# 2017 Division III Host Operations Manual

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This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

SECTION 1•1 DEFINITIONS

**Championship.** Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

**Governing Sports Committee.** The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division’s governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

**Host Institution/Conference.** An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

**Local Organizing Committee.** A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

**NCAA Championships Administrator.** The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

SECTION 1•2 ROLE OF THE NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-field entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

SECTION 1•3 ROLE OF THE GOVERNING SPORTS COMMITTEE

The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division III Presidents Councils.
SECTION 1.4 ROLE OF HOST INSTITUTION/CONFERENCE

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.
SECTION 2 • MISSION STATEMENT

The primary mission of the NCAA Divisions I, II and III Men’s Lacrosse Committees is to administer national champions comprised of teams representing institutions of higher education played in a wholesome environment that exemplifies the amateur spirit of intercollegiate athletics and diversity. Consistent with this mission, it also shall be the responsibility of the committees to monitor and take action as appropriate regarding selected issues affecting college lacrosse and to maximize exposure and revenue from the championships through policies and activities coordinated and approved by the committees subject to the final authority of the NCAA Division I Championships/Sports Management Cabinet and the Divisions II and III Championships Committees.

The lacrosse committee’s mission shall be implemented through the following administrative and management policies:

Ensuring that the primary focus of the championships shall be placed on the participating institutions, their student-athletes, coaches administrators, alumni and fans;

Assuring that the participating student-athletes, coaches, game officials and other institutional representatives exhibit sportsmanlike conduct and adhere to professional standards at all times during the tournament;

Identifying the specific role and responsibilities of the host institutions/conferences and the committees through operations manuals, bid guidelines and other direct communications;

Standardizing administrative procedures for all game management, media, entertainment, hospitality, and marketing activities;

Ensuring that commercial activities do not detract from the wholesome environment of the championships;

Enhancing the championships through long-range planning; maintaining fiscal responsibility by maximizing revenue sources and controlling expenses in order to realize the greatest possible return to the NCAA membership while not compromising the mission of the committees, and monitoring the championships-related activities of all “external” entities to ensure that the principles herein are not imperiled.
## Section 3 • NCAA Committee and Staff

### 2016-17 Division III Men’s Lacrosse Committee

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<tr>
<th>North Region (Term Expires 2020)</th>
<th>North Region (Term Expires 2018)</th>
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<tbody>
<tr>
<td>Tom Emberley</td>
<td>Brendan Gorman</td>
</tr>
<tr>
<td>Assistant Commissioner</td>
<td>Head Men’s Lacrosse Coach</td>
</tr>
<tr>
<td>Skyline Conference</td>
<td>Babson College</td>
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<tr>
<td>450 Seventh Avenue, Suite 1102</td>
<td>231 Forest Street</td>
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<tr>
<td>New York, New York 10123</td>
<td>Babson Park, Massachusetts 02457</td>
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<tr>
<td>Phone: 646-598-9630</td>
<td>Phone: 781-239-3973</td>
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<tr>
<td>Jay Gardiner, chair</td>
<td>Sean Woods</td>
</tr>
<tr>
<td>Commissioner</td>
<td>Head Men’s Lacrosse Coach</td>
</tr>
<tr>
<td>Southern Athletic Association</td>
<td>Colorado College</td>
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<td>1060 Middlebrooke Drive</td>
<td>415 West Polk Street</td>
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<tr>
<td>Canton, Georgia 30115</td>
<td>Colorado Springs, Colorado 80907</td>
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### NCAA Staff

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<th>Elisa Halpin</th>
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<td>Coordinator, Championships and Alliances</td>
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<tr>
<td>Cell: 317-363-0843</td>
<td>Cell: 317-610-6826</td>
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<tr>
<td>Email: <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a></td>
<td>Email: <a href="mailto:ehalpin@ncaa.org">ehalpin@ncaa.org</a></td>
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SECTION 4 • ALCOHOLIC BEVERAGES

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

SECTION 5 • AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

SECTION 6 • AWARDS

SECTION 6•1 PRELIMINARY ROUNDS

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (32) to the tournament manager prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

SECTION 6•2 PARTICIPANT AWARDS

Preliminary Rounds. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, banquets and mementos will NOT be permitted at preliminary rounds.
SECTION 6•3 ELITE 90 AWARD

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics or Andrew Cardamone at elite90@ncaa.org or 317-917-6222. All documents, including deadlines and nomination forms can be obtained at the following location – http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program.

You must be logged into the site to access the page. The submission deadline for nomination for the Division III Men's Lacrosse Championship is 5 p.m. Eastern Time on Tuesday, May 23.

SECTION 7 • BANDS/SPRIT SQUADS/MASCOTS

SECTION 7•1 ADMISSION

Bands, cheerleaders, administrator, and mascot will be admitted by the gate list. Live animal mascots are not permissible.

SECTION 7•2 ARTIFICIAL NOISEMAKERS

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress.

SECTION 7•3 DESIGNATED AREAS

A maximum of 12 cheerleaders and/or spirit squad members and mascot are allowed on the field. Mascots must stay out of spectator seating areas. Spirit squads and mascots must stay on their team’s half of the field. They shall otherwise remain in an area designated by the tournament manager with the approval of the committee. They are not permitted to roam the stands, even if that is their normal practice during home games. Flags carried by institutions’ representatives are permitted on the field during time outs, but must not be used to taunt competitors or block spectator’s views.

