Information in this document applies to preliminary rounds as well as the finals site, unless otherwise specified.
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INTRODUCTION

On behalf of the Division III Men’s Volleyball Committee, thank you for being an important part of the 2017 Division III Men’s Volleyball Championship.

Administration of the men’s volleyball championship is under the direction of the men’s volleyball committee. The hosts play an integral part in the success of the administration of the regional championships and the finals.

This manual outlines the responsibilities of an institution/conference hosting a preliminary or final round of an NCAA championship. It is essential that each host institution/conference staff becomes 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 everyone involved in the administration of the championship will be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the Division III men’s volleyball championship. It is designed to be used in conjunction with, not in place of, the NCAA Division III Men’s Volleyball Pre-Championship Manual, which provides more general policies for the administration of the championship. Although some information is included in both documents, this manual provides more specific instructions and guidelines.

The host institution will appoint staff members to assume the positions of tournament director and media coordinator.

**Tournament Director.** The tournament director will be an administrator of the host institution and will be responsible for the operation of the championship. Bid proposals from prospective host institutions will be authorized by the tournament director. Specific responsibilities of the tournament director may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this host operations manual. The tournament director also will provide the NCAA with a post-championship evaluation including suggestions to improve the championship.

**Media Coordinator.** The media coordinator, preferably the sports information director of the host institution, will work with the NCAA championship manager to ensure that NCAA media policies are followed. Responsibilities may include planning and supervision of media work areas as well as coordination of press conferences and statistical services.
Comments and suggestions regarding this manual are welcome. If you have any questions, please contact Laura Peterson-Mlynski, championships and alliances (317-917-6477 or lpetersen@ncaa.org).
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**SECTION 1 – Awards and Mementos**

<table>
<thead>
<tr>
<th>All-Tournament Team. (Finals Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the championship finals, an all-tournament team consisting of seven players, including a Most Outstanding Player, will be selected. The announcement of the all-tournament team should take place BEFORE the presentation of awards to the first- and second-place teams after the championship match.</td>
</tr>
</tbody>
</table>

The men's volleyball committee will select the all-tournament team. The selection panel should consist of the men’s volleyball committee, the host sports information director and a representative of the media covering the tournament. After the conclusion of the championship, NCAA staff will order one plaque for each member of the all-tournament team and will ship them directly to their coach.

See Appendix F for the all-tournament team script.

<table>
<thead>
<tr>
<th>Awards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NCAA will provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.</td>
</tr>
</tbody>
</table>

The championship manager will also describe how the awards will be distributed during the championship event.

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

**First Round.** MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team’s squad size (17) to the tournament director before 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. The team that advances to the final site should NOT receive participant awards.

**Finals.** MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before the championship. Awards for the finals include one championship team trophy and 20 watches for the national champion, and one runner-up team trophy and 20 individual mini-trophies for the second-place team. The two semifinal teams will each receive one semifinal trophy and 20 individual mini-trophies. All teams that do not receive a team/individual mini trophy will each receive 17 participant medallions (you will receive 68 total medallions). When the awards arrive the tournament manager 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.

<table>
<thead>
<tr>
<th>Awards Ceremony. (Finals Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An awards ceremony should be held immediately after the conclusion of each match to present the awards. The two participating teams should line up on their respective end lines at the conclusion of the match.</td>
</tr>
</tbody>
</table>
Each Match Before Championship Match. One six-foot table, appropriately draped, should be used to hold the awards. Host institution personnel must be in place and ready to move the table for the ceremony without undue delay. The men’s volleyball committee chair and the NCAA championship manager should present the participant awards to each individual listed on the team’s awards recipient list (maximum of 17 for squad size).

Championship Match. Two six-foot tables, appropriately draped, should be used to hold the awards. Host institution personnel must be in place and ready to move the table for the ceremony without undue delay. The men’s volleyball committee chair and the NCAA championship manager should present the mini-trophies to each individual listed on the team’s awards recipient list (maximum of 20). The silver mini-trophies should be presented to the second-place team, and then the watches and gold mini-trophies (22 each) should be presented to the championship team. Note: If the host institution happens to win the championship, the institution’s president may present the awards if they wish to do so.

The PA announcer will announce the all-tournament team first, followed immediately by the presentation of the national champion trophy.

See Appendix G for the awards ceremony script. Use the travel party form for each team, found in Appendix B of the participant manual.

Photographer. The tournament director should arrange for a photographer to be present to take pictures of teams with their team trophy after the awards ceremony. The NCAA photographer will be on site to take pictures of the teams and the all-tournament team after the awards ceremony after the championship match.

Elite 90 Award. (Finals Only)

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all the other requirements. Mark Bedics of the NCAA is the only person that should be in direct contact with the member institution. The NCAA membership services staff will determine the winner of this award for each championship and provide to the NCAA championships operations point person as well as the local host shortly before the championship begins. The winner’s name should not be released to the public until after they are publicly recognized. If appropriate, the operations point person can share the information with the coach of the winning student-athlete to make sure of that person’s attendance. However, they should not inform the student-athlete.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this
award winner may be included in local press releases about the championship and in public address
and/or video board announcements during the championship.

**Award Presentation.** When determining the most appropriate time to present the Elite 90 award, the
NCAA and host staff should evaluate the time and venue which will create the greatest impact and
amount of exposure for the award winner while also appropriately honoring and celebrating their
accomplishments. The presentation should be semi-formal in nature and not be rushed or
overshadowed by other presentations or events surrounding it. The award winner should be visible,
the announcement clearly audible and the award presentation should receive the full attention and
respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize
the true essence of the student-athlete by honoring the individual who has reached the
pinnacle of competition at the national championship level in his or her sport, while also
achieving the highest academic standard among his or her peers. The Elite 90 is presented to
the student-athlete with the highest cumulative grade-point average participating at the finals
site for each of the NCAA’s 90 championships.

The recipient of the Elite 90 Award for Division III Men’s Volleyball with a GPA of X.XXX in
(major, is student-athlete and institution).

