



MEMORANDUM

February 21, 2020
VIA EMAIL

TO: Division I Directors of Athletics
Division I Head Men's Basketball Coaches
Division I Head Women's Basketball Coaches.

FROM: **Dan Gavitt**, Senior Vice President of Basketball
Lynn Holzman, Vice President of Women's Basketball.

SUBJECT: Charter Air Travel for the Division I Basketball Championships.

This memorandum will address charter air travel operations for the 2020 NCAA Division I men's and women's basketball championships.

In coordinating travel for the men's and women's championships, the NCAA will utilize every available large aircraft that meets NCAA requirements for safety and operations (10-15 dedicated aircraft, plus one-off flights from other carriers).

Please note - charter availability may be limited due to FAA crew regulations, and supply and demand.

The most problematic day for outbound travel will occur on Wednesday after selections (March 18). To address the travel challenges on this day and in the early rounds, the same procedures from previous years will be followed again in 2020.

As is explained in the passages that follow, charter air travel will be coordinated through the NCAA's travel service, Short's Travel. **Should there be any issues with your charter travel, with the FBO, or any other areas related to your air transportation, all questions should be directed to the phone numbers below:**

- **Between the hours of 7 a.m. and midnight Eastern time: 866-655-9215**
- **Between the hours of midnight and 7 a.m. Eastern time: 319-939-1933 (Emergencies Only)**

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Women's Team Travel Policy

First Round:

- Teams playing on Friday in the first round, and typically traveling on Wednesday, will be required to change their preferred departure time to as late as 10 p.m. local time.
 - To address potential fatigue concerns, teams will be permitted to leave a day earlier (Tuesday) and will be paid per diem for the additional day. Teams choosing to leave Tuesday should plan for a departure time as late as 10 p.m. local time.
- For the first round (Friday/Saturday), non-advancing teams which play games with a tipoff scheduled before 3 p.m. local time may be required to travel home postgame.
 - Departures for these teams will be scheduled for as early as seven hours after scheduled tipoff and up to as late as 10 p.m. local time, so there will be ample time for the team to visit with family members, check out of the hotel and have a team meal.
- Non-advancing teams with a scheduled tipoff of 3 p.m. or later local time will have return flights scheduled for the next day.
 - These departures will be scheduled as early as practical based on a team's game time, but teams should be aware that departures may be scheduled as late as 10 p.m. local time.
 - Teams with late departure times will be paid per diem for the additional day and have player/coach hotel rooms secured for late checkout.

Men's Team Travel Policy

First Four:

- Teams advancing from the First Four (on Tuesday and Wednesday) will depart Dayton postgame for their first-round site. Departures will be scheduled as early as practical after scheduled tipoff.
- Non-advancing teams will depart the day after competition to return home to campus. Departures may be scheduled as late as 10 p.m. local time. Non-advancing teams with late departure times will be paid per diem for the additional day and have enough hotel rooms to accommodate the team secured for late checkout.

First/Second Rounds:

- For the first round (Thursday/Friday), non-advancing teams which play games with a tipoff scheduled before 3 p.m. local time may be required to travel home postgame.
 - Departures for these teams will be scheduled for as early as seven hours after scheduled tipoff and up to as late as 10 p.m. local time, so there will be ample time for the team to visit with family members, check out of the hotel and have a team meal.
- Non-advancing teams with a scheduled tipoff of 3 p.m. or later local time will have return flights scheduled for the next day.
 - These departures will be scheduled as early as practical based on a team's game time, but teams should be aware that departures may be scheduled as late as 10 p.m. local time.
 - Teams with late departure times will be paid per diem for the additional day and have player/coach hotel rooms secured for late checkout.

Reporting for the Team Charter Flight

It is possible the same plane will be used to transport multiple teams back-to-back. Therefore, teams are **required** to report to the airport for charter flights no later than **one hour** prior to their scheduled departure time.

If a flight is delayed because a team fails to arrive at the airport as scheduled, the respective basketball committee may deem this action to be misconduct and penalties may be applied to the institution.

We recommend having your transportation company reach out to the FBO ground operations contact listed on your charter letter to assist with an on-time arrival. Those individuals can provide precise driving directions to the facility and point of departure.

It is also recommended when contacting the FBO liaison ahead of time, to confirm the time TSA agents will arrive, and the number of agents available to assist in processing.

Security Screening

During regular-season travel, when a team typically uses the same carrier and/or travels with the same personnel, security screening can be relaxed or not required at all. This will not be the case for tournament travel as security screening will be required for **every** person on the manifest. This will include screening for all carry-on bags and metal detection. Teams should plan for this additional security screening and arrive at least one hour prior to departure to accommodate this requirement.

It is also recommended if you have more than one bus, you can send the band/spirit squad/administrator bus first and send the team as quickly as possible after the first bus.

Check-In Requirements

Each traveler must carry a government-issued photo ID (such as a driver's license). The name on the ID and the passenger manifest must match.