SECTION 7•4 ELECTRONIC AMPLIFICATION

Bands may not use electronic amplification equipment.

SECTION 7•5 FIGHT SONGS/MUSIC

If a team does not have a band present, it may provide the institution’s fight song to be played during time outs. Alternate band and electronic music throughout each game. Only one band should play at each time out.

SECTION 7•6 MAXIMUM NUMBER

A maximum of 25 band members, including the director, 12 uniformed cheerleaders and/or spirit team members, and one costumed mascot will be admitted free of charge. Each institution’s administrator must submit a typewritten list to the tournament manager and committee liaisons at the administrators’ meeting prior to the competition.

SECTION 7•7 NATIONAL ANTHEM

The national anthem may be played by one of the participating institutions' bands.
**SECTION 7•8 SEATING**

Bands should be seated in the area behind its respective team bench. The band will sit in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the men's lacrosse committee liaisons.

**SECTION 7•9 WARM-UP MUSIC**

No team-provided warm-up music is permissible. Only band(s) and host-provided neutral music will be used. The host institution will select and administer the music.

**SECTION 8 • BROADCASTING/INTERNET**

**SECTION 8•1 BROADCASTING**

Please see the NCAA website at http://ncaa.com/media.

**SECTION 9 • COMMERCIALISM/CONTRIBUTORS**

**SECTION 9•1 PREMIUMS GUIDELINES**

Competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

**Laser Pointers.** Laser pointers of any kind.

**Noisemakers.** Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

**Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold by the NCAA or its agents, may not be distributed on the premises.

**Signs, Flags, Banners.** Large signs, flags or banners are not permissible. It is the facility personnel’s responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

**SECTION 9•2 NCAA CORPORATE CHAMPIONS/PARTNERS**

The NCAA has a national Corporate Champion/Partner program and a licensing program. These programs are administered by Turner/CBS. No other commercial entities have the right to use tournament brackets, NCAA logos, name of the championship or other NCAA marks (e.g., March Madness). Go to http://www.ncaa.org/championships/marketing/ncaa-corporate-relationships?division=d3 for more information.
SECTION 9•3  NCAA TRADEMARKS

When trademarks apply to products or services, they may be followed by the symbols ™ or “tm” or “sm” to show that it is a product or service trademark, although not yet legally registered, or ® to show that it is a product or service legally registered by the U.S. Patent and Trademark Office. When using either a trademark symbol in printed or online documents, use with the first mention of the trademark inside the cover or title page and then only on the first mention in the main text. The trademark symbol should not be used in a heading. If the first trademark mention occurs in a heading, use the symbol at first mention in the main text immediately after the heading.

SECTION 9•4  OFFICIAL CHAMPIONSHIPS LICENSEE/SUPPLIERS

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA’s Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

A list of NCAA licensees and official equipment suppliers can be found here: http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list?division=d3.

SECTION 9•5  TEMPORARY PROMOTIONAL DISPLAYS

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships & Alliances’ Corporate Relations team.

SECTION 10 • CRITICAL INCIDENT RESPONSE/EMERGENCY PLAN

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will provide the following:

- Develop contact list.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan - Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists’ actions.

In the event of a critical incident, contact the NCAA manager immediately before any decisions are made.

**Interruption of Game.** The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

**Score’s Table.** Assure that the game clock and score are accurately recorded.

**Officials.** Assure that the officials know the exact game situation when play was halted.

**Student-Athletes and Coaches.** These individuals should proceed to the bench area or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

**Power Source/Public Address.** Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area), it should be used so communication is not interrupted.

**Responsibility.** Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggest that law-enforcement personnel attempt to communicate with leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

**Communication.** A senior member of the facility management and senior law-enforcement officer at the site must proceed immediately to the scorer’s table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

**Meeting.** The committee chair, NCAA staff and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer’s table to assess the situation.

**Normal Conditions.** The committee shall determine when conditions have returned to normal.

**Resumption of Play.** As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialled individuals, those on each institution’s pass list; other individuals designated by each institution’s director of athletics and required facility operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city), provided the alternate facility meets the provisions of the NCAA playing rules.

**Spokesperson.** The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.
SECTION 11 • DRUG TESTING

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

SECTION 11•1 DRUG-TESTING EXPENSES

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

SECTION 11•2 FACILITY SPECIFICATIONS

Team Championships. Hosts must identify two separate rooms (one for each team) where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

SECTION 11•3 HOST NOTIFICATION

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

Team Championships. The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

SECTION 11•4 MEDIA OBLIGATIONS

Team Championships. Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes that have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

SECTION 11•5 NEXT-DAY TESTING

Team Championships Only. If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

SECTION 11•6 PARTICIPANT NOTIFICATION

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

Team Championships. The drug-testing crew chief will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.
SECTION 11•7 SEATING

At team championships, escorts and the drug-testing crew shall sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

SECTION 11•8 SITE COORDINATOR’S RESPONSIBILITIES (HOST)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.