**Presentation at the Student-Athlete Banquet.** This award has traditionally been presented at the
student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet
provides the best forum for the award presentation and greatest exposure for the winner as it is the
one time when all championship participants and administrators are gathered together in one place
with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning
student-athlete’s participation in or preparation for an NCAA championship event. Guidelines for
presentation of this award at the student-athlete banquet are as follows:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the
  NCAA tournament operations point person;
- The award should be presented near the end of the program and be clearly recognizable as the
  premier award being given (see **Student-Athlete Banquet** page for sample run of show);
- The award should be presented after attendees have had a chance to finish their meal;
- If video screens are available, the video slide or footage of the winning student-athlete provided
  by BSN may be run as the individual is introduced;
- The coach of the winning student-athlete should be informed to help assure the winner’s
  attendance;
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of
  the recipient receiving the award. This may be used in-venue during competition days to
  showcase the academic achievement of the student-athlete or provided to the student-athlete as
  a memento; and
- If the award winner is recognized primarily at the student-athlete banquet, public address and
  video board announcements should be made whenever possible and applicable at the actual
  championship for additional exposure to fans who do not have access to the banquet
In-Venue Presentation. The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete’s participation or preparation for the championship. Examples are as follows:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are not participating;
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game; and
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition. If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports Entertainment (VWSE) will provide the following standard PA announcement sometimes accompanied by a video board slide. The Championships Operations point person (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide BSN the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships.

The recipient of the Elite 90 award for the 2016 NCAA Division III Men’s Volleyball Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press Release. On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a standard press release to the sports information director of the winner’s institution and to the championships operations point person. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award winners, log on to NCAA.com/elite90.

Locker Room Program. (Finals Only)

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion will receive a national champions T-shirt and hat to
commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.
- All winning team inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

### Mementos. (Finals Only)

Mementos are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete memento licensee, MainGate, Inc.** The NCAA championships and alliances group will be responsible for selecting the mementos that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Mementos will not be distributed at the site of the championship(s).
SECTION 2 – Bands and Mascots

Admission.
Bands and team mascots who are in uniform and performing at the championship will be admitted without charge via a gate list. If a band exceeds twenty-five (25) individuals, those more than twenty-five (25) may not be seated with the band (even without their instruments).

Artificial Noisemakers.
No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress. Cheerleaders must refrain from pounding megaphones on the floor.

Designated Areas.
The mascot is allowed on the floor at any one time when the game is not in progress. Mascots are not permitted to be in the stands or other areas of the arena, even if that is their normal practice during home matches. They will otherwise remain in an area designated by the tournament director with the approval of the committee. Use tape to designate the boundaries. Band members are not permitted to leave their designated seating area and play at the end of the court between games or during warm-up periods. Flags carried by institutions’ representatives are permitted on the floor during time outs or between sets but must not be used to taunt competitors or block spectators’ views.

Electronic Amplification.
Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

Fight Songs/Music.
If a team does not have a band present, it may provide a recording of the institution’s fight song to be played at the first timeout of each set. If only one of the two competing teams has a band, then the band and the electronic music should alternate playing. Only one band can play at each timeout. The host institution may be asked to provide a band in the event none of the participating teams brings a band.

Maximum Number.
A maximum of twenty-five (25) band members plus the director and one costumed mascot will be admitted free of charge for each team. Live animal mascots are not permitted. An institution may purchase additional tickets for band members; however, no more than twenty-five (25) will be permitted to play during any session.

National Anthem (If Bands Are Present).
The national anthem will be sung or played by one of the participating institution’s bands (to be determined by a coin flip if there is not mutual agreement) just before the introduction of the starting lineups. The anthem will be played before the first match of each session of competition.

Seating.
Bands should be seated in comparable areas of the arena. End zones are preferred, with both bands
on the same side of the court and opposite their team bench. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the championship manager. Bands will be provided seating when their team is not playing.

<table>
<thead>
<tr>
<th>Warm-Up Music.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The host institution will select and administer the music. The host institution should play electronic music at the time the doors open. All music must be screened by the committee or host institution.</td>
</tr>
</tbody>
</table>
To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening before the NCAA championship. The number of guests, financial assistance provided by the NCAA and total budget will be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should NOT be included in this or any social event including the participating coaches and student-athletes.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA broadcasting group and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet, including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present, as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template.

Words of reflection or invocation are not required, but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

### Run of Show.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 p.m.</td>
<td>Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)</td>
</tr>
<tr>
<td></td>
<td>Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, Division III branding video)</td>
</tr>
<tr>
<td>6:45 p.m.</td>
<td>Welcome/comments to student-athletes and guests from NCAA committee chair</td>
</tr>
<tr>
<td></td>
<td>Welcome/comments to student-athletes and guests from city/host institution</td>
</tr>
<tr>
<td>6:50 p.m.</td>
<td>Dinner buffet lines open or plated dinner served</td>
</tr>
<tr>
<td>7:30 p.m.</td>
<td>Guest speaker (optional)</td>
</tr>
<tr>
<td>7:40 p.m.</td>
<td>Comments by selected student-athletes from each of the eight participating teams</td>
</tr>
<tr>
<td>7:50 p.m.</td>
<td>Presentation of Elite 90 Award</td>
</tr>
<tr>
<td></td>
<td>Championship video (if available)</td>
</tr>
</tbody>
</table>

Championship video (if available)
Best Practices.

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run-of-show, speaker, menu, giveaway items and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements.

- **Slideshow.** Before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- **Speakers.** Relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession.
- **Photo Opportunities.** Opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (perhaps overlooking the city skyline).
- **Favors Unique to the Sport or Area.** Examples include the following: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin; make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- **Event 1/Championship Merchandise.** Sales booth or display area with order forms on-site.
- **Special Olympics Component.** Speaker, athletes, etc. (recommended for all DIII championships).

Coaches’ Association Award Guidelines.

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:
• The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
• The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
• Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
• The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
• If these conditions are not met, other championship-related platforms should be explored by the NCAA to assist the coaches’ association.
• All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
• NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches’ association as needed.

