



2024 NAIA MEN'S BASKETBALL NATIONAL CHAMPIONSHIP

MARCH 21-26, 2024

FINAL SITE COACHES PACKET



2024 NAIA MEN'S BASKETBALL NATIONAL CHAMPIONSHIP - DIRECTORY

TOURNAMENT COMMITTEE

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HOTEL STAFF

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ADDRESSES

Hy-Vee Arena (Practice Courts)	1800 Genessee Street, Kansas City, MO 64102
Homefield (Practice Courts)	9250 State Ave. Kansas City, KS 66112
Crowne Plaza KC Downtown (HQ Hotel)	1301 Wyandotte Street, Kansas City, MO 64105
Municipal Auditorium (Game Venue)	301 W. 13 th Street, Kansas City, MO 64105
Negro Leagues Baseball Museum (SAE)	1616 E 18th St, Kansas City, MO 64108
The College Basketball Experience (SAE)	1401 Grand Blvd. Kansas City, MO 64106



2024 NAIA MEN'S BASKETBALL NATIONAL CHAMPIONSHIP - TOURNAMENT COMMITTEE TEAM ASSIGNMENTS

LOWELL PITZER

**NAISMITH QUADRANT
TEAMS**

MIKE HALL

**LISTON QUADRANT
TEAMS**

AI BRUEHL

**CRAMER QUADRANT
TEAMS**

QUINN WOOLDRIDGE

**DUER QUADRANT
TEAMS**



SCHEDULE OF EVENTS

all times Central Standard Time

TUESDAY, MARCH 19

All-Day	Team Practices – Scheduled Times	Multiple Locations
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WEDNESDAY, MARCH 20

9:00 AM – 5:00 PM	Team Practices – Scheduled Times	Multiple Locations
9:30 AM – 10:30 AM	Team Check-In & Registration	Crowne Plaza – Salon B
12:00 PM	Athletic Trainer Luncheon	Municipal Auditorium VIP Area
4:30 PM	SA Experience Kick-off	Municipal Auditorium
5:30 PM	Coaches Meeting	Municipal Auditorium

THURSDAY, MARCH 21

9:00 AM – 4:00 PM	Team Practices – Scheduled Times	Hy-Vee Arena
10:45 AM – 12:00 PM	Teaming up for Character	Municipal Auditorium
1:00 PM	Game 1	Municipal Auditorium
3:00 PM	Game 2	Municipal Auditorium
5:00 PM	Game 3	Municipal Auditorium
7:00 PM	Game 4	Municipal Auditorium

FRIDAY, MARCH 22

9:00 AM – 4:00 PM	Team Practices – Scheduled Times	Hy-Vee Arena
10:45 AM – 12:00 PM	Teaming up for Character – Thursday Quarterfinal Winners	Municipal Auditorium
1:00 PM	Game 5	Municipal Auditorium
3:00 PM	Game 6	Municipal Auditorium
5:00 PM	Game 7	Municipal Auditorium
7:00 PM	Game 8	Municipal Auditorium

SATURDAY, MARCH 23

1:00 PM	Quarterfinal 1	Municipal Auditorium
3:00 PM	Quarterfinal 2	Municipal Auditorium
5:00 PM	Quarterfinal 3	Municipal Auditorium
7:00 PM	Quarterfinal 4	Municipal Auditorium

SUNDAY, MARCH 24

11:00 AM – 3:00 PM	Team Practices – Assigned Times	Municipal Auditorium
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MONDAY, MARCH 25

11:00 AM – 3:00 PM	Team Shoot around – Assigned Times	Municipal Auditorium
5:00 PM	Semifinal 1	Municipal Auditorium
7:00 PM	Semifinal 2	Municipal Auditorium

TUESDAY, MARCH 26

1:00 PM – 3:00 PM	Team Shoot around – Assigned Times	Municipal Auditorium
7:00 PM	Championship Game	Municipal Auditorium

GENERAL INFORMATION

ADMINISTRATIVE QUALIFIER CALL

The mandatory [Final Site Qualifier Call](#) will be held via Zoom on **Monday, March 18 at 11:00 AM CST** for all participating Head Coaches, Athletic Directors, and Athletic Trainers. Information relative to the administration of the NAIA Men's Basketball Championship will be covered.