- Confidentiality. Keep testing information confidential at all times.
- Contact Information (team championships). The site coordinator will provide official travel party and drug-testing contact information to the drug-testing crew chief.
- Couriers (individual/team championship). The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification.
- Drug-Testing Site Coordinator Manual. The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website.
- Escorts (team championships). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the NCAA-provided supply of beverages.
- Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- Second Meeting. A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - Assistance. Assist the drug-testing crew chief during testing.
  - Confirmation. Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.
  - Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.
  - Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.
  - Plans. Meet with the tournament manager to finalize plans.
  - Report. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- Transportation/Lodging (drug-testing crew). The drug-testing crew chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.
SECTION 12 • EQUIPMENT

SECTION 12•1 SIDELINE EQUIPMENT HYDRATION PROGRAM

Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product

The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically red POWERADE equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

SECTION 12•2 CHAMPIONSHIP GAME GOALS

Game Goals. The vertical post shall be 7-1/2 feet in overall length and shall be inserted into 1-1/2 foot by 2-inch vertical sleeves, which are inserted into the ground exposing six feet of goal pipe above the ground. The sleeves shall be capped at the bottom, and the top of the sleeves shall be at ground level. Flat-iron type construction or an obtuse-angle support system is also permissible, depending on the field surface.

SECTION 12•3 SCOREBOARD

Scoreboard. Team names shall be displayed on the scoreboard. The host institution is the “home” team.

SECTION 12•4 INCLEMENT WEATHER

Inclement Weather. Facilities must have tarps for the two goal creases and face-off spot in addition to material to apply to these areas before and during the game.

The NCAA has made arrangements through Telvent DTN to provide a lightning detection and weather monitoring system to all rounds of competition for spring championships. Each host will receive a memo with more detailed information prior to competition. Refer to Appendices A, B and C.

SECTION 13 • COMPETITION SITE REQUIREMENTS/DIAGRAMS

SECTION 13•1 CONCESSIONS

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games.
begin. During competition, selling is restricted to the arena concourse and established selling locations.

SECTION 13•2 ELECTRICAL OUTLETS

Electrical outlets (110-volt AC) shall be provided to all working press areas. The minimum requirements is one outlet for every two seats in the press box. Refer to the NCAA Broadcast Manual.

SECTION 13•3 PLAYING SURFACE


Appendix D outlines the facilities needs necessary to administer the championship.

SECTION 13•4 SIGNAGE

Each host of the NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during press conferences.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

SECTION 13•5 TEAM BENCHES

Travel Party Size. Number of individuals the NCAA reimburses for travel to the championship. This number can include student-athletes competing, coaches, administrators, team personnel and other student-athletes not dressing for competition.

Max Team/Squad Size. Number of student-athletes in uniform who are permitted to compete in the championship.

Bench Size. Number of individuals who are permitted to sit on the bench. This number can include student-athletes competing, coaches, administrators, team personnel and other student-athletes not dressing for competition.

Division III. Each team will be permitted a maximum of 32 dressed student-athletes (these individuals will make up your institution’s squad list), along with 1 additional individual to complete your official travel party of 33. An additional 9 individuals two of whom must be medical will be permitted on the sidelines beyond the travel party of the 33 for a total of 42.

The 9 individuals exceeding the travel party of 33 shall include non-participating dressed players and institutional personnel (coaches, managers, athletic trainers, team physicians and administrators). All student-athletes must be identified on the Travel Party Roster Form along with their jersey numbers. Institutions must submit this list to the lacrosse committee or site representative at the mandatory pre-championships meeting.

SECTION 13•6 VIDEOTAPEING

Each participating team is permitted to record all games at the site in which it is participating with a single camera and one person (videotape or film), other than the final site. The team representative is not permitted to have an assistant during videotaping. The host institution shall reserve space for two videotape cameras to shoot at one time.

Non-commercial Usage. Video of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own non-commercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purpose or other commercial purposes.

Restricted Space. On completion of the game filming/videotaping, the representative will be required to immediately depart the area in order for other videographers to establish their shooting position.
SECTION 14 • FINANCIAL ADMINISTRATION

SECTION 14•1 AUDIT

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements and expense reimbursements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report. Please contact Jim Brown (317-917-6780) with any questions.

SECTION 14•2 PROPOSED BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

SECTION 14•3 FINANCIAL REPORT

Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. Financial reports showing net receipts are not considered complete until payment is received at the national office.

SECTION 14•4 DRUG TESTING

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the the drug-testing site coordinator’s manual.

SECTION 14•5 OFFICIALS

Officials shall be compensated by the NCAA through ArbiterPay for fees, travel and per diem expenses.

SECTION 14•6 PARTICIPATING INSTITUTION EXPENSES

The NCAA will reimburse the competing institutions for transportation and per deim expenses in accordance with NCAA travel policies. The competing teams shall be responsible for their local transportation. Participating institutions should submit their expenses through the TES System (http://www.ncaa.org/championships/travel/championships-travel-information) to the travel group at the NCAA national office within 30 days of competition.
SECTION 15 • GAME/ MEETING MANAGEMENT

SECTION 15•1 ADMINISTRATIVE MEETING

The purpose of these meetings is to review tournament preparations and game committee members’ assignments.

Preliminary Rounds

Administrative Meeting. The pregame meeting between the NCAA site representative, tournament manager, head coaches and team administrator shall take place at least two hours prior to game time. The host may conduct the meeting the day before championship. The host shall designate a room at the competition site to conduct this meeting.

Championship

Administrative Meeting. A pre-championship administrative meeting for Division III teams will be conducted on Friday, May 26.

SECTION 15•2 OFFICIALS’ MEETING

Pregame Meetings. Two hours prior to each game, an officials’ meeting shall be conducted to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures.

SECTION 15•3 COMPETITION TIMES

Preliminary Rounds

Game times will be confirmed on the participant call.

Championship

The Division III championship game will begin 5 p.m. Eastern time on Sunday, May 28.