<table>
<thead>
<tr>
<th>Attendance/Pricing.</th>
</tr>
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<tbody>
<tr>
<td>The finals host institution is expected to conduct a student-athlete banquet Thursday night before competition for the official travel parties (maximum of 20 persons) of each of the eight participating teams. The host will be allowed a maximum of $6,000 (22 per team x eight teams = 176 + 24 additional guests = 184 attendees at $30 per person) for the banquet. Host institutions are encouraged to seek sponsorship of any additional entertainment expenses from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship before the host institution making a commitment.</td>
</tr>
</tbody>
</table>

Additional Guests. Twenty-four additional tickets will be reserved for the NCAA committee, NCAA staff, host personnel (e.g., president, senior woman administrator, faculty athletics representative and event staff with significant event responsibilities), community dignitaries and the AVCA representative(s) that present the all-America awards.

If the banquet facility has adequate space, the host institution may sell additional tickets to the banquet to participating teams’ family and friends and other interested parties. The cost of the tickets should be based on the cost per plate. The American Volleyball Coaches Association (AVCA) will contact the host institution regarding purchasing tickets for the all-Americans. The AVCA and Molten will be financially responsible for the tickets for its staff and the all-Americans.

• Additional Banquet Ticket Form. Participating teams may purchase up to three additional banquet tickets above the 20-person travel party. This is separate from the additional guests listed above. Any team wishing to purchase additional tickets must complete the Additional Banquet Ticket Form in the participant manual and return to the host by the prescribed deadline.

Tickets. It is recommended that the host produce physical banquet tickets that will be torn upon entry. This will discourage entry by anyone not on the banquet request form. The host will distribute the banquet tickets during the coaches’ meetings Thursday before competition.
Display of Championship Trophies. If possible, the host institution should display the championship trophies at the banquet on an appropriately draped table. Adequate security measures should be taken.

Dress Code. Business dress is acceptable for the banquet.

Format. Short welcome statements will be provided by the master of ceremonies, host institution personnel, community dignitaries and the committee chair. Student-athletes from each team will provide comments as well. Representatives of the AVCA will present the all-America and Player of the Year awards. The banquet program should be submitted to the NCAA championship manager for approval before printing.

No Alcohol. Alcohol may not be provided or available for purchase at the banquet, at the championship venue or at any other event held in conjunction with the championship.

Seating. There will be no head table. NCAA committee members, the NCAA championship manager, the tournament director, community dignitaries and key host institution event personnel should be seated at tables at the front of the room. If any of the committee members are associated with a participating team, they will sit with their team. The host should be cognizant of the number of individuals in each team’s official travel party when finalizing seating arrangements. Team tables should have appropriate team signage and, if possible, decoration and/or tablecloths in the respective team colors.

Officials will NOT be included in banquets or other social events involving the participating coaches or student-athletes.
Ancillary Events.

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor’s bureau) elect to stage such activities, the following policies will apply:

- All plans must be approved in advance by the NCAA
- NCAA marks, logos, name or references to the championship or tickets may not be used
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P)
- Such an activity may not take place on property controlled by the competition venue

No entity may contact NCAA CC/Ps directly. All such contact will be directed through the NCAA staff.

Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

Public Address and Text Board Scripts.

The public-address announcer and text board scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script for the championship you are hosting.

Video Boards.

The NCAA will provide video board content to sites which have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance.

Questions related to video board content logistics should be directed to the following:

Brian Scott – Senior Producer
Van Wagner Big Screen Network Productions, Inc.
5808 Faringdon Place, Suite 201
Raleigh, North Carolina 27609
Telephone: 919-872-6530
Email: scott@vwbsn.com

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and
information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.
Please review the NCAA Broadcast Manual and Policies on the NCAA website at http://www.ncaa.com/broadcast. Also see Appendixes L and M with helpful information regarding webstreaming and live statistics.
### SECTION 6 – Commercialism/Contributors

<table>
<thead>
<tr>
<th><strong>Commercial Identification, Signage and Official Marks.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No advertisements will be displayed on the press tables or the scorer’s table before or during the conduct of the championships without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>2. No advertisements will be displayed on the floor or on the floor level area walls before or during the conduct of the championships without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>3. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling will be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency will be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper will be covered by the facility at its expense, as designated by the NCAA.</td>
</tr>
<tr>
<td>4. The facility will not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena before or during the conduct of the championship without the prior approval of the NCAA.</td>
</tr>
<tr>
<td>5. No announcements, except those approved in advance by the NCAA, or for public emergencies, will be allowed over the public-address system.</td>
</tr>
</tbody>
</table>

### Local Contributors.

Local sponsorship programs using the NCAA’s registered marks, logos, references to the championship (including tournament brackets) or game tickets, or involving any tournament function, are strictly prohibited unless specifically approved in advance by the NCAA.

### NCAA Corporate Champions.

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). More information on the corporate relationships is located on the [NCAA website](#).
SECTION 7 – Credentials

[See Section 14 – Media Services for information regarding media credentials.]

First Round. The host institution will be responsible for printing and distributing all credentials for each team’s bench personnel, the media, the NCAA committee member/site representative(s), match officials and other tournament personnel, as necessary. All credentials will be color coded and have the type (e.g., Official, Event Staff, Media) clearly visible from a distance. Conditions placed on the use of credentials will be printed on the credentials (see text, located at NCAA.com/media). The use of any other credential or entry badge is prohibited, except for concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Finals. The NCAA will print and send to the host institution all credentials for each team’s bench personnel, the media, the committee, match officials and other tournament personnel, as necessary. The host will provide an estimated count of the number of credentials needed and specific names and titles by January 13. The tournament director will distribute credentials to each team. All credentials will be color coded and have the type (e.g., Official, Event Staff, Media) clearly visible from a distance. Conditions placed on the use of credentials will be printed on the credentials (see text, located at NCAA.com/media). The use of any other credential or entry badge is prohibited, except for concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Official Travel Party. The official travel party for the championship is 20, and 20 credentials will be provided to each team. Seventeen credentials will be for players and three will be for administrators, coaches and support staff. Credentials are required for the members of the official travel party to enter the competition venue. The sports information director of a participating institution should request a sports-information/media credential from the media coordinator, and this credential will be separate from the team allotment of 20.