FINAL SITE QUALIFIER FORM

Head Coaches must complete the [Final Site Qualifier Form](#) by no later than **5:00 PM Monday, March 18**. This form helps inform tournament staff of school information, arrival times, official party numbers, and more.

SPORTS INFORMATION OUTREACH

Brad Cygan, NAIA Director of Athletics Communications will also be sending an email to your Sports Information Director requesting information and materials for your team as teams advance to the Final Site. If you make changes to your postseason roster from the first and second rounds, your SID should notify Brad ASAP to change in the digital version of the program.

FORMAT

The NAIA Men's Basketball National Championship Final Site is a 16-team, single-elimination tournament, consisting of the 16 First & Second Round site winners. Four games will be played on Thursday, Friday and Saturday. The Semifinal games will be played on Monday, and the Championship will be played on Tuesday.

FINAL SITE BRACKET

Teams will not be reseeded among advancing to the Final Site. Teams will continue on their true bracket lines as deemed prior to the start of the First & Second Rounds. Game times will be assigned by the NAIA National Office.

STUDENT-ATHLETE EXPERIENCE

The Student-Athlete Experience Kick-Off event will take place at Municipal Auditorium on **Wednesday, March 20 at 4:30pm**. Former professional basketball coach and 13 year NBA player Earl Watson will address the teams along with a welcome from NAIA staff.

Additionally, take advantage of the great history and experiences that Kansas City has to offer by scheduling a visit to the [Negro Leagues Baseball Museum](#) and [The College Basketball Experience](#).

TEAM CHECK-IN

Team check-in will take place at Crowne Plaza KC Downtown Hotel on **Wednesday, March 20 from 9:30 AM – 10:30 AM**. All head coaches are required to stop by the Team Check-In to verify rosters, confirm uniform colors, pick up credentials, and receive any additional information or materials.

TEAM VEHICLE PARKING

Bus drivers will be admitted free to their team's games. Buses can park on Wyandotte Street, between 13th Street and 14th Street. Teams should supply Rick Daum (rdaum@naia.org) with Bus Driver names to be added to the entry list at the arena.

Teams traveling in vehicles shorter than 6'3", can park in the Crowne Plaza Hotel Parking Garage.

TICKETING

Tickets are on-sale for the NAIA Men's Basketball National Championship. Fans will have access to purchase All-Tournament or Single-Day tickets in Courtside, Reserved, or General Admission Seating. Tickets can be purchased in advance online via [Ticketmaster](#), or on-site by visiting the Municipal Auditorium Box Office.

For more ticketing information, please visit www.NAIAhoops.com. Discounted ticket prices for NAIA and High School students with school ID will be available on-site.

TOURNAMENT PROGRAMS

Both physical and digital programs will be made available. A limited number of programs will be printed and available for purchases at the NAIA booth in the Municipal Auditorium lobby. Digital Programs can be found by visiting the [NAIA Men's Basketball](#) webpage.

CHAMPIONSHIP MERCHANDISE

Fine Designs, the Official Merchandise Provider of NAIA National Championships, will operate a merchandise booth at Municipal Auditorium throughout the week. Official NAIA Men's Basketball National Championship apparel and merchandise will be available for purchase on days in which games are played. Typical items available are shirts, pullovers, and sweatshirts.

FILM ROOM

The hotel will have a film room for teams in Boardroom 2525. There will be a sign-up sheet at the front desk where teams can reserve an hour at a time. There will be a TV that can be connected to a laptop via HDMI cable.

HUDL FILM EXCHANGE

All games from the First & Second Rounds should be uploaded to the Hudl Film Exchange by the First & Second Round Host SID. Hudl will have representatives on-site to upload each Final Site game to the Hudl Exchange Pool. Additionally, Hudl will be breaking down each Final Site game through Hudl Assist (available in short time following each game).

