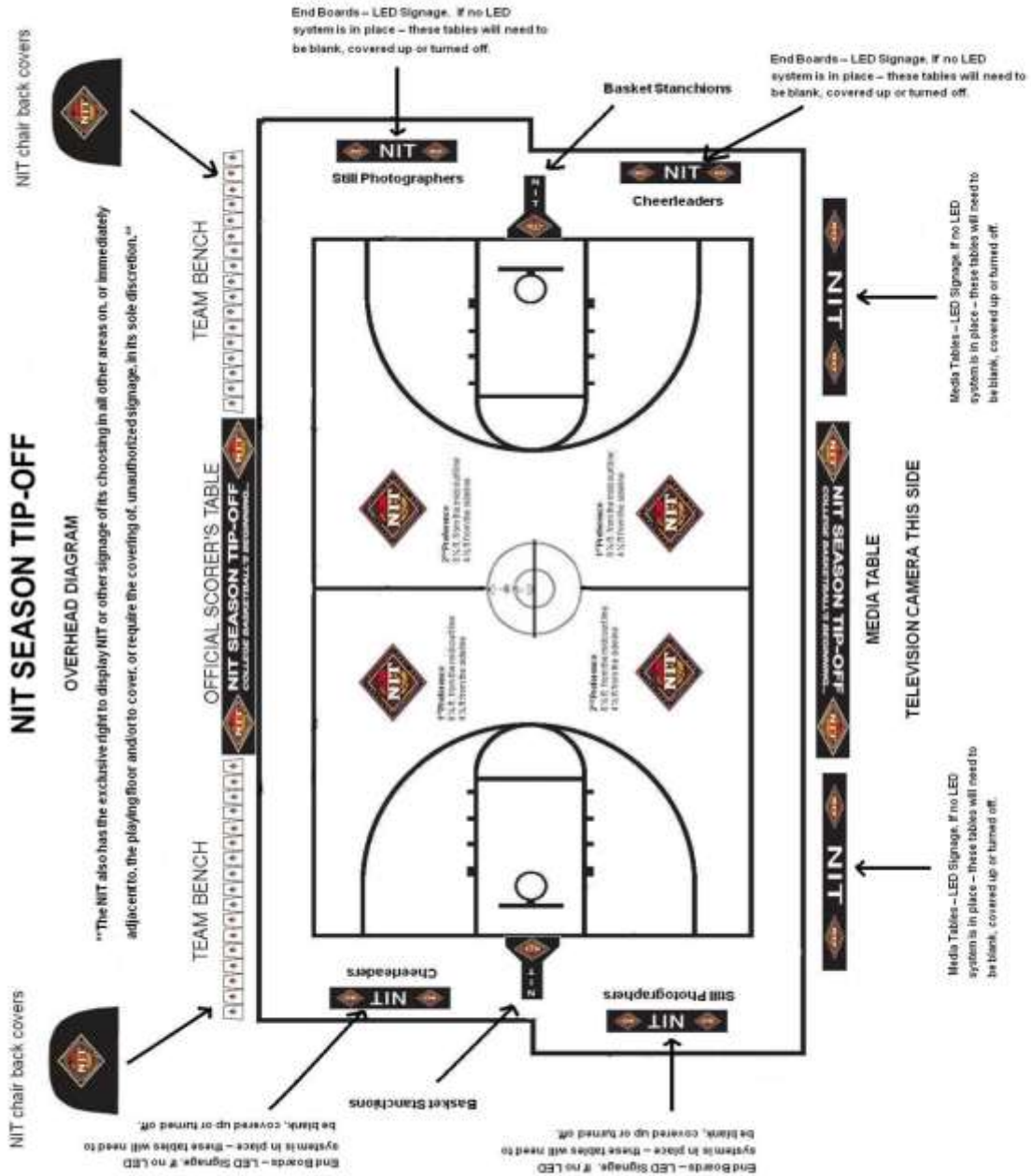
Exceptions

No exceptions to any provisions in this manual can be made without the express written permission of the NIT, L.L.C.

Right to Modify

The NIT, L.L.C. retains the right to modify, add, or eliminate any and all provisions of this manual in its sole discretion.

APPENDIX A



APPENDIX B

2012 NIT Season Tip-Off

Public-Address Announcer Checklist

The public-address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the site representative at each site and shall adhere to the policies adopted by the event.