Bench Pass. Each team will receive 23 bench passes. This includes the squad size (17) plus up to four additional non-student-athletes. Two bench passes also will be provided to each team for medical personnel (e.g., athletic trainer). Bench passes provide entry to the competition venue. Any individuals who do not receive a credential or a bench pass (excluding cheerleaders, mascots and band members, who will be admitted via a gate list) must purchase a ticket for admission to the venue.

VIP (Finals Only). Each participating team will receive two VIP credentials for administrators attending the tournament. VIP passes DO NOT provide entrance to the competition venue or access to the bench area; VIP passes provide access to the locker rooms, media area and hospitality areas to individuals outside of the official travel party who have purchased tickets.

Volleyball Committee and NCAA Staff. Volleyball committee members, NCAA site representatives and the NCAA championship manager will be issued a credential that gives them unlimited access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.
Preparation.

The facility liaison and NCAA staff will review the established emergency protocol in the event emergency evacuation of the facility or interruption of the match is necessary. 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 student-athletes and credentialed individuals.

Each host will be asked to complete the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol before 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 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 championship manager immediately before any decisions are made.

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

**Communication.** A senior member of the facility management and the 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 officials must be kept informed throughout the delay.

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

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

**Officials.** Assure that the officials know the exact playing situation when play was halted.
**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 will be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the 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 student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

**Resumption of Play.** As soon as possible, play will be resumed from the point of suspension. The games committee will 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 credentialed 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 match or session in a nearby facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of NCAA playing rules.

**Scorer’s Table.** Confirm that the clock and score are accurately recorded.

**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.

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

**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 will 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.

**Facility Specifications.**

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.

**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.

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.

**Media Obligations.**

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 who 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 before checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

**Next-Day Testing.**

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.
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.

The drug-testing crew chief or designee 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.

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

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 the team drug-testing representative’s 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, unless directed otherwise by the drug-testing crew chief.
- **Escorts (team championships).** Two individuals (one per team) will be assigned to serve as escorts for each game in which drug testing will occur. These individuals will 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) will 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 supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting will 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 will do the following:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **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 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 before 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.
Alcoholic Beverages and Tobacco Products.
Alcoholic beverages will 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 will 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 will 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.

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 will immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Chairs.
First Round. The host will provide bench chairs.

Finals. Spec Seating will provide 38 chairs with the championship logo. Spec Seating will send these to the tournament director approximately one week before the championship. The host is responsible for returning 21 chairs to Spec Seating and shipping the remaining 17 chairs as directed by the NCAA staff. Each team will receive one chair, along with each national committee member and the NCAA staff. The host should retain the cartons in which the chairs are shipped for shipping after the championship.

Concessions.
Food and beverage prices will be no higher than similar events or primary tenants in the facility. The host will retain all revenue from food and beverage concessions.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas. Selling is restricted to the concession stand and established selling locations.

Courtside/Competition Floor.
First Round. The playing floor should meet all specifications as outlined in USA Volleyball rules. The minimum area as described in the rules will be the guideline for determining the playable area. Once the minimum playable area is reached, space for cheerleaders, photographers and other necessary personnel can be determined.

Competition Floor. If a sport court is used, it must be placed on a wooden floor with padding.
Placing the floor directly on the concrete or like surface is prohibited.

**Finals.** The NCAA, as part of its agreement with SportCourt, Inc., will provide the playing floor. The NCAA staff will determine the color of the floor and all designs. It will be delivered and installed the Tuesday or Wednesday preceding the championship. Accordingly, the tournament director must ensure that there is no conflicting event in the arena that would preclude the floor from being installed and ready for inspection no later than Wednesday afternoon. In addition, volunteers and appropriate equipment should be available to assist the SportCourt representative in installing the floor.

**NCAA Logos.** The placement of NCAA logos on the playing floor will be as specified unless otherwise approved by the NCAA staff.

**Photo Boxes.** The photographers' boxes should be marked on each end of the playing floor. (See Appendix A for a diagram of the court set-up.)

**Spectator Seating.** No spectators’ feet may touch the competition floor from each 10-foot line extended. Spectators must sit in the second row of bleachers and may not sit in the front row. Spectators must not be on the competition floor during play. In addition, photographers and other members of the media are not allowed in this area.

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**Decorating and Advertising.**

**Banners Inside Facility.** The following banners are permissible inside the facility:

- NCAA banners;
- NCAA Webcasting/radio banners; and
- Participating team banners (one per team, may not be affixed to any part of facility, cannot block view of spectators).

**Covering Signage.** The facility will not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats), including the scoreboard, during the championship session or practices, as specified by the NCAA. No local/school radio banners are allowed. A listing of the commercial signage in your venue should be listed on the facility evaluation form.

**Directional Signs.** Directional signs should be posted in all areas used by the participants and the media.

**Institutional Signage.** Institutional signage does not need to be covered. Permanent (not seasonal) championship banners may be displayed. Temporary/seasonal banners must be taken down.

**Table Banner (Finals only).** The NCAA will provide one banner for the scorer's table and one for the press tables opposite the team benches. The NCAA staff will consult with the tournament director to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table.

**Video Boards and Electronic Messages.** No electronic board advertising of any kind or messages
promoting non-NCAA events in the facility may be displayed during practice or competition. The following types of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale in the concourse; or any public service announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for video boards and electronic message boards.

Equipment.

Court by SportCourt – see “Courtside/Competition Floor” in this manual.

Cups, Coolers and Water Bottles.

**First Round.** Generic cups (devoid of commercial identification) should be provided by the host institution for the team benches, press row and scorer's table, and in the media and hospitality areas. These can be included as a games expense in the budget.