HONORARY COACH PROGRAM

The Honorary Coach program is unique to NAIA National Championships. With a long history dating back over 50 years, it has become a hallmark of the NAIA Men's Basketball National Championships. For 2024, 16 Kansas City area businesses will serve as Honorary Coaches for a team of their choice.

During the National Championship, Honorary Coaches will serve as a "host ambassador" for their teams and will provide a minimum of one team meal. These individuals may also provide additional experiences for their teams including team outings around the city, additional snacks and meals, and more. In return, these representatives will have the ability to sit on their team's bench for all of their team's games, have access to locker rooms for pre-game speeches, have access to all team practices, and have the ability to attend the Student-Athlete Experience trips with their teams.

NAIA Head Coaches should expect to receive communication from these individuals before the tournament to discuss arrival plans, access limits, official party totals (for dinner planning purposes) and more. Teams should also plan to bring a piece of official team apparel as a thank you gift for their Honorary Coach.

COMPETITION OPERATIONS

AWARDS

Team and Individual awards will be presented to the Official Party of the top four teams. The National Champion team will receive the Maude Naismith Trophy as well as the traditional NAIA Red Banner.

Additionally, awards for the following will also be given:

- | | |
|--|---------------------------------------|
| - 10 player All-Tournament Team | - Player of the Year |
| - Chuck Taylor National Championship MVP | - Charles H. Stevenson Hustle Award |
| - Coach of the Year | - Naismith-Liston Sportsmanship Award |

There will be an official awards ceremony immediately following the Quarterfinal Matchups to recognize the advancing team for winning their bracket. There will also be an awards ceremony taking place after the Championship game recognizing the national champion and national runner up. Awards for the runner up will be given first, followed by any special awards, and ending with the national champion awards and Red Banner.

LOCKER ROOMS

Four locker rooms will be made available each game day at Municipal Auditorium. Locker rooms can be used for pre-game preparations and halftimes, but teams must dress and shower at the hotel following each game. Locker rooms will be assigned by tournament staff and identified with Team Logos on the doors for each game.

For the semifinals and championship games, each team will have a locker room provided for the day.

OFFICIAL BALL

The Spalding TF-1000 Legacy is the Official Men's Basketball of the NAIA and is the only ball to be used in all NAIA National Championship Final Site competition.

PLAYER INTRODUCTIONS

Following team warm-up, the following protocol will be used for the National Anthem and player introductions:

- Teams return to their benches for team huddles, announcements.
- Teams stand at their benches for the National Anthem.
- The starting lineup of the designated visiting team will be announced first. Players proceed from the team bench as their names are called.
- Home team starting lineup introductions will follow visiting team introductions.
- Officials are introduced after the home team.

PLAYING RULES

Official NCAA Men's Basketball rules are followed with exceptions as noted in the NAIA Basketball Coaches Manual.

PRACTICE INFORMATION

Practice times are in 1-hour increments and are first come first served. Practice times can be requested and scheduled by reaching out to nik.rule@heartofamerica.com

Basketballs will be provided to teams for practices.

The practice location beginning Sunday, March 24 will change to Municipal Auditorium and times will be scheduled and assigned based on game times by the NAIA.

PRE-GAME SCHEDULE – FIRST GAME OF DAY

The following time schedule should be followed for the first game of the day:

1. The court will be set up and available 60 minutes prior to the start of each game
2. Officials shall be required to report to the playing area at least 30 minutes prior to the start of each game. Their jurisdiction begins upon arrival on the court.
3. A countdown shall be started on the visible clock 60:00 prior to game time.
4. Pre-game protocol follows the following schedule:

60 minutes on the clock	Court available for shared warm up (Visible clock time: 60:00 – 19:00)
20 minutes on the clock	PA – Opening remarks and sponsor reads
0 minutes on clock	Players to Bench National Anthem Visitor Team Starters/Head Coach Introduced Home Team Starters/Head Coach Introduced
Immediately following intros	Tip-Off

5. Team Introductions – Following team warm-up, the following protocol will be used for the National Anthem and player introductions:
 - Teams return to their benches for team huddles, announcements.
 - Teams stand at their benches for the National Anthem.
 - The starting lineup of the designated visiting team will be announced first. Players proceed from the team bench as their names are called.

