



2012 National Championship General Information

- **Tournament Information.** The best source of information for the Basketball National Championship is the PrimeTime Sports web site at www.primetimesportz.com. Maps and directions, important announcements, and schedule information will be posted on the web site. Results will be posted on the web site at least daily during the tournament.

- **Contact Information.**
 - **Pre-Tournament**
 - For general questions regarding the National Championship, please call 972-355-3788, Ext. 1, or Toll Free at 1-888-643-8700, Ext 1. You can also send general inquiries to basketball@primetimesportz.com.
 - For specific questions about your entry, including status of your entry or player eligibility documentation questions. Please call 972-355-3788 or Toll Free at 1-888-643-8700 and the following Extension for your Division:

8 th and Under Girls	Ext. 125
8 th and Under Boys	Ext. 126
9 th /10 th and 11 th /12 th Girls	Ext. 127
9 th /10 th and 11 th /12 th Boys	Ext. 128
 - All National Championship forms, payments, player eligibility documentation which is mailed should be addressed to PrimeTime Sports, P.O. Box 271595, Flower Mound, TX 75027.
 - All National Championship forms, payments, player eligibility documentation which require a physical address for delivery must be addressed to PrimeTime Sports, 2601 Churchill Road Suite #100, Flower Mound, Texas 75028.
 - As to any questions regarding hotels, you should call Anthony Travel, Toll free, 1-800-736-6377.
 - **National Championship calls can be made to 972-355-3788, Extension 1.** Voice mail will be available on all other PrimeTime Sports numbers, but this extension number should be used for all National Championship inquiries, questions and event issues which cannot be addressed by the Site Director. Please do not call for game times, results, or directions as that information will be available on the web site, www.primetimesportz.com.
 - **Tournament Office.** During Coaches Check-In on July 25th and Late Check-In on July 26th, the Tournament Office will be located in the Frisco 7 room, Frisco Convention Center; 7600 John Q. Hammons Dr., Frisco, TX 75034 (please use North entrances to enter Convention Center). Beginning Friday, July 27th and for the balance of the Tournament, the Tournament Office will be located at the PrimeTime Sports Office, 2601 Churchill Road Suite #100, Flower Mound, TX 75028. **All Coach Check-In must be completed at the Check-In site and NOT at the PrimeTime Sports office.** During National Championship play, any questions or issues which cannot be addressed or handled by a Site Director should be addressed with the Tournament Office by calling 972-355-3788, Extension 1. You can find maps for the Frisco Convention Center and the PrimeTime Sports office in the *Maps* section of the National Championship pages of the PrimeTime Sports web site.

➤ **Important Information regarding Tournament Fees**

- **The due date for Entry Fee, Entry Form, player eligibility documentation and the Roster and Participation Agreement is July 9, 2012.**
 - The Early-Bird Entry Fee for the PrimeTime Sports National Championship is \$415 for all teams which have submitted a complete entry, including all player eligibility documentation, and payment **on or before June 4, 2012. For completed entries after June 4, 2012, the Entry Fee is \$495.**
 - If a team fails to timely provide all entry and eligibility information, there will be an additional **\$75.00 Late Documentation Fee.**
 - No team will be allowed to compete until Coaches' Check-In is completed as detailed below. Any team not completing the Check-In process during the regularly scheduled times will be assessed a **\$75.00 Late Check-In Fee.** The Late Check-In Fee is in addition to all other fees due, including the Late Documentation Fee referenced above.
 - All out of area teams, as detailed below, will be required to stay in a hotel which is identified as a Host Hotel. Any team not staying in a Host Hotel will be required to pay a **\$175 Housing Fee.** See *Housing Policy* Section below for detailed information as to housing options.
 - The requirement of such fees is intended to assure the timely and efficient processing of all entries in an effort to continue the exceptional value available for the PrimeTime Sports National Championship. It is our hope and intention that PrimeTime Sports will not be required to assess or collect any such fees. **All fees are due prior to play and a condition of participation in the National Championship. There will be NO EXCEPTIONS to these fees and they cannot be waived.**
- **Completion of Entry.** In order for a team's entry to be complete, the following must be received by PrimeTime Sports:
- The 2012 National Championship Entry Form
 - Full payment of the Entry Fee
 - Roster and Participation Agreement
 - **Grade AND age verification** for each player on the roster
 - For all 9/10 Grade, 11/12 Grade, and High School Team Divisions for Boys' and Girls' teams, completion of NCAA compliance requirements detailed on the web site.
 - Housing Policy compliance (see *Housing Policy* below)

The deadline for submitting the Entry Form, making payment of the Entry Fee, Roster and Participation Agreement, and the player eligibility documentation is July 9, 2012. Any entry fees or documentation accepted after the deadline will be subject to the Late Documentation Fee of \$75 (NO EXCEPTIONS).