**Finals.** The NCAA will provide drinking cups, water coolers, ice chests, cooler carts and water bottles for the final site. These items should be provided at team benches for each scheduled practice or competition. Participating teams will place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

**Sideline Equipment Hydration Program.** Depending on the championship site, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

**Championship Final Sites.** All final sites will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.

If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles brought by teams/student-athletes will not be allowed.

Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, POWERADE in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their
own choice in the NCAA-provided equipment. Equipment carrying any branding other than POWERADE, however, will not be permitted on the sidelines during NCAA championships.

The POWERADE-branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

**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)].

**Net System** – An in-floor net system must be provided for all competitions. Water-barrel or cable-supported net systems are not permitted.

**First Round.** If the host institution is a Sports Imports customer, Sports Imports will provide the net and pads for the poles. If the host institution is not a Sports Imports customer, the host institution must provide the net system.

**Finals.** Sports Imports will provide the net system for the competition court and the practice court, as well as the pads for the poles and the official’s stand.

NOTE: No corporate identity is allowed on the net tape other than the normal manufacturer’s logo and NCAA logos/marks.

**Radios (Finals Only).** The tournament director may provide the NCAA staff with 10 two-way radios to use throughout the competition.
Scoreboard. If possible, scoreboards should display the names of the participating institutions rather than “Home” and “Visitor.”

Team Names. If the scoreboard does not have the capability of displaying the teams’ names electronically, printed generic “Home” and “Visitor” signs must be posted on the scoreboard.

Telephones. Telephone communication must be available for radio and television (if applicable).

Timing Device/Clock. Game clocks must be operational at all practice and competition sessions, and host institution personnel must be on hand to operate the clock during practices.

  **First Round.** A back-up timing device is recommended.

  **Finals.** A back-up timing device is required.

Volleyballs. The Molten V5M-5000-3N is the official ball for the championship and must be used at all practice and competition sessions. Each team participating in the national championship will receive two volleyballs after their final game. The host institution may keep the remaining volleyballs.

  **First Round.** 24 volleyballs and two ball carts will be sent to the first-round tournament director the week of competition.

  **Finals.** 48 game volleyballs, 48 practice volleyballs and six ball carts (four for the championship court and two for the practice area) will be sent to the finals site approximately two weeks before the championship.

### Facility Use.

The competition facility will be reserved for the exclusive use of the NCAA at least one hour before tournament practice or competition beginning one day (first round) or two days (finals) before the competition and continuing through the conclusion of the final match Sunday. All space will be available and the facility made ready not later than one hour before the beginning of the first practice. Practices must be closed (i.e., not viewable by other teams, facility uses, etc.).

NOTE: Please be aware that the championship should be the primary event in the facility. Other activities should be moved to accommodate the championship. All other activities to be conducted in the same building should be listed on the facility evaluation form.

### Meeting with NCAA Representative(s).

The NCAA representative(s) at each site will meet the day before competition begins with the tournament director, media coordinator and facility manager. If requested by the NCAA representative, additional personnel may participate.

### NCAA Space Requirements.

**Bands/Cheerleaders Warm-up Area.** Provide space for cheerleaders to dress and warm-up, if necessary. If possible, the area should be carpeted. In addition, provide an area for band members to
store their instruments. (An area under the stands would be sufficient.) This area should not be located near the postmatch interview area.

**Entrances.** Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (e.g., media, band/cheerleader).

**Team Personnel Entrance.** An entrance (preferably near the locker rooms) must be identified for participating student-athletes and coaches.

**Locker Rooms.** A locker room with showers should be provided for each team, and two locker rooms should be available for the match officials. A sign reading, “NCAA Use Only” will be posted on the officials' locker rooms.

**Signs.** Signs should be posted to identify the teams’ and officials’ locker rooms.

**Supplies.** Each locker room must be clean and adequately supplied with towels, toilet paper, water (Dasani), soft drinks (Coke products) and ice, and a chalkboard and chalk for all practices and competition. The committee will inspect the locker rooms before the first practice. For the finals, the NCAA will provide water (Dasani).

**Media Areas.** The areas used for the media workroom and the postmatch interviews should be near one another and to the locker rooms in order to facilitate the media’s work and access to coaches and student-athletes. The interview room should not be adjacent to a hospitality area.

**Access/Security.** Event personnel should be stationed outside the media workroom and postmatch interview room to check credentials. These individuals should be instructed that only credentialed individuals may enter the areas. Match officials specifically are prohibited from entering this area.

**Backdrop (Finals only).** The NCAA will provide a media back-drop with the NCAA logos to be hung behind the podium and platform.

**Holding Area.** An area adjacent to the interview room will be designated as a holding area for student-athletes and coaches waiting to be interviewed. The area should be situated so that student-athletes and coaches do not have to walk through the actual interview room to reach the holding area. Chairs and Dasani water should be provided.

**Postmatch Interview Room.** The postmatch interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) printing name plates with the institutional logo and names of the coaches and student-athletes; and (e) providing a sound system. If possible, a separate microphone should be provided for the head coach and each student-athlete.

**Refreshment Area.** If necessary, a refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices (if applicable) and competition. Only Coke and Dasani products should be provided in the refreshment area, and only NCAA, Dasani and/or generic drinking cups (devoid of commercial identification) should be used.
Workroom. The media workroom should be equipped with Internet access (preferably wireless), an adequate number of electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

NCAA Committee/Games Committee Meeting Room. This room should be large enough to accommodate 15 people comfortably. This area needs to be close to the competition floor and not visible to the public. This room should be for committee and host use only. Officials will have a separate meeting room.

Officials Meeting Room. This room should be large enough to accommodate 12 people comfortably.

Team Seating Area. The host should designate areas in the stands for participating teams when they are not competing. There should be seating for 19 individuals per team. Teams should be seated in separate areas.

Team Warm-Up Area. If locker rooms are not large enough for teams to use as a stretching area, provide two separate spaces for the participating teams to use for stretching and warm-up.