Pregame Timing Schedule. The NCAA staff will determine the pregame timing schedule. (Refer to Appendix E)

SECTION 15•4 DECORATING AND ADVERTISING

There may be no commercial advertising, signs or displays of any kind, including those of NCAA corporate partners, hung, posted or displayed anywhere within the stadium proper (i.e., any area from which the field can be seen, including the scoreboard) during any sessions of the championships.

Electronic Message. No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public-service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the committee liaisons.

Exceptions. Approved NCAA and radio/television banners, and permanent, previously existing contracted advertising displays that were accepted by the NCAA at the time the site was selected are exceptions to this policy. However, such displays shall not be illuminated and should be covered if at all possible.

Illegal Advertisements. No advertisements denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications or services, or any professional sports organizations or teams shall be hung, installed or displayed anywhere within the main seating area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.
**NCAA Championship Site Signage.** A shipment of NCAA signage will be sent to the facility. The NCAA will send the host a list of all signage to be shipped before the championship begins.

**Television/Radio Banners.** At televised games, only the NCAA and television and radio banners may be hung (two banners per network).

**Video Screens.** If electronic video replay screens are available, they may be used at the facility’s expense. Replays of any game officials’ call are not permissible. Video screens may not display advertising.

## SECTION 15•5 ELECTRONIC TRANSMISSION

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. (No video to video; audio to audio; or video skill pictures on the bench). It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. statistical information) to the bench. Electronic video devices may be used as aids for postgame analysis; video may be used between games of a match outside the bench area, playing area and spectator areas. Computers may be used in the bench areas during the game for statistical purposes only.

## SECTION 15•6 FIELD READINESS

The field should be set up for competition at least 2 hours prior to each game.

## SECTION 15•7 GAME COMMITTEE

**Composition.** The NCAA committee member/site representative, an administrative representative of the participating teams, and the host institution’s director of athletics (or designated representative) comprise the games committee. If a committee member is associated with an involved team, he will not serve as a games committee member. The chair of the lacrosse committee or a designated committee member will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity.

**Duties.** The games committee will actively supervise the conduct of each championship session.

**Expenses.** NCAA site representative lodging expenses shall be covered in the host institution’s budget for preliminary rounds.

## SECTION 15•8 MEDICAL PROCEDURES

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or contest of any round of an NCAA championship. The host shall designate a licensed physician with experience as a team physician to serve as the medical director for the championships. The host should assign a certified athletic trainer to coordinate the medical arrangements for the championship.

Each scheduled practice and contest requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medial facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

## SECTION 15•9 PARTICIPANT INFORMATION

**Playing Rules.** The Men’s Lacrosse Rules Book and the Pre-Championship Manual policies shall be strictly observed. Host institutions/conferences are responsible for all aspects of game management.
SECTION 15•10 PRACTICES

Administrative Responsibility. The host institution/conference shall appoint an individual to coordinate all aspects of the team practice at each facility (e.g., timing, equipment). Teams are permitted a minimum of 60 minutes of practices on the game field (weather permitting).

Opportunities for Practice. Teams may practice at the competition site on the day preceding the first competition at the site.

SECTION 15•11 SQUAD SIZE

Participating teams are limited to a maximum of 32 eligible players to participate for Division III. The players to be used must also be designated at the pregame meeting using the squad list forms. (Refer to Appendix F)

SECTION 15•12 TRAVEL PARTY

Travel parties are limited to 33 individuals for Division III. The travel party is the number of individuals the NCAA will reimburse for travel expenses of non-host institutions.

SECTION 15•13 LACROSSE STICKS

Spectators are permitted to bring sticks in the stadium; however, each host should provide instruction to game-day staff regarding the observation of people using these sticks in a manner that may disrupt other spectators.

SECTION 16 • INSURANCE

SECTION 16•1 LIABILITY

NCAA regulations (Bylaw 31.7.4 of the NCAA Manual) require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least $1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance. Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.

SECTION 17 • LODGING

For all NCAA competition, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for a minimum of twenty-five (25) rooms for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.
An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur.

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night’s room charges even if it fails to use those rooms.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. (local time) on practice day or specified date. The NCAA shall provide final approval.

**SECTION 17•1 OFFICIALS HOTEL**

**Preliminary Rounds.** At a separate property, tournament managers shall reserve king rooms for game officials (one per official) required to stay overnight at the preliminary site. These rooms (room and tax only) shall be direct-billed to the host institution. Officials are responsible their own incidental expenses. Officials may be permitted to stay an additional night if there are no flights available for them to return home the night of the game they officiate.

**SECTION 18 • MARKETING**

**SECTION 18•1 CONTACT**

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletic department, this individual may also be from the local organizing committee, convention and visitor’s bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

**SECTION 18•2 MARKETING COLLATERAL**

NCAA Championships Marketing Online Resource. The NCAA Championships marketing online resource is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship.

Championship hosts should customize and download all necessary artwork to promote the championship from the online marketing website. Hosts should make every effort to use the NCAA Championships online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided to you.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this information.

**Customizable artwork templates available on the marketing website include:**

- Poster
- Flyer
If you have needs for artwork outside of what is available on the NCAA Championships Online Marketing Website, you may contact Sean Ward (sward@ncaa.org) for assistance.

All requests – artwork and reimbursement – must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website.

Collateral should not be created outside of the NCAA Championship marketing online resource unless directly provided by the NCAA Championships Marketing contact.

**SECTION 18•3 SOCIAL MEDIA GUIDELINES**

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary.