➤ **Tournament/Event Schedule**

- **Wednesday, July 25: Coaches' Check-In.** Important information regarding Check-In is detailed below.
- **Wednesday, July 25: *Play Hard Live Well* Expo,** 9 a.m. to 8 p.m.

- **Thursday, July 26 and Friday, July 27:** Pool play for all divisions will be held on Thursday and Friday. All teams will play on Thursday and Friday. A limited number of divisions will begin bracket play on Friday.
- **Saturday, July 28:** Bracket play.
- **Sunday, July 29:** Bracket play continues, with all medal games on Sunday.

➤ **Coaches' Check-In**

**Where: Frisco 7 Room, Frisco Convention Center, 7600 John Q. Hammons Dr., Frisco, TX 75034
(Please use North entrances to the Convention Center)**

When: Wednesday, July 25, 2011: 7AM – 7PM

We encourage all teams to have their entry documentation complete and to Check-In as early as possible to avoid delays. Wait times can be extensive in the later afternoon/evening hours.

The extended hours are offered to make the Check-In process efficient and to minimize the time required to complete the Check-In process. **Teams which delay Check-In until late Wednesday afternoon will experience longer lines and a greater time commitment.**

The Head Coach or a representative must check in prior to the team's first game. **A team will not be allowed to play and will risk a forfeit until the Coach has completed check-in and the team's entry has been confirmed as complete.**

The Check-In process includes:

- Confirmation that the team's entry is complete, including Entry Form, player eligibility documentation for each player, fully signed Participation Agreement, and receipt of full payment of the Entry Fee, including any additional fees, to the extent applicable, such as the Late Documentation Fee, Late Registration Fee, and Housing Fee.
- Confirmation that all 9/10 grade, 11/12 grade, and High School Girls' and Boys' Team divisions have satisfied NCAA compliance requirements. **The NCAA rules do not allow any player or team to compete without meeting all NCAA compliance requirements;** to do so can risk player's collegiate eligibility under NCAA rules. See *NCAA Certified Event Requirements and Procedures* below and at www.primetimesportz.com.
- If a team's entry is complete upon arrival, the Coach will proceed with Express Check-In, which allows the coach to promptly receive the Coach's Packet, Coach and Player Credentials, and other tournament materials. When a team has submitted a complete entry, the process should be a matter of a few minutes.
- **If a team's entry is not complete** upon arrival, the Coach will be required to complete the entry documentation prior to proceeding with Check-In and prior to receiving the Coach's Packet, Coach and Player Credentials, and other tournament materials. A team will not be allowed to compete until the entry documentation is complete. **There are NO EXCEPTIONS to this requirement. Any entry fees or documentation accepted at Check-In will be subject to a Late Documentation Fee of \$75 (NO EXCEPTIONS).**