Training Room. Provide a training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel before and during the matches and practice sessions. Access to the training room needs to be separate from the playing area so that teams entering the training room do not walk through the playing/practice area.

Official Scorer’s Table.
The scorer’s table should accommodate at least 10 (first round) or 12 (finals) persons. [Refer to Official Scorer’s Table Personnel.]

Official Scorer Location. The official scorer must be seated as close to center court as possible and next to the alternate official.

Signage. No ornamentation or signage is allowed on the scorer’s table. Cover the scorer's table with bunting or other appropriate material if the NCAA table banner does not cover the entire table. The walkway behind the scorer’s table should be roped off to prevent spectators from accessing the area, if possible.

Parking.
There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers. Host staff should monitor these spaces to deter unauthorized people from using.

Videotaping.
An elevated area (usually on the baseline ends) should be designated from which the host should videotape all matches.

First-round hosts should provide a DVD copy of each match to the participating teams. The finals host
should provide a video file of each match to the participating teams. The host should also provide a DVD copy/video file to the advancing team of the match of their next opponent. Ideally, teams should receive these DVDs/video files within 30 minutes after the completion of the match. If that is not possible, advancing teams must receive these DVDs/video files before their practice the next day, and eliminated teams should receive the DVD/video file within one week. Cost of the videographer, videotape/DVDs and shipping may be included as game expenses in the budget.

Institutions are permitted to record championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each participating institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The recordings may not be used for any commercial purposes. Participating institutions will contact the event coordinator at the host site to confirm the designated videotaping area. Institutions may choose to videotape their match OR accept the DVD of their match from the host institution; institutions may not do both.

Parents and/or friends may videotape only their teams’ matches without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes.
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, expense reimbursements and honorariums (if applicable) 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.

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 will 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.

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. Institutions that fail to meet the 60-day reporting period will be assessed a financial penalty.

Drug-Testing Expenses.
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 drug testing manual.

Participants.
The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams will be responsible for their local transportation. Once the championship is completed, participating institutions should submit online expense forms to the travel group at the NCAA national office within 30 days of the competition.
**Officials Expenses.**
The NCAA will pay the officials’ fees and expenses through ArbiterPay. [See Section No. 17 – Officials]

Hotel expenses and taxes (excluding incidentals) for officials required to stay overnight at the championship site will be paid by the host institution and later reimbursed by the NCAA. [See Section No. 12 – Lodging]

**Site Representative/Committee Expenses.**

**First Round.** The host institution is responsible for the payment of lodging for the site representative/committee member(s). Hotel room and tax should be billed to the host institution and later reimbursed by the NCAA. The site representative/committee member will be responsible for their own incidentals. **The NCAA will pay their per diem ($75) and ground transportation expenses.** Per diem will be provided beginning with the day of arrival and ending with the day of departure. The site representative/committee member will be reimbursed for ground transportation at the rate of 53 cents per mile up to a maximum of 1,000 miles roundtrip.

**Finals.** The host institution is responsible for the payment of lodging for the committee members. Hotel room and tax should be billed to the host institution and later reimbursed by the NCAA. The committee members will be responsible for their own incidentals. Committee members who live more than 500 miles from the finals site will be approved to fly. All flights must be arranged through Short’s Travel and will be direct billed to the NCAA. **The NCAA will pay per diem and any ground transportation expenses incurred EXCLUDING parking fees and tolls, which will come out of their per diem.**

**Transportation.**
The NCAA will pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short’s Travel and communicate arrangements to the individuals who have been approved to rent cars.

**Local Transportation for Teams.** The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

Travel reimbursement policies and forms are available on the NCAA website. Participating institutions must submit the forms online within 45 days of the conclusion of the competition.

**Deadline.**
The proposed budget/financial report is available on the NCAA website at http://web1.ncaa.org/champs_bid/. All adjustments to budgets must be approved in advance by the championship manager. The host must file the final financial report within 60 days of the conclusion of competition. The NCAA may assess a financial penalty against the host for failure to submit the financial report within 60 days of the conclusion of competition.

**Entertainment Expenses. (Finals Only)**
Entertainment expense should total approximately $200 (excluding banquet expenses).
NCAA Staff Expenses.

Staff members are responsible for their own lodging expenses.
Ball Rotation Crew.

It is the responsibility of the host to obtain a ball rotation and floor wipers crew. The ball-rotation crew (four to six workers recommended per match) and floor wipers (two to four workers recommended per match) should be the same individuals used during the regular season and are required to be on the floor one hour before match time. The alternate official should provide all direction to the ball rotation and floor wiper crews. The host should also provide ball shaggers during warm-ups if requested. It is encouraged that this crew dress in shirts that identify them as event staff.

Age Restrictions. While there is no specific age restriction on the ball rotation crew and floor wipers, college-age or older is preferred. Seventh- or eighth-graders also may serve in this role, but individuals in grades 9-12 should NOT be assigned this role in order to avoid potential issues relating to prospective student-athletes.

Qualifications. The ball rotation crew and floor wipers should have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event. The tournament director should emphasize to the crew the importance of the event and review the crew members' duties and responsibilities. The crew must refrain from cheering for either team. Workers are considered "neutral" and must behave in such a manner. Mops affixed with a towel should be provided to perform floor-wiping duties effectively.

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. Computers may be used in the bench areas during the match for statistical purposes only.

Games Committee.

First Round. The games committee will consist of the NCAA men’s volleyball committee member/site representative(s), the tournament director, an administrator or non-coach representative from each competing institution and the head official.

Finals. The games committee will be the NCAA men’s volleyball committee.

Official Scorer’s Table Personnel.

The host institution is responsible for providing the official scorer, scoreboard operator, statistics crew and public-address announcer. The NCAA will assign the alternate official. A non-working line judge (also assigned by the NCAA) will serve as the libero tracker. All scorers’ table personnel should be dressed in business attire or official apparel. Scorer’s table personnel should report to the table not later than one hour before match time to meet with the match officials and committee. The scorer's table should accommodate the following (in order):
Exception. The committee may approve an exception to this list or order if factors in the specific facility do not accommodate the above (e.g., certain wiring requirements or electrical outlets). The statistics crew may be seated at the scorer's table if space permits or if a computerized system necessitates that location.