**SECTION 18•4 APPLICABLE MARKETING BYLAWS**

NCAA Division III Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

12.5.1.10 - Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may not serve as a financial sponsor of intercollegiate competition. [D] (Adopted: 1/10/92, Revised: 1/10/05)

13.4.1.2 - Conference or NCAA Championships. An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

(a) The printed material includes only information relevant to the championship events;

(b) The printed material is available to the general public, including all high schools in the local area; and

(c) The printed material contains no information related to the institution’s athletics program.
SECTION 19 • MEDIA COORDINATION/CREDENTIALS

SECTION 19•1 SOCIAL MEDIA/BLOGGING POLICY

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

SECTION 19•2 CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at NCAA.com. Once you are logged onto the site, hover over the “Championships” link at the top of the page. A drop-down menu will appear. Click on “Stats and Records.” Scroll down the page to the Championship Records section and click on the appropriate sport.

SECTION 19•3 CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites.

If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/media, should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce a staff and an all access pass).
- Media – For members of the media to provide them access to press areas [press box, media room, interview room, locker rooms (postgame only)].
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament manager to determine which areas may be accessed with each credential type.

SECTION 19•4 CREDENTIAL QUALIFICATION AND ACCEPTANCE

Preliminary-Round Site. Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.
SECTION 19•5 FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

SECTION 19•6 FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

SECTION 19•7 INTERNET POLICY

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.

The NCAA and its partners owns the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted — on a non-exclusive basis — to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery (317-917-6523 or nflannery@ncaa.org).

SECTION 19•8 NEWS FILM AND MINI-CAMS

Please visit http://www.ncaa.com/broadcast for updated information related to television, video and ENG policies.

SECTION 19•9 LIVE SCORING

Please refer to ncaa.com/media.
SECTION 19•10 PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

SECTION 19•11 PROGRAMS

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

All digital programs available can be found at http://www.ncaa.com/gameprograms.

Content/Editorial

IMG College Responsibilities.

Responsible for all program production, including editorial content, layout and design, advertising, and printing.

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices.

Below are a few best practices for promoting the championship digital program:

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Michelle Forkner (mforkner@ncaa.org).
or Bonnie Johnson (bjohnson@ncaa.org) at the NCAA.

SECTION 19•12  RADIO

Please visit http://ncaa.com/broadcast for updated information related to radio policies.

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, go to Quick Reference Guide for Obtaining Broadcast and Digital Media Rights.

SECTION 19•13  SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer (see Section 19.19). The scout video coordinator will receive a media credential, and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

SECTION 19•14  SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

SECTION 19•15  SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

SECTION 19•16  STATISTICS REPORTING TO THE NCAA

Each host should email Phil Pierce (ppierce@ncaa.org), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition.

All host sites should use Stat Crew programs to submit statistics for the contest. At the end of each game of day of competition, a packed file from each contest must be sent to the NCAA Statistics Department (ncaastats@ncaa.org) at the NCAA national office. These files should be sent immediately following each contest or day of competition. If you have any questions, please do not hesitate to contact a member of the Statistics Department. See Appendix L for additional details.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, www.NCAA.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. Institutions should send all information as follows:

- Email the information to ncaa-content@turner.com
- Specify the division, sport, round and region in the subject area
- Paste the text (official results, including date of competition, round, etc.) directly into the message box
- Attach HTML box score, if available

SECTION 19•17  STROBE LIGHTS

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.
All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

**SECTION 19•18 TEAM VIDEOGRAPHER**

The participating teams are permitted to film their games from any designated photo area assigned by the NCAA. Each participating institution can receive one credential that will be issued to the person who will film the game from the designated area(s). This person will also receive an armband or photo vest that must be worn at all times.

**SECTION 19•19 TELEPHONES/INTERNET**

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, 800-, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional “hookup fee” to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

**SECTION 19•20 WEBCASTING**

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host SID will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or webcasting must do all games at the site and not just the host team’s games.

Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site. Apply for NCAA Internet streaming rights online at [www.ncaa.com/rights-request](http://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to Kristen Jacob Smith (kjsmith@ncaa.org).

**SECTION 20 • CHAMPIONSHIP MERCHANDISE/LICENSING**

**SECTION 20•1 ADMINISTRATION**

The NCAA corporate relations department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496 or dclendenin@ncaa.org).

**SECTION 20•2 AVAILABILITY**

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution’s campus.
SECTION 20•3 GENERAL POLICIES

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year’s championship.

Merchandise Received. The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

SECTION 21 • NEUTRALITY

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, hosts should not create a “home atmosphere” through the use of players on programs, displaying host institutional signage or similar measures.

SECTION 22 • OFFICIALS

The lacrosse national coordinator of officials is responsible for assigning officials for all tournament games. The host will be notified of the referees and linesmen named to officiate the games by the NCAA staff or national coordinator of officials either Monday or Tuesday preceding the competition.

SECTION 22•1 CREDENTIALS

Officials will be admitted via a gate list. Officials shall be issued field-access credentials by the NCAA coordinator of officials and are required to wear their credentials and show a government-issued photo ID for admittance into the facility.

SECTION 22•2 ENTRANCE

Host should provide the officials with written information relative to facility entrance and parking.

SECTION 22•3 PATCHES

Each game official will be proved with an NCAA patch (they will be sent to the tournament manager). The patch must be worn on the left front of the jersey (above the heart).