- If a team is providing player age/grade documentation at Check-In, copies of such documentation must be provided to PrimeTime Sports for our records. **It will not be adequate for the team to have originals for review; you must have additional copies to be retained by PrimeTime Sports.** No copying services will be available at the Check-In office and it will be the team's responsibility to have copies made.
 - Do NOT fax player eligibility documentation to the Embassy Suites Hotel. Any such documents received by the Embassy Suites Hotel will NOT be made available to the PrimeTime Sports Entry Processing Team or returned to the sender. Any eligibility documentation should be provided prior to Check-In beginning; if special circumstances arise requiring the transmittal of documentation after the start of Check-In, you should contact the PrimeTime Sports office at 972-355-3788, X1 for transmittal options.
 - Housing Policy compliance will be confirmed at Check-In. Compliance will be based upon real time reporting from Anthony Travel and the Host Hotels as to room bookings. If a team is not in compliance with the Housing Policy based upon information provided by Anthony Travel and the Host Hotels, payment of the Housing Fee will be required as part of your team Check-In. **No waiver of the Housing Fee will be granted at Check-In.** If you feel the Housing Fee was inappropriately assessed to your team under the Housing Policy, you are required to pay the Housing Fee, but can submit a Request for Housing Fee Refund which will be processed after the National Championship.
 - As part of Check-In, each team will be required to provide a team contact and mobile phone number, as well as the name of the hotel at which the team is staying, if applicable. This information is required in the event we need to contact your team during the tournament.
 - **Late Check-In.** Any Check-In accepted after 7:00 pm on Wednesday, July 25 will be a "Late Check-In" and must be completed prior to the team's first scheduled game. Late Check-In will be available on Thursday, July 26 and will be located in the Bass Room, Frisco Convention Center, 7600 John Q. Hammons Dr., Frisco, TX 75034. Late Check-In hours will be from 7:00 am to 3:00 pm on July 26 only. Late Check-In will NOT be available at any other site. **Any Late Check-In will be assessed a Late Check-In Fee of \$75, NO EXCEPTIONS. The Late Check-In Fee is in addition to all other fees due, including the Late Documentation Fee referenced above.**
- **Coach and Player Credentials.**
- *Coach's Credentials.* Each team will receive two (2) Coach's Credentials.
 - A third Coach's Credential can be issued for a fee of \$25, payable at the time of Check-In. No additional Coach's Credentials will be available after Check-In is closed. Additional credentials will **not** be issued. Please do not ask for additional passes, as the event staff has been instructed to not issue additional Coach's Credentials.
 - A coach must wear his/her Coach's Credential to each tournament site. **If a coach does not have his/her Coach's Credential, the coach will be required to pay admission. The gate staff has been instructed that there is no exception to this rule and please do not ask them to admit you or another coach without the Coach's Credential.**
 - NCAA rules require that coaches for all NCAA sanctioned divisions must be registered with the NCAA prior to the event. Separate credentials will be issued by for NCAA registered divisions and any coach without these credentials will not be allowed on the bench for NCAA certified divisions.

- **Only three (3) non-players (coach, scorebook person, etc.) may sit on the bench during games and each non-player on the bench during games must have Coach's Credentials.**
- The Officials and the Site Directors have been instructed to remove any non-player from the bench if such person does not have Coach's Credentials. **There will be no exceptions to this rule, including situations where a coach has forgotten or lost the credentials.**
- *Player Credentials.* At Coach's Check-in, the Coach will receive a player credential for each player for whom proper age/grade verification was submitted.
 - As to any player for whom age/grade verification is not provided, the player will not be allowed to compete in the tournament.
 - A player must wear his/her Player Credential to each tournament site. **If a player does not have his/her Player Credential, the player will be required to pay admission (even if in uniform). The gate staff has been instructed that there is no exception to this rule and please do not ask them to admit a player without the Player's Credential.**
- **Lost Credentials.** Players and Coaches must be careful to not lose Credentials or forget to bring them to the game site. If a Player loses his/her Player Credentials, replacement credentials will be issued for a fee of \$10. If a Coach loses his/her Coach's Credentials, replacement credentials will be issued for a fee of \$25. Replacement Credential requests should be made at the IAD tournament site, located at 2800 North Interstate 35E, Carrollton, TX 75007. Admission workers do NOT have any authority to waive the replacement cost.
- **Misuse of Credentials.** Any misuse of coach or player credentials (such as the attempted use by a non-coach or non-player) will result in the loss of the Credentials for the remainder of the Tournament and the coach or player will then be required to pay admission for all subsequent games. Please remind your coaches, players, parents and fans that the coach and player credentials are a privilege and misuse of the credentials is unacceptable.
- **NCAA Certified Event Requirements and Procedures.** All coaches and teams in the 9th/10th, 11th/12th and High School Divisions for Boys' and Girls' teams participating in the National Championship must be NCAA certified. Below you will find helpful instructions and important information. **All coaches for the divisions identified must be approved through the NCAA Coaches' Approval Program prior to the National Championship. Please be aware that the process may take up to seven business days to complete.** DO NOT wait until Coach's Check-In to complete this process. If you do, you risk your team's participation in the National Championship. Entry Fees will NOT be refunded if a team cannot compete due to coach's failure to comply with the NCAA requirements.