Finals only. If additional table seating is provided across the court from the scorer's table, the NCAA men's volleyball committee members and the NCAA championship manager may choose to sit there.

Neutrality. Host institutions should keep in mind that an NCAA event is not a home event. All scorers' table personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in such a manner. Traditional prematch or between-match activities are not permissible (e.g., permitting mascots to lead "trains" through the stands, etc.). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

Public-Address Announcer. It is expected that the public-address announcer have extensive experience announcing games and be very knowledgeable about volleyball. The announcer will arrive at the facility at least one hour before match time. The announcer should meet with the sports information director or other team personnel before each match to clarify name pronunciations. The announcer will follow the NCAA script for player introductions. [See Appendixes B, C, D, E, F and G for the announcer’s instructions, crowd control statement, scripts for awards at the regionals and the finals, and the script for the all-tournament team.]

Match Announcements. Other than player introductions, match announcements are limited to (a) those of an emergency nature (e.g., paging a doctor); (b) those of a "practical" nature (e.g., announcing that a car has left its lights on); (c) announcements that NCAA souvenir merchandise, game programs and concessions are on sale in the arena; (d) announcements of scores from other NCAA competition sites; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or to provide information pertinent only to the host's activities unrelated to the tournament.
**Tournament Director.** The tournament director may serve solely in this capacity at the scorer's table; he or she may not also serve as the scoreboard operator, sports information director, timer, public-address announcer, etc. This is to ensure that the tournament director is able to oversee all aspects of the competition and be readily accessible to the NCAA committee and staff.

**Prematch Procesional.**
At the first round and the finals, the host institution should provide marshall music conducive to teams marching in for each match. The NCAA committee member/site representative (first round) and the NCAA committee (finals) will determine whether the selected marshall music is appropriate. The procedures to be used for the march of players and officials and the playing of the national anthem will be provided at the coaches meeting.

**Prematch Protocol.**
A sample single-match protocol and double match protocol are included in Appendix D of the pre-championship manual.

**Statistics Crew.**
The host should provide a knowledgeable and experienced statistics crew. Electronic statistics should be distributed immediately after each set and at the end of the match. The expense to hire the electronic statistic personnel may be listed on the proposed budget.

**Team Benches.**

**Bench Assignments.** The higher-seeded team (or the host, if applicable) is the home team and will wear light-colored uniforms. The lower-seeded team is the away/visiting team and will wear dark-colored uniforms. The home team will sit to the left of the scorer’s table as the team faces the table from the court. This policy is in effect even if the host traditionally uses the opposite bench as the home bench (see Appendix A).

**Bench Access to Electrical Outlets.** If possible, provide electrical outlets to each bench area for the purpose of statistics collection.

**Permissible Number.** The bench limit is 23 individuals per team. This includes the squad size of 17, up to four non-athletes, and two medical staff. The two medical spots are for medical personnel only and cannot be used for other non-athletes. Each bench area should be comprised of 19 chairs. [See Chairs in Section 9 – Facility and Equipment]

**Security.** If necessary and based on the facility layout, a uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators and to accompany the teams to and from the locker room.

**Team Doctor.** If an institution wishes to have its own team doctor in the bench area, that individual must occupy one of the 19 chairs and count in the bench limit of 23. Under no circumstances may an institution be provided more than 19 chairs.
Team Hotels.

One nonsmoking, single hotel room per team will be reserved for the coach. In addition, a maximum of 11 nonsmoking, double-double hotel rooms will be reserved for the remainder of each team. If multiple hotels are used, the facilities should be of comparable quality, rates and proximity to the competition venue. Hotels should not be more than 30 minutes from the competition facility and be priced at a fair and reasonable market room rate. The tournament director will assign the participating teams to the hotel(s). Efforts should be made to include free Internet access and a free breakfast (preferably a hot breakfast) at the team hotel(s).

An institution is not obligated to stay at the designated property; however, it is responsible for confirming or canceling its reservations and then securing its own accommodations. If an institution prefers to stay in another hotel, it must do the following by 5 p.m. on practice day or specified date:

- Contact the host institution about its plans;
- Obtain a release for the rooms from the hotel manager; or
- Use the rooms for persons accompanying the official traveling party.

The competing institution is responsible for the first night’s room charges even if it fails to use those rooms. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

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.

The NCAA will provide final approval.

First Round. For all NCAA preliminary round competition, the host institution will make reservations for the participating teams, match officials, NCAA site representative, and the drug-testing crew (if applicable), and advise them of the arrangements. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions. Each participating team is obligated to confirm or cancel the accommodations. The officials and the site representative should be in a separate hotel than the teams. If multiple teams are placed in the same hotel, the teams should be separated by floor.

FIRST-ROUND BIDS MUST INCLUDE A LISTING OF THE HOTELS TO BE USED, INCLUDING THE NUMBER OF ROOMS RESERVED AT EACH HOTEL AND THE NIGHTLY RATE.

Final Site. The host will work with the NCAA and Anthony Travel to procure properties for the participating teams, match officials, NCAA committee, NCAA staff and the drug-testing crew (if applicable). The officials and the committee should be in a separate hotel than the teams. If multiple teams are placed in the same hotel, the teams should be separated by floor.

Hotel for Match Officials and NCAA Site Representatives/Committee Members.

The NCAA championship manager/committee will provide contact information for the match officials...
to the tournament director.

**Room and Tax.** The tournament director will arrange for lodging charges (room and tax only) for the officials and the NCAA representative/committee member to be direct-billed to the host. This expense should be included as an unbudgeted disbursement on the financial report form. Officials and the NCAA representative/committee/staff are responsible for their incidental charges. NCAA staff (finals only) will pay their own lodging charges.