1. No special announcements (except for emergencies) shall be made without communication with the NIT site representative.
2. Scores from other NIT games shall be announced frequently.
3. When a technical foul is assessed against bench personnel, the game official will report the violation to the scorer's table, ensuring that the public-address announcer receive the information. The announcer shall read the information immediately.
4. The announcer shall adhere to NIT procedures rather than those that may have been in effect during the regular season.
5. The announcer shall:
 - a. Identify the scorer, the fouler and all substitutes.
 - b. Announce the number of free throws awarded.
 - c. Identify the team taking a timeout. If a "television" timeout is called, there should be no other reference to the timeout than to state, "There is a timeout on the floor."
 - d. Announce the number of team fouls up to 10 (with the team name) and the number of timeouts remaining only if the information is not on the scoreboard.
6. For starting lineups, the announcer shall follow the provided script. **(See attached Team Introduction Script – Appendix C)**

The visiting team shall be introduced first, concluded with the visiting team's head coach. After the visiting team's head coach is announced it will be followed by the announcing of the home team. Once the home team's head coach is announced both teams will return to their benches for the tip-off horn.

7. **The game officials are not be introduced at any time.**
8. The announcer shall not recognize any commercial entity nor provide any information relative to professional sports or upcoming events in the facility, other than upcoming institutional and/or athletic events.
9. At least twice during each game, the announcer shall read this message: "Don't forget to pick up the official 2012 NIT Season Tip-Off Program."

10. Announce attendance, once confirmed with event manager and site representative.
11. If because of technical difficulties, the official game time is kept at the official scorer's table, the announcer should provide the time remaining at two-minute intervals prior to the last two minutes of each half. The time then should be announced in 30-second intervals and in every dead ball situation.
12. The announcer shall introduce the national anthem as follows:

“Ladies and Gentlemen, welcome to tonight's/today's NIT Season Tip-Off _____ (first/second/third/fourth-round) game. To honor America and those who support our freedom at home and abroad, please rise and join (the _____ band) as they play our national anthem.”
13. All emergency calls and announcements must be approved by the site representative.
14. The announcer shall meet with the site representative prior to the game to review time schedules, PA scripts, coordination of the national anthem, starting lineups, the actual tip-off for the game and the start of the second half, etc.
15. The announcer also shall review crowd control procedures with the site representative and the event manager. These may include notes regarding exits, seating, safety measures, first aid stations, and protection of the playing floor after the game.
16. In the event debris is thrown on the floor or other incidents interfere with the conduct of the game, the announcer shall make the following statement:

“Ladies and gentlemen, you must refrain from throwing objects onto the court. It is dangerous and unfair to the participants and could result in a technical foul. Facility security personnel have been instructed to remove any person from the facility who throws any object onto the court.”
17. The game officials may remove the teams from the playing floor because of emergency situations. In such an event, the announcer shall remain at the official scorer's table, if possible, or shall move to an alternate public-address location in another area if necessary to maintain communications with the public. The announcer shall make the following announcement:

“The game officials and the personnel of both teams have been directed to remain off the playing floor until playing conditions are proper for continuance of the game.” Let's afford the participants the sportsmanship they deserve.”

In the event the game is interrupted by the intentional action of an outside group, the announcer shall make the following announcement:

“This statement is directed to those of you who are on the court and disrupting this event. You are directed to leave the court immediately. If you continue to disrupt this event or threaten the health and safety of others, you will be subject to ejection from the facility as well as additional disciplinary actions. Please be aware that your activity is being videotaped. Please stop this disruption and leave the court immediately.”

In the event a postponement is necessary:

“This game has been postponed. We regret and apologize for the inconvenience. Thank you for coming and please exit the building now. An announcement regarding rescheduling or ticket refunds will be made as soon as possible.”

18. The following message should be read if the officials use the monitor to review half-ending situations: "Ladies and gentlemen, in an effort to determine the status of the last-second shot, the officials must exercise NCAA playing rules, which require a review on the courtside monitor. We appreciate your patience. Thank you."
19. The announcer shall announce, **“Ticket scalping is prohibited inside the facility.”**

APPENDIX C

TEAM INTRODUCTIONS SCRIPT

Good (afternoon/evening), ladies and gentlemen...and welcome to _____

For (today's/tonight's) (first / second / third / fourth round) game of the 2012 NIT Season Tip-Off between the _____ and _____.

Let's meet the starting lineups... First for the _____

At forward a _____ from _____, number _____,
_____.

At forward a _____ from _____, number _____,
_____.

At Center a _____ from _____, number _____,
_____.

At Guard a _____ from _____, number _____,
_____.

At Guard a _____ from _____, number _____,
_____.

The Head Coach for _____ is _____.

And now let's meet the starting lineups for the _____.

At Forward a _____ from _____, number _____,
_____.

At Forward a _____ from _____, number _____,
_____.

At Center a _____ from _____, number _____,
_____.

At Guard a _____ from _____, number _____,
_____.

At Guard a _____ from _____, number _____,
_____.

The Head Coach for _____ is _____.