An American flag patch may be worn on the left sleeve of the jersey. No other patches may be worn.
SECTION 22•4 SELECTION

Officials will be assigned from a pool of officials developed by the national coordinator of officials. The coordinator shall be responsible for the assignment process.

The coordinator will notify the game officials of their assignments, and the NCAA will notify game officials via electronic mail prior to competition.

The NCAA will provide each tournament manager the names and telephone numbers of game officials to be assigned to each site prior to competition. The tournament manager shall then forward site-specific information to each official. The names of the officials selected to work the championship shall not be released for any reason.

SECTION 23 • SECURITY

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

SECTION 24 • TICKETS

SECTION 24•1 COMPLIMENTARY TICKETS

No complimentary tickets shall be issued, with the exception that children 24 months or younger may be admitted free of charge (if facility policy permits) if accompanied by a ticketed adult. In this case, the child must sit on the adult’s lap and not occupy another seat.

SECTION 24•2 EMAIL DATABASES

The NCAA owns and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any payment associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship.
Any email marketing should include opt-in language for receiving more information from the NCAA.

A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.

**SECTION 24•3 TICKET PRICES**

Minimum ticket prices are as follows; the host institution may charge more if appropriate for the particular market, $2.00 for students/children and $3.00 for adults.

**SECTION 25 • TRANSPORTATION**

**SECTION 25•1 PARTICIPATING INSTITUTIONS**

The NCAA has contracted with GO Ground to provide ground transportation management for all 90 championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866/386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.
Appendix

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GUIDELINE 1E
Lightning Safety
July 1997 • Revised June 2013

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times as many injuries occur from lightning strikes every year. NOAA attributes 48 percent of the fatalities to lightning strikes during organized sport activities at all levels across the country. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice by being proactive and having a lightning safety plan in place. The following steps are recommended by the NCAA and NOAA to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue.

2. Designate a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews and spectators from an athletics site or event. A lightning safety plan should include planned instructions/announcements for participants and spectators, designation of warning and all-clear signals, proper signage and designation of safer places from the lightning hazard.

3. Monitor local weather reports each day before any practice or event. Be diligently aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices. Weather information can be found through various means via local television/news coverage, the Internet, cable and satellite weather programming, a lightning detection and notification service, or the National Weather Service (NWS) website at www.weather.gov.

4. Be informed of National Weather Service (NWS) issued thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. A NOAA weather radio is particularly helpful in providing this information.

5. Know where the closest “safer structure or location” is to the field or playing area, how long it takes to evacuate to that location for all personnel at the event, and have access to it. A safer structure or location is defined as:
   a. Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid the shower, plumbing facilities, contact with electrical appliances and open windows/doorways during a thunderstorm.
   b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

6. Lightning awareness should be heightened at the first flash of lightning, clap of thunder, and/or other signs of an impending storm such as increasing winds or darkening skies, no matter how far away. These types of activities should be treated as a warning or “wake-up call” to intercollegiate athletics personnel. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safer places from the lightning hazard.

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Small covered shelters are not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury. Other dangerous locations include bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people. Also dangerous is any location that makes the person the highest point in the area.
locations. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities occur throughout the event.

The following specific lightning safety guidelines have been developed with the assistance of lightning safety experts. Design your lightning safety plan to consider local safety needs, weather patterns and thunderstorm types.

- As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds between seeing the lightning flash and hearing its associated thunder or by the time the leading edge of the storm is within six miles of the venue, all individuals should have left the athletics site and be wholly within a safer structure or location. Individuals just entering the outdoor venue should be directed to the safer location.
- Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.
- Ensure a safe and orderly evacuation from the venue with announcements, signage, and safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations.
- Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts before an outdoor practice/event.
- Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
- To resume athletics activities, lighting safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning is at least six miles away and moving away from the venue. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder.
- If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Automatic external defibrillators (AED) are a safe and effective means of reviving people in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning devices or services are all tools that can be used to aid in the monitoring and notification of threatening weather situations, decision-making regarding stoppage of play, evacuation and return to play.

REFERENCES
APPENDIX B • NCAA LIGHTING DETECTION PROCEDURES

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration”. Click here to complete the registration. Your site specific User Name and Password will be emailed 48 hours before the start of your event.

NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from Schneider Electric, you should confirm that the correct monitoring information has been entered.

1. Log on to http://weather.dtn.com. You will be asked for your user name and password. Enter the information that was provided to you from Schneider Electric. All information is case sensitive.

2. Once you have entered the site, you will see your “Home” screen. On the top left of the screen, click on the “Settings” button. Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.

3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “Alerts” tab and then “assign contact devices.” This will allow you to view the email addresses that will be used to notify you in the event of lightning in your immediate area or inclement weather.

4. Once your contact device has been established and verified, click on the “Manage Control Devices.” This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.

5. Once your event is over, return to the “Alerts” tab and the “Assign Contact Devices” screen. UNCHECK the enable box for each email address. This will discontinue all email notifications to those devices.

VIEW PERSONAL MAP

From the “Home” screen, you can click on the radar image. This will enlarge the radar image of your area. You will see the warning and the alert rings for the lightning monitoring for your site.
Here are some helpful tips for using this page:

1. On the right side of the screen, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.

2. You can put the radar in motion by clicking on arrow at the bottom of the page. This will assist you in tracking rain activity in your area.

3. The information in the PrecipTimer® and the Lightning Manager® on the Home page will show you current activity in your area.

Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the Home screen.