- Home team starting lineup introductions will follow visiting team introductions.
- Referees are introduced after the home team.

PRE-GAME SCHEDULE – SUBSEQUENT GAMES

The following warm-up schedule should be followed for all remaining games at Final Site:

- A minimum of **20 minutes** will be permitted between games on **Thursday, Friday, and Saturday.**
- A minimum of **30 minutes** will be permitted between games on **Monday.**
- The arena clock will run during the pre-game period to indicate when the warm-up period is concluded.
- There will be two minutes allowed for introductions of teams and coaches prior to game time.

HALFTIME PERIODS

The following halftime protocol should be followed for all games:

- Fifteen minutes are allowed for halftime periods during all games.
- The arena clock will run during the halftime period and will end one minute before starting the second half.
- All teams may use the arena floor for shoot around during halftime of the game immediately before their game. Shoot around can begin at the start of the halftime clock but must end with 5 minutes prior to the second half.
- The two teams playing in the first game of the day on any day may arrive on the floor no earlier than 60 minutes prior to game time.
- Basketballs are to remain on the arena floor. No basketballs are to be taken into the locker rooms, training rooms or hallway area.

TIMEOUTS/MEDIA TIMEOUTS

For all games on Thursday, Friday and Saturday the media timeout format will be at 15, 10, and 5 minutes.

For the Semi-Finals and Championship Game, the media timeout format will be at the traditional 16, 12, 8, and 4 minutes.

With both formats, teams will get three (3) 30 second timeouts and one (1) full timeout to use. One of those 30's must be used in the first half or it will be eliminated for the second half. Below is the media timeout procedure:

Art. 10. When the electronic-media agreement calls for AT LEAST THREE electronic-media timeouts in either half, the format shall be as follows:

- Three 30-second timeouts** for each team per regulation game.
 - Each team may carry up to two 30-second timeouts into the second half.
- One 60-second timeout for each team per regulation** game that may be used any time during the game.
- Depending on the electronic-media agreement, these electronic-media timeouts shall occur at the first dead ball at or after the 15-, 10- and 5-minute marks or at or after the 16-, 12-, 8- and 4-minute marks when the game clock is stopped.
- The first timeout requested by either team in the second half shall become the length of a timeout called for by the electronic-media agreement.
 - In any extra period, the first timeout granted to either team may become an electronic-media timeout.
- When a timeout is granted or charged, or the officials elect to use instant replay and either creates a dead ball with 30 seconds or less before the media marks or creates the first dead ball at or after one of the 15-, 10-, and 5-minute marks or at or after the 16, 12, 8 and 4-minute marks, that timeout or dead ball will become the electronic-media timeout for that specified media mark time.

(Exception: Rule 5-14.10.d.) f. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.

- The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

OFFICIAL PARTY

The official party for each team participating in postseason play is 15 players allowed in uniform and up to 6 support staff. Each team will receive a maximum number of 21 credentials, 15 student-athlete credentials and 6 official party credentials.

Official Party Designations should only be used for staff as originally intended and cannot be used to bring additional personnel.

Example: Teams not traveling with Athletic Trainers cannot place additional players into the Athletic Trainer positions.

Traveling radio or additional media personnel will not be a part of the Official Party, but would be credentialed as media by means of the Media Credential Application (below).

Official Postseason Roster forms will be filled out via the [SIDHelp Admin Website](#) and sent to the NAIA National Office. If you do not have a log-in account, please go to the link and sign up. You must have an account in order to fill out the roster forms as the forms will no longer be available through Coaches' Manuals. Once you log-in, please follow these instructions:

1. Under "Forms and Rosters" click on the link "Official Postseason Information."
2. Fill out the roster form

Postseason Rosters (and ejection disclosures) will be processed electronically and the administrator completing the roster will sign electronically. Postseason rosters no longer need to be sent to the NAIA National Office.