The approval process involves the following (for all coaches for teams in the 9th/10th, 11th/12th and High School Boys' and Girls' Divisions):

- Online application
- NCAA Rules test
- Criminal background check
- Payment (\$40 prior to June 30; \$55 after June 30)

Additional information and details as to the NCAA requirements can be found on the National Championship page of the PrimeTime Sports web site, www.primetimesportz.com. For any questions regarding NCAA compliance, call 972-355-3788, x1.

➤ **Tournament Rules**

- The same tournament rules will be followed as have been followed for all PrimeTime Sports tournaments in 2011-2012. Eligibility for players for the National Championship is based upon grade eligibility only, with no age exceptions, as detailed in the Eligibility Rules. You can find the complete Rules on the web site at www.primetimesportz.com. **PrimeTime Sports will provide all scorekeepers and timekeepers for the National Championship.**
- Compliance with all PrimeTime Sports player eligibility requirements and tournament rules is expected of all teams, as it is simply the right and honorable thing to do. The Tournament Director shall apply the Player Eligibility Rules in such manner as the Tournament Director deems appropriate to uphold not only the letter but the spirit of such rules and all teams shall be bound by any such application. This includes the Tournament Director's reservation of the power to direct that a team forfeit any game in which an ineligible player participates. Any decision by the Tournament Director to exercise or not exercise such power is final and binding on all participants in the event.
- **Game time is forfeit time, subject to the discretion of the Site Director.** The Site Director will exercise such discretion rarely and only when there is early communication of the problem and when the circumstances are beyond the control of the team. Failure to know the route to the site, delay in traffic, and getting lost will **not** generally be adequate reasons to delay the scheduled start of a game. Any decision by a Site Director to delay or not delay the start of a game is final and binding on all participants in the event.

- **Housing Policy.** For the 2012 National Championship, participating teams are required to stay at one of the Host Hotels. Anthony Travel serves as its Official Travel Partner for the PrimeTime Sports 2012 National Championship. Anthony Travel has blocked rooms at Host Hotels for each Pod, so that you can stay at a location conveniently located to the facilities at which your team will play. Please understand that any large event located in a metropolitan area will require some travel. PrimeTime Sports and Anthony Travel have grouped the facilities and the Host Hotels for your participating and travel convenience.

Anthony Travel has secured an outstanding choice of Host Hotels, with a wide range of prices and amenities that should fit your needs. Unless your team is from Dallas, Collin, Tarrant or Denton Counties, your team will be **REQUIRED** to use one of the Host Hotels. It is not required that you limit your choices to the Host Hotels in your Pod, only that your team stay in a Host Hotel in one of the Pods.

If none of the 60+ Host Hotels blocked for the National Championship meet your housing needs, you can opt out of our Host Hotels by paying a \$175 Housing Fee. This amount is due in addition to the Entry Fee and any other charges due for the team. The Housing Fee will be required of any team not staying at a Host Hotel (not including teams from Dallas, Collin, Tarrant or Denton Counties).

Housing Policy compliance will be confirmed at Check-In. Compliance will be based upon real time reporting from Anthony Travel and the Host Hotels as to room bookings. If a team is not in compliance with the Housing Policy based upon information provided by Anthony Travel and the Host Hotels, payment of the Housing Fee will be required as part of your team Check-In. No waiver of the Housing Fee will be granted at Check-In. The Housing Fee, if applicable, will be due at Check-In and payment of the Housing Fee will be a condition of completing the Check-In, including the receipt of coaches' and players' credentials. If you feel the Housing Fee was inappropriately assessed to your team under the Housing Policy, you are required to pay the Housing Fee, but can submit a Request for Housing Fee Refund which will be processed after the National Championship.

Additional housing requirements:

- For your team to be considered to be compliant with the Host Hotel requirements, your team must book at least 4 rooms with the Host Hotel for a minimum of 3 nights each. Any team booking less than this minimum will be subject to the \$175 Housing Fee at Check In.
- **Seven (7) days prior to the booked arrival date, the Hotel will charge the credit card provided to guarantee the room for one night's room charge and tax. This charge will be assessed against each room booked as an advance payment for the reservation made and is non-refundable.** If the credit card charge is not approved at that time, your rooms will be released and you may be subject to the \$175 Housing Fee.