**PROGRAM SUPPORT**

In the event that you are having difficulty using this program, please use the Help section located on the upper right side corner of the screen. This will have many answers to questions regarding the function of this system.

If you need technical support, call 1-800-610-0777 and select option 2 for service.
APPENDIX C • FIELD DIAGRAM

A 4” square line should be placed in the middle of the center line in a contrasting color.
# TIMING SHEET

<table>
<thead>
<tr>
<th>TIME of DAY</th>
<th>SCOREBOARD CLOCK</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>60:00</td>
<td>Field is available to both teams.</td>
</tr>
<tr>
<td>_______</td>
<td>23:00</td>
<td>Officials notify teams for coin toss.</td>
</tr>
<tr>
<td>_______</td>
<td>21:00</td>
<td>Captains meet with officials for coin toss.</td>
</tr>
<tr>
<td>_______</td>
<td>11:00</td>
<td>Teams must be on the field.</td>
</tr>
<tr>
<td>_______</td>
<td>4:30</td>
<td>Horn sounds. Teams clear the field. National anthem introduction PA read.</td>
</tr>
<tr>
<td>_______</td>
<td>4:00</td>
<td>National anthem.</td>
</tr>
<tr>
<td>_______</td>
<td>2:15</td>
<td>PA reads welcome and team match-ups.</td>
</tr>
<tr>
<td>_______</td>
<td>2:00</td>
<td>Player introductions (starters only).</td>
</tr>
<tr>
<td>_______</td>
<td>0:00</td>
<td>Horn sounds.</td>
</tr>
</tbody>
</table>

**FIRST AND SECOND QUARTERS**

15:00 Face-off.

**HALFTIME (15 minutes)**

15:00 Countdown begins once final players leave the field.

**THIRD AND FOURTH QUARTERS**

15:00 Start of second half.

**POST GAME**

0:00 Game concludes.
# APPENDIX E • TRAVEL PARTY ROSTER

## NCAA Division III Men’s Lacrosse Championship
### Travel Party Roster

Institution: ____________________________  
Round: ________________________________  

Please list each student-athlete and their uniform number from your institution’s squad list (Maximum of 32).

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.| 2.| 3.| 4.| 5.| 6.| 7.| 8.| 9.| 10.| 11.| 12.| 13.| 14.| 15.| 16.| 17.| 18.| 19.| 20.| 21.| 22.| 23.| 24.| 25.| 26.| 27.| 28.| 29.| 30.| 31.| 32.| 33.|

Please list the one additional individual that will complete your official travel party of 33.

<p>| |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>33. ____________________________</td>
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</table>

Please list the nine additional individuals, two of which must be medical personnel, who are permitted in your bench area for a total of 42.

<p>| |</p>
<table>
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<tbody>
<tr>
<td>1.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
</tr>
</tbody>
</table>
APPENDIX F • CROWD CONTROL STATEMENT

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should provide a copy of their evacuation plans as well as other crowd control measures for review by the sports committee. The director 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 adequate security and ushers, preferably in uniform, for effective crowd management. 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 with the games committee.

The tournament manager, or a designated representative, shall be prepared to use the public-address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. However, the following announcement should be made prior to the start of the event:

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited.”
APPENDIX G • PUBLIC ADDRESS ANNOUNCEMENTS

PUBLIC ADDRESS ANNOUNCEMENTS

The announcer is one of the key ingredients to a successful championship session. The announcer is responsible to the NCAA Men’s Lacrosse Committee.

1. No announcement should be made without the approval of the NCAA.
2. At no time should commercial contributors be recognized.
3. The announcer shall not be a “cheerleader” for any team.
4. In the event of a game-clock malfunction, the official game time shall be kept at the scorers’ table. The announcer should provide the time remaining at two-minute intervals prior to the last two minutes of each quarter. The time should then be announced in 30-second intervals and at every dead-ball situation.
NCAA Championships Photo Terms & Conditions

Clarkson Creative is the official championships photographer for the NCAA, providing photography services for all 89 NCAA championships. T3Media, Inc. ("T3 Media") is the NCAA’s exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA events. Photos from the NCAA’s championships are available to the general public via T3Media at the NCAA Photo Marketplace (available at [http://www.t3media.com/ncaa-photo-marketplace](http://www.t3media.com/ncaa-photo-marketplace)).

In the event that Clarkson Creative is not providing a photographer, or is not designated as the exclusive photographer, for an NCAA championship event (an “Event”), the NCAA, in its discretion, may grant photographers who receive the necessary credentials the right to photograph the Event and sell photographs thereof, subject to these terms and conditions.

The primary purpose of these terms and conditions is to protect the NCAA’s intellectual property, maintain a high degree of quality for photographs taken of its Events, and protect student-athletes from unauthorized exploitation of their images.

You may direct questions or concerns regarding this matter to Levida Maxwell, Coordinator of Championships and Alliances, Digital and Social Media at lmaxwell@ncaa.org or by phone at 317/917-6356.

License Terms and Conditions:

1. If the NCAA does not designate Clarkson Creative as the exclusive photographer for the Event, properly credentialed photographers who are not affiliated with the NCAA may take photographs at the Event and sell (and offer for sale) such photographs in accordance with these terms and conditions. If Clarkson Creative is on-site, no other photographer shall be authorized to sell Event photographs.

2. To obtain the rights to take photographs at an Event and sell photographs as permitted under these Terms and Conditions, a photographer must not be otherwise credentialed for the Event or employed as an editorial photographer (e.g., for a newspaper, magazine, wire service or website).