If you have trouble with the online roster form, please contact Brad Cygan (bcygan@naia.org) of the NAIA Athletics Communications Department. For any other general questions related to the official postseason rosters, please contact the NAIA Championship Sport Manager – Rick Daum (rdaum@naia.org).

Please submit the Official Postseason Roster Form for the final site by Monday, March 18 at 5:00PM. If you have any changes after this time, please alert [Rick Daum](#).

Only players on the official postseason roster may be in uniform. If a team is discovered using a player not on the official postseason roster at any time during the postseason tournament, that team will be immediately disqualified from further postseason play that year. From the point of first infraction by a team using a player not on the official postseason roster, all subsequent games shall be forfeited by the offending team.

A copy of this roster form must be hand-carried to the National Championship Final Site, and be presented to the NAIA Sport Manager at team check-in prior to that team's participation in the tournament.

The deadline for certifying the official roster of 15 players is 30 minutes prior to the first game of any qualifying tournament, or at the check-in of the National Championship First & Second Round or Final Site.

A player may be replaced on the official roster between the First & Second Rounds and the NAIA Men's Basketball National Championship Final Site by any eligible player whose name is included on the NAIA Official Eligibility Form for the current season.

Once the National Championship begins, no player may play who is not included on the initial submission of the Official Party Roster before the National Championship.

Medical Personnel - Each team is allowed up to two athletic training/medical personnel on the team sideline. One of which must be an ATC, MD, or DO. A licensed health care provider's license information/number must be submitted in the application in order to receive any medical/athletic training credentials for your team. Applications will close 72 hours before the event starts. Medical personnel credentials can be picked up during team check-in/registration only with a photo ID.

Please [apply here](#) for medical personnel credential.
(Applications required for Final Site play only.)

Sports Information / Media Personnel - All SIDs/Media personnel will need to apply for a credential for the final site. Applications will close 72 hours before the event starts. Media Credentials can be picked up at the box office only with a photo ID. Media credentials will NOT be included in the team packets at coaches pick up. Please ensure that SID's and media fill out the appropriate form.

Please [apply here](#) for SID/Photographer credential.
Please [apply here](#) for Media credential.

TEAM BENCHES

Each team's bench will include enough space for the following personnel:

- Up to 15 players in uniform
- Up to 6 additional personnel
- Up to 2 Athletic Trainers
- Up to 2 Honorary Coaches

The Head Coach is responsible for designating bench personnel. No additional personnel are allowed on the bench for any games. Players shall remain seated while game is in progress. The home team's bench will be the bench closest to the tunnel, and the away team's bench will be the opposite side.

TOWELS/HYDRATION

Water bottles and towels will be provided to each member of the Official Party at the National Championship Final Site. Water coolers for refilling of water bottles will be provided by the host.

UNIFORMS

The higher seed in each game will be the home team and will wear the light colored uniforms. Teams must have both light and dark colored uniforms available. Home teams wear light colored uniforms and visitors wear dark. It is mandatory that numbers be easily distinguishable from the predominant background color(s) and pattern. Numbers must be displayed on front and back of each player's jersey.

All teams must bring both home and away uniforms to the Final Site for each game.

In the event that two of the same seeds play each other, then home and away assignments will be designated using the team's overall 1-64 seed. In the event of this, the home team would continue to be the highest seed.

TEAM TRAVEL

ARRIVAL AT FINAL SITE

All participating teams will need to plan on arriving in Kansas City by no later than Wednesday, March 20, 2024. Please make sure to indicate your travel plans on the [Final Site Qualifier Form](#). If you will not be on-site in time for team check-in, please let the Championship Sport Manager know so additional plans can be made to complete your team check-in.

EXPENSE REPORT

Traveling teams should submit the Traveling Team Expense Report Form, with receipts, to the NAIA National Office immediately following their participation in the Final Site. The institution's President and Athletics Director

will be notified when expense reports are not submitted within 15 days following the Final Site competition. Submitting incomplete or late expense reports may jeopardize the institution's eligibility for reimbursement.