Baggage/Equipment

Passengers are limited to one personal bag per person, not to exceed 50 pounds, and one carry-on bag at 15 pounds. Excessive/overweight baggage will be left behind if maximum payload level is reached. Your institution will be responsible for arranging shipment of any excess baggage or equipment.

Hazardous Materials

Spare lithium batteries and/or lithium batteries installed in any of your equipment are considered dangerous goods and must be declared and properly documented prior to travel. Please provide advance notice if you are carrying any of these items.

Manifest

It is mandatory that the primary administrator, or his/her designee, carry a copy of the complete, correct passenger manifest. The institution is responsible to ensure that all travelers on this charter flight meet the definition of "bona fide member" of your institution as defined by Title 14 of the Code of Federal Regulations Part 212.5.

Requesting Specific Travel Dates/Times

While we understand and appreciate teams are accustomed to departing campus at a desired time for trips during the regular season, the logistics of these tournaments, which are taking place at the same time, makes it impossible to meet those demands in the preliminary rounds.

Specifically, we ask team administrators to request windows of time for travel rather than exact times, and be willing to adjust schedules to accommodate the needs of the teams competing in both tournaments.

Allowable Travel Party Size

The NCAA will provide aircraft large enough to accommodate the NCAA paid travel party size and a reasonable amount of equipment (e.g., standard basketball equipment, one training table, one drum set, two tubas/sousaphone, personal luggage).

Short's Travel and the NCAA will do everything possible to provide an aircraft which can accommodate the numbers of passengers requested by institutions. However, we can only guarantee an aircraft large enough to carry the NCAA paid travel party size. Institutions will need to plan accordingly as the same aircraft type/number of seats that is flown to the site of competition may not be available for the return flight. Extra passengers will need to return via commercial air service if the same number of charter flight seats is not available for the return. It is our recommendation to limit travel party size to 145 or less.

It is imperative that a team enters its planned travel party size accurately as teams will be held accountable for the information provided on travel party size. Should a team knowingly enter a travel party size larger than they actually plan to take simply to obtain a larger aircraft, that team may be subject to a financial penalty by the respective basketball committee.

Penalties will be assessed on a case-by-case basis and will be imposed on any team that overstates its travel party by more than 10 percent (e.g., requests a travel party of 130, actually travels 95).

Additional Passenger Policy

If an institution elects to take more travelers than allowed by policy, the institution must pay for additional passengers above the official travel party size. For commercial flights, that cost will be the actual cost charged by the airline. For charter flights, the institution will be charged a maximum of \$350, one way, per additional person.

In terms of additional passengers, the NCAA academic and membership affairs staff (AMA) has determined that a parent of a student-athlete is only able to purchase a seat on the team's NCAA charter if they are a member of a group other than parents of the athletes (e.g., alumni association, booster club). In other words, access to purchase a seat on a team's NCAA charter solely due to an individual's status as the parent of a student-athlete constitutes an impermissible extra benefit.

Wi-Fi on Charter Aircraft

Wi-Fi capability is not guaranteed on charter flights as many charter carriers are not equipped with Wi-Fi. Some scheduled service carriers (e.g., Southwest) are unable to provide Wi-Fi on charter flights booked at the last minute, which is how many of the flights are arranged during both tournaments.

If Wi-Fi is available, it will be provided at no cost to the team. However, teams should plan travel as if there will be no Wi-Fi.

Return Travel from a Site

The NCAA has instituted the following guidelines when scheduling the charter departure of teams from a site:

- Where possible, both teams will be scheduled for the same departure time, and each team will be scheduled to depart from different Flight Based Operators (FBOs). We suggest you work with your site's FBO liaison to re-confirm the quantity of TSA agents specifically needed for your travel party.
- If two FBOs are not available, both teams will be scheduled to leave at the same time from the same FBO, but two separate security screening teams will be scheduled. Teams should be advised this means they will be in the same facility at the same time with the opponent they just played. If a team prefers not to do this, they may request a later departure time. We suggest you work with your site's FBO liaison to re-confirm the quantity of TSA agents specifically needed for your travel party.

- If two FBOs or two security screening teams are not available, or existing FBO facilities are not able to accommodate two teams at one time, the team with the higher seed will be scheduled first, followed by the other team one hour later. We suggest you work with your site's FBO liaison to re-confirm the quantity of TSA agents specifically needed for your travel party.

We understand these requests will have an impact on you. However, there are no other events at the national level that present the logistical travel challenges of these two tournaments, which are occurring at the same time. As a result, we must adjust to the realities of the current charter marketplace, while at the same time, providing the best possible travel experience for the participating student-athletes. We greatly appreciate your assistance and consideration in making this happen.

If you have any questions or comments, please feel free to contact us. We wish you all good luck for the remainder of the season and hope to work with your respective programs in March.

DGG/LMH:jls

cc: Danielle Donehew, WBCA
Jim Haney, NABC
Division I Conference Commissioners
Division I Senior Woman Administrators
NCAA Division I Men's and Women's Basketball Committees
Selected NCAA Staff