PrimeTime Sports is proud of the value we offer teams for a National Championship. An important key to our ability to continue to offer this value is through the support of local communities and sponsors, including the Host Hotels. For this reason, we appreciate your compliance with the Host Hotel requirement.

➤ **Tournament Sites.** More than 700 teams are expected to participate in the 2012 National Championship. To accommodate more than 1600 games in 4 days of play, PrimeTime Sports has secured more than 50 courts for the tournament. To help teams with their planning (including lodging selection), we will assign the different divisions to groupings of gyms which are located in close proximity (referred to as "Pods").

➤ **Admission.**

- Admission will be charged for all National Championship games.
 - Adults
 - Daily admission: \$10.00 (all games at all gyms for the day of purchase)
 - Tournament Pass: \$28.00 (all games at all gyms for all days)
 - Youth (ages 6-18)
 - Daily admission: \$5.00 (all games at all gyms for the day of purchase)
 - Tournament Pass: \$12.00 (all games at all gyms for all days)
 - Age 5 & Under: free admission
- Both daily admissions and Tournament Passes will require the attendee to wear a wristband. The wristband must be worn on the wrist and cannot be attached to a purse, keys, or anything other than the attendee's wrist.
- If a Tournament Pass is purchased, it must be presented for admission on each subsequent day of the Tournament. Because of the number of sites and the number of people attending the games, **the gate workers will not be allowed to admit anyone without a Tournament Pass or a daily admission, including when a Tournament Pass has been lost or forgotten.**

➤ **Awards.** Team trophies and individual trophies will be awarded to the top 2 places in each division. All other teams playing in medal games will receive a team trophy and individual medals. Medal games other than Championship games will be:

- Divisions with 31 teams or less will have a 3rd/4th place game.
- Divisions with 32-47 teams will have a 3rd/4th place game and a 5th/6th place game.
- Divisions with 48-63 teams will have a 3rd/4th place game, a 5th/6th place game, and a 7th/8th place game.

- Divisions with 68 or more teams will have a 3rd/4th place game, a 5th/6th place game, a 7th/8th place game and a Consolidation 1st/2nd place.

➤ **Tournament Schedules.**

- Due to the number of teams participating, **schedule requests cannot be considered.** Teams must be available to play on each day of the tournament and games will be scheduled from 8:00 am to 9:10 pm each of the first 3 days of the tournament. The last games Sunday will be scheduled at approximately 5:00 pm.
- The target date for posting Schedules on the web site is Friday, July 20. Any change in the expected publication date or time will be announced on the web site. Please **do not call** the office for scheduling information, as that will only delay the process of preparing, reviewing and posting of schedules.
- During the tournament, results will be posted on the web site at least daily and on brackets at each facility where a division is participating. Again, do not call the office for results or schedules during the tournament.

➤ **Maps & Directions.** Maps & Directions for all facilities are posted on the web site and published in the National Championship Program. Maps & Directions for each Division will be included in the Coach's Packets.

➤ **Withdrawal Policy.** One of the biggest challenges to managing events is late entry withdrawals by teams. Such entry withdrawals shift energies and resources away from preparing for the event to damage control for a late change in a division. The PrimeTime Sports National Championship is one of the best values available for a national level tournament. To continue to offer this outstanding value to teams, PrimeTime Sports has adopted this *Tournament Entry Withdrawal Policy* for the 2012 National Championship:

- For any withdrawal received on or before July 9, 2012, the team will receive a full cash refund.
- For any withdrawal received after July 9th, but on or before July 13, 2012, PrimeTime Sports shall retain an administrative fee of \$150 and the balance will be refunded to the team.
- For any withdrawal received after July 13, 2012, there will be no amount refunded to the team.
- Any withdrawal must be made by email to basketball@primetimesportz.com. A withdrawal will not be considered made until it is completed as directed. NO phone or fax withdrawals will be allowed.
- Any refunds due a team will be made on or before September 1, 2012.
- This Withdrawal Policy shall supersede any and all other withdrawal policies or practices of PrimeTime Sports.

It is important that you regularly check the website for any changes and additional information.

Thanks for playing in the 2012 Prime Time Sports National Championship!