HOUSING

The headquarter hotel for the 2024 NAIA Men's Basketball National Championship will be the Crowne Plaza KC Downtown. All participating teams will be required to stay at the headquarter hotel for their duration of stay at the National Championship Final Site. A team representative should contact the hoteling coordinator by no later than end of business day on Sunday, March 17, and provide a rooming list, date/time of arrival and a method of payment for all hotel charges. Please also ensure that the CC Authorization Form is completed.

A room block of 13 double/double hotel rooms has been reserved on behalf of each participating team, however, each team is financially responsible for the cost of the rooms (as well as all other travel expenses & meals). If traveling teams need hotel rooms in addition to the room block provided by the host, traveling teams will be responsible for requesting and securing those needs.

All teams must stay at the designated hotel for the duration of their stay at the NAIA Men's Basketball National Championship Final Site to be eligible for possible reimbursement.

TRANSPORTATION

There are two categories for transportation reimbursement:

1. Trips less than 750 miles:
 - Air travel will not be eligible for reimbursement without prior written approval from the NAIA.
 - Expenses for one standard 55 passenger bus, or up to two 15-passenger vans. Institutions are responsible for arranging all ground transportation needs.
 - Teams traveling close to 750 miles may submit a written request to the NAIA for approval to use air travel. Written request must be accompanied by –
 - The estimated cost of ground transportation,
 - A quote from Shorts Travel for the cost of airline tickets.
 - Any airline tickets purchased without written approval from the NAIA Department of Championships will not be eligible for reimbursement.
2. For trips over 750 miles:
 - Air transportation will typically be used.
 - Commercial airline flights for up to 23 members of the Official Party.
 - Institutions using commercial flights must use Shorts Travel. An institution not using Shorts Travel for commercial flights will be ineligible for reimbursement, unless prior written approval was attained from the NAIA. Any such requests must be accompanied by –
 - A quote for alternative proposed travel arrangements.

REIMBURSEMENT

Travel and lodging reimbursement to member institutions participating in postseason events is not guaranteed by the NAIA for any event. All transportation and housing expenses incurred to attend an NAIA National Championship shall be the financial responsibility of the institution.

The NAC and COP have approved a flat fee reimbursement rate for traveling teams in First & Second Round and Final Site competition. For those institutions that require air travel to the Final Site, those institutions must at least secure a quote through Short's Travel to be eligible for any travel reimbursements.

Traveling teams will be responsible for a minimum amount of their transportation and housing expenses prior to being eligible for expense reimbursement. The traveling team will receive and pay the transportation bill (air and/or ground) and housing bills incurred to and from, and while at the Final Site. Exceptions will not be made to these policies unless approved in advance in writing by the NAIA.

ADDITIONAL INFORMATION

BANDS

Bands are permitted to attend the NAIA Men's Basketball National Championship Final Site. Teams that will be bringing bands should indicate so on the [Final Site Qualifier Form](#). Seats have been reserved and planned out for any bands attending the event. Parking and storing of instruments and equipment for bands attending the championship are the responsibility of the attending institution. Bands will have complimentary access granted for days in which their team is playing in.

CHEERLEADERS/SPIRIT SQUADS

Cheerleaders and Spirit Squads are permitted to attend the 2024 NAIA Men's Basketball National Championship. Teams that will be bringing Cheerleaders and/or Spirit Squads should indicate so on the [Final Site Qualifier Form](#).

Cheerleaders and Spirit Squads traveling with participating teams will receive complimentary tickets for days in which their team is playing in, however hoteling and parking are the responsibility of the attending institution.

COMMUNICATIONS

New in 2024, there will be communications disseminated through the GroupMe App in the Final Site GroupMe. The GroupMe will be utilized for daily reminders pertaining to scheduling, as well as important and time sensitive updates to get to coaches, administrators, and athletics trainers.