3. An authorized photographer may take any number of photos on-site at the Event competition venue, provided he/she does not interfere with play and related activities. Additional restrictions regarding where photographs may be taken during an Event are set forth in the NCAA’s credential policies.

4. An authorized photographer may only sell digital copies of Event photographs (“Digital Copies”) on the NCAA Photo Marketplace (the “Marketplace”), available at [http://www.t3media.com/ncaa-photo-marketplace](http://www.t3media.com/ncaa-photo-marketplace). It is not permissible to sell Digital Copies in any other forum or venue, including on-site at the NCAA championship venue or...
through a third-party retail operation or website (including NCAA member institutions) without the express prior written approval from the NCAA. No authorization is given for video photography or for the use of any images other than still images. Except as expressly provided herein, Event photographs are solely for the photographer’s personal, non-commercial use.

a. An authorized photographer that chooses to sell Digital Copies in the Marketplace shall receive a royalty equal to fifty percent (50%) of the revenues paid by a purchaser of a Digital Copy, net of applicable taxes and fees. The NCAA shall retain the balance of revenues derived therefrom (the “NCAA Royalty”). Royalty payments, if any, shall be made on a quarterly basis.

b. By making electronic photographs of an Event available on the Marketplace, the photographer irrevocably assigns to the NCAA and its designees the NCAA Royalty and grants to the NCAA an unlimited, irrevocable, and worldwide license to sell, use, and make derivatives in all media of such Event photographs in the NCAA’s sole discretion. Other terms and conditions pertaining to the sale of Digital Copies are set out at the Marketplace’s website.

5. An authorized photographer may not claim any relationship to or endorsement by the NCAA, and may not use the NCAA’s name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.

6. An authorized photographer may not use Event photographs to market or advertise the photographer’s services.

7. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.

8. The NCAA may revoke a photographer’s right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these Terms and Conditions.

9. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming from injury and/or property damage in conjunction with his/her attendance at an Event.

10. In consideration of the value to the photographer of the NCAA’s authorization to photograph at an Event, the photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in
settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer’s activities at an Event and the results and proceeds thereof.

11. Nothing herein is intended to create an agency, employment, partnership, or joint venture relationship between the NCAA and the photographer. Neither party is an affiliate of the other, shall have the authority to act for or bind the other, and shall make any representation that would indicate an apparent agency, employment, partnership or joint venture relationship.

For additional information on the Marketplace, please contact Levida Maxwell (lmaxwell@ncaa.org).
APPENDIX I • CREDENTIAL LANGUAGE

Terms and Conditions for Use of Credentials

Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events requiring such special clearance including, without limitation a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:

General

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time for any reason.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and possible prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness
in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

Media

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rights holder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos).

If the Event is not distributed by an NCAA rights holder, Bearer may produce its own video and/or audio highlights from the Event. The NCAA will designate the location for video and/or audio capture. Bearer agrees to the terms and conditions of the NCAA Footage and Audio Usage Policies for the credentialed event.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA’s Web site and/or any other Web site designated by the NCAA and its rights holders. “Real-time” is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog or use other forms of social media during any Event, provided that such blog or use of other forms of social media may not produce in any form a “real-time” description of the Event (i.e., any simulation or display of any kind
that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer ("Bearer's Entity"), an entity with an ownership affiliation with Bearer's Entity, or an entity that participates in a photo consortium with Bearer's Entity to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to a third- party entity or the general public, other than those entities stated above.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at a rate offered to non-profit and educational organizations, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. Upon request, the NCAA shall provide a photo/story credit. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any subsequent use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee unless said subsequent use is by Bearer's Entity, an entity with an ownership affiliation with Bearer's Entity, or an entity that participates in a photo consortium with Bearer's Entity.
Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

**NCAA Championship Videographer**

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution’s head coach, during periods that are off limits to general media.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

10/31/2012
Turner Sports Web Operations

Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

Host Site Requirements

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

Stat Crew Requirements

The latest version of Stat Crew version X.16 needs to be downloaded at least one week prior to the start of the Championship. Note: If you need assistance with the software please contact your NCAA Championship Manager.

Stat Crew Update

Stat Crew experienced issues with some of the downloaded products of X.16.

To resolve these issues, you may either:

1. Re-download the modules from either your school cloud account or the store site and re-install, OR
2. Access the maintenance update for version X.16. To do this, use the Stat Crew Control Panel (red) “Updates” button.

After re-downloading and installing, open Game Reports | Help | About and confirm the date reads August 1, 2014 or later.

Repeat the steps for each sport.

(Does not apply to TAS Tennis or Golf.)

For further questions please contact Stat Crew at support@statcrew.com or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports | Live | TasFTP Diagnostic Mode, select the FTP Setup button and make sure “passive mode” is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.16.
3. Then open Live | Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.
Please ensure all settings are correct and the game ID has been entered correctly.

Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done PRIOR to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

Gametracker ID:
FTP site: ftp.netitor.com
User ID: fanslive
Password: livestats
XML Filename:
Target Directory:
*Please enter all game settings no more than 15 minutes prior to the start of the event.

Note: StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew

• Check live stats URL to make sure game is live (after the game has started)
• Reach out to your live stats contact

Live Video Streaming Rights Requests

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at www.nca.com/rights-request

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of $1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream.

Please provide a game day contact number that you can be reached at on the day of the event.

For more information, please contact:

NCAA Web Operations at: ncaastats@turner.com

or

Jason Venson
404-885-4081