To join the 2024 Final Site GroupMe [click here](#), or use the QR Code below:





FINAL SITE PREPARATION CHECKLIST

- ☐ **QUALIFIER CALL & COACHES MEETING** – 11:00 AM (CT) on Monday, March 18 via Zoom.
- ☐ **COMPLETE FINAL SITE QUALIFIER FORM** - Essential information needed to prepare for your team's arrival.
- ☐ **CHAMPIONS OF CHARACTER NOMINEE** – Submit your team's Champions of Character Nominee. Your nominee will be recognized before your team's first game on court with a certificate.
- ☐ **HOTEL RESERVATIONS** – Contact the Final Site Hotel Coordinator and send them your team housing form, credit card authorization form, and institution tax exempt form. Your team must stay at the Crowne Plaza - Kansas City Downtown duration of the NAIA Men's Basketball National Championship.
- ☐ **TRAVEL PLANS** – Shorts Travel: 816.323.6405. For teams traveling by air, Kansas City International (MCI) is the closest airport, located 15 minutes from the headquarter hotel and arena. Indicate your arrival plans on the Final Site Qualifier Form.
- ☐ **COMMUNICATE ATHLETIC TRAINING NEEDS (Attachment in back of packet)** – Indicate what kind of medical/training staff your team will be traveling with and any special needs for players.
- ☐ **BRING A COPY OF YOUR OFFICIAL POSTSEASON ROSTER** - This is mandatory for team check-in. Roster verification will take place at team check-in.
- ☐ **TEAM REGISTRATION/CHECK-IN** – 9:30am – 10:30am (CT) on Wednesday, March 20 at the Crowne Plaza KC Downtown Hotel. Bring a set of both light and dark uniforms and roster verification.
- ☐ **COMMUNICATE WITH HONORARY COACH/ATHLETIC DIRECTOR** – Ensure that your Honorary Coach and Athletic Directors are properly informed of your arrival plans, game schedule, and accessibility.
- ☐ **JOIN THE 2024 CHAMPIONSHIP COACH & ADMINISTRATOR GROUPME** – The GroupMe will be in use for alerts related to the final site. Join using the link or QR Code below:
Link: https://groupme.com/join_group/99327552/iGVbxILr





2024 NAIA Men's Basketball National Championship Game Schedule

(All times in Central Standard Time)

Thursday, Friday, & Saturday March 21-23
Doors open at 12:00 PM

1:00 PM	Game 1
3:00 PM	Game 2
5:00 PM	Game 3
7:00 PM	Game 4

Monday, March 25
Semifinals
Doors open at 4:00 PM

5:00 PM	Semi-final #1
7:00 PM	Semi-final #2

Tuesday, March 26
Championship Game
Doors open at 6:00 PM

7:00 PM	Championship Game
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TEAM HOUSING VERIFICATION FORM

A team representative should make sure to email this form, along with the Credit Card Authorization Form and the institution's Tax Exempt Form to jmccollum@cpkansascity.com by **5 PM (CT) on Sunday, March 17, 2024** to confirm hoteling needs for your official party. Include names of all participants, coaches, and official party members only. Please allow at least two business days to receive confirmation numbers.

To expedite the billing process and for a smooth check-in process, please include the Credit Card Authorization form with the rooming list.

INSTITUTION:

ADDRESS:

HEAD COACH:

CITY:

ZIP:

STATE:

PHONE:

EMAIL:

DATE OF CHECK-IN:

TIME OF CHECK-IN:

OF ROOMS NEEDED:

ROOM ASSIGNMENTS

Room Type	Occupants



CREDIT CARD AUTHORIZATION FORM

Send completed form via fax to (816) 460-6690 or email at jmccollum@cpkansascity.com

Name of Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: (____) ____ - ____ x ____
Fax: (____) ____ - ____ x ____ E-mail: _____

*I authorize use of my credit card to secure payment for the above function/event on _____.
The hotel will charge my credit card for the full amount of the estimated charges plus 15% to allow for reasonable changes no later than 7 business days (M-F) prior to my function. Any charges in excess of the final total will be credited within 3 business days after the final date of the function.*

Card Holder Name: _____ Signature: _____
Card Holder Phone Number: _____
Credit Card Number#: _____ Expiration Date: ____/____
Type: (credit card or debit card) _____

Authorized representatives permitted to incur and sign for charges for the account listed above:

NAME	CREDIT LIMIT	NAME	CREDIT LIMIT
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Account accepts all responsibility for the selected charges: (mark all that apply)

☐ ALL ☐ Guest Room & Tax ☐ Incidentals ☐ Banquet F&B ☐ Meeting Room
☐ AV ☐ Restaurant & R/S ☐ Self-Parking ☐ One Time Direct Bill ☐ Other (List Below)

For office use only

Account accepts responsibility for the selected charges: (mark all that apply)

Sales Representative: _____ Estimated Revenue: \$ _____

NAIA NATIONAL CHAMPIONSHIP MEDICAL INFORMATION SHEET

Coaches: Please forward this form to your Head Athletic Trainer. Please also bring a copy of this form to the Team Check-In on Wednesday, March 20. In addition to basic athletic training supplies, the athletic training room will be equipped with ultrasound, electric stimulation, Hydrocollator and hot and cold whirlpools.

Team: _____

Head Coach: _____

Will you have a team physician with you at the Final Site? YES NO

Physician's Name: _____

Will you have a Certified Athletic Trainer with you at the Final Site? YES NO

Athletic Trainer's Name: _____

Will you have a student trainer with you at the Final Site? YES NO

Student Trainer's Name: _____

Do you have any athlete(s) with a medical condition(s) that we need to be aware of before the tournament starts? YES NO

If yes, please state athlete(s) and their condition(s):

Do you have any athlete(s) on regular medication(s) that we need to be aware of before the tournament starts? YES NO

If yes, please state the athlete(s) and their medication(s):

ATHLETIC TRAINER SIGNATURE

DATE SIGNED

NAIA NATIONAL CHAMPIONSHIP FINAL SITE – BASKETBALL TRAVELING TEAM EXPENSE REPORT

(For Official Party of up to 21 persons listed on the official roster)

Participating Institution: _____

This form must be accurately completed, signed and returned with receipts no later than
April 15, 2024 to be eligible for reimbursement proration, to:
Men's Basketball: Rick Daum (rdaum@naia.org)
Women's Basketball: Abby Schultz (aschultz@naia.org)

TRAVEL:

A – AIR TRANSPORTATION:	Agency: _____	Airline: _____
	Arrival Date: _____	Departure Date: _____
_____	X \$ _____	= \$ _____
(Number in Party – 21 Max)	(Price per Ticket – do not include baggage fees)	(Total Air Travel Expenses – A)

B – GROUND TRANSPORTATION (For institutions driving to the host site or renting vehicles at the airport)	
Please Check One:	
School Vehicle(s) <input type="checkbox"/>	Number of vehicles: _____
Rental Van(s) <input type="checkbox"/>	Number of Vans: _____
Charter Bus <input type="checkbox"/>	
Total Ground Travel Expenses (B): _____	

C – LODGING	
Hotel: _____	Arrival Date: _____ Departure Date: _____
_____	X _____ = _____
Number of Rooms	Number of Nights
	Total Number of Room Nights
	X \$ _____
	Price Per Room (including Taxes)
	Total Lodging Expenses

TOTALS	
A – AIR TRAVEL	\$ _____
B – GROUND TRAVEL	\$ _____
C – LODGING	\$ _____
TOTAL ELIGIBLE REIMBURSEMENT EXPENSES (A+B+C)	\$ _____

Signature – Director of Athletics _____	Date _____
Signature – Coach _____	Date _____

Note: Reimbursement for travel and lodging expenses will be based on income from opening round rights fees. Reimbursement options will be reviewed by the National Administrative Council, with a final decision to be made by the Council of Presidents.

2024 NAIA Men's Basketball National Championship

March 21 - 26 • Municipal Auditorium • Kansas City, Missouri

Central Street



14th Street



MAIN ENTRANCE LOBBY

13th Street

Parking garage 1 block West on 13th between Broadway & Washington Street

Seating Legend

Individual Seating Options

- General Admission Seats
- Reserved Seats
- Courtside Seat
- ADA Seating



Wyandotte