**First Round.** Lodging will be provided only to first and second referees and to the NCAA site representative/committee member. A total of two or three rooms should be reserved; one or two rooms for the match officials (depending on the location of the officials’ homes) and one room for the NCAA representative. All rooms should be nonsmoking rooms. Referees and the site representative will be responsible for their own incidentals. Scorekeepers, line judges and libero tracker will not receive lodging.

**Finals.** Four double rooms will be reserved for the match officials at a hotel separate from the team hotels (generally at the NCAA headquarters hotel). Six single rooms will be reserved for the committee members and the NCAA championship manager (five rooms if the championship manager’s assistant does not attend). The championship manager will provide a rooming list of the officials and the committee members to the tournament director and the tournament director will provide the rooming list to the hotel. All rooms should be nonsmoking rooms. The alternate official and line judges will not be provided lodging.
### SECTION 14 – Media Services

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<th>All-Tournament Team.</th>
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<td>See Section 1 – Awards and Mementos.</td>
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<th>Broadcasting/Internet.</th>
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<td>Please log on to <a href="http://www.ncaa.com/media">http://www.ncaa.com/media</a> for information regarding broadcast/Internet rights.</td>
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<th>Championship Records.</th>
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<td>NCAA championship records are available in PDF format at <a href="http://www.ncaa.org">NCAA.org</a>.</td>
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<th>Credentials.</th>
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<td>All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites.</td>
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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](http://www.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 director to determine which areas may be accessed with each credential type.
Credential Boards.
The NCAA will provide credential boards at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

Final Results Book 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). 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 will provide complete statistics of all NCAA championships competition.

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

The NCAA and its partners own 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 (Also See Appendix M). 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, NCAA director of digital and social media (nflannery@ncaa.org).

Championship Website Guidelines. NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary or regional round hosts that would like to develop their
own championship websites, all content should be approved through Levida Maxwell (lmaxwell@ncaa.org; 317-917-6222).

**Media Accommodations.**

**Hotel.** If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact at the hotel whom they can call to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

**Meals.** Refreshments are not required at all championships but highly recommended. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

**Parking.** Media parking is desired at each site, and required at most. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

**Work Room.** If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed Internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school’s media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be in this area. The media coordinator will contact each SID representing a participating team at the site to request these items.

**News Film and Mini Cams.**

Please visit [www.ncaa.com/media](http://www.ncaa.com/media) for updated information related to television, video and ENG policies.

**Officiating Questions.**

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” will be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter will accompany a member of the sport committee to the official’s locker room to receive an interpretation to enhance the public’s understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they can answer the questions instead.
The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

**Personnel.**

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot pay any expenses. All volunteers should be a minimum of 16 years or older and may not be employees of professional sports organizations. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SID’s and the media coordinator’s knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

**News Conferences.**

The media coordinator, or a member of the coordinator’s staff, will attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship
warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. Interviewees will be selected by the host media coordinator. The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: If a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.)

Team Championships with a Formal News Conference. Each team will be allowed a 10-minute “cooling-off” period before postmatch interviews. The head coach of the advancing team, with requested student-athletes (minimum of two), will be interviewed first. The non-advancing coach and student-athletes will follow the advancing coach. This procedure will be followed until the championship match, after which the runner up coach and requested student-athletes will be interviewed first, followed by the championship coach and student-athletes.

It is mandatory for the head coach and at least one student-athlete to report to the press conference after the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Moderator Duties.
1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.

2. Sports information representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.

4. After the coach’s comments, the moderator should invite questions from media.

5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.

6. Limit the losing team to 10 minutes and the winning team to 20 minutes.

7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public-address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:
- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number);
- Risers or an area with an unobstructed view for television cameras;
- Table for a minimum of 4-6 interviewees;
- Sufficient electrical outlets;
- Sufficient lighting for dais and work spaces;
- Mult box; and
- Wireless microphones.

For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided by the NCAA. Quotes will be distributed to the media immediately following each press conference.

Photographer. Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. See Appendix H for further information regarding photography done at the championships.

Final Site. NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.
All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (http://www.t3media.com/ncaa-photo-marketplace). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of $15 per image and are bound by the following rights:

“For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing.”

Please email Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, except for the NCAA membership, seeking a championship event photo must license it through T3media. To license an NCAA championship event photo, please visit http://www.t3media.com/ncaa-photo-archive.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

**Photography Area Policies.**

The media coordinator will 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.

Photographers may shoot from the ends of the court in the marked photo areas (see Appendix A). It is suggested that the host institution tape the location of the photographers’ boxes on the court. Photographers are not permitted in front of the official scorer's table or the team benches any time after the competition begins, including timeouts. Photographers may work unrestricted on the playing court and in the bench area after a match. Photographers must clear the playing court quickly to permit the next teams to begin warm-ups.

**Spectator Photography/Video Cameras.**

Still cameras are permitted in the facility. Parents and/or friends may videotape only their team’s matches without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

**Programs.**

See Section 21 – Programs.
Radio/Internet/Audio Coverage.

Radio broadcast rights and made-for-Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to http://www.ncaa.com/media.)

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

Seat Assignments.

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

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.

Social Media/Blogging Policy.

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.

Statistical Reporting to NCAA.

Each host should e-mail the NCAA media coordination and statistics staff (ncaastats@ncaa.org), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day, the e-mail should include the all-tournament and Most Outstanding Player selections.

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:

- E-mail 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.
Statistical Services.

**Computerized Statistics.** Computerized volleyball statistics are required for all NCAA championship matches. The stat sheets will not include an institutional corporate logo on the box. After each set of a match, stats should be delivered immediately to the bench of each competing team, each individual seated at the scorer’s table and the media.

**Updates.** Each participant’s SID will update team and individual statistics after every match, and the statistics will be reproduced and distributed at the first scheduled press conference preceding the team’s next competition in the championship.

Strobe Lights.

Participating coaches should be informed at the coaches and administrators meeting if strobe lights will be used. 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.

Team Films/Videotapes.

See Videotaping in Section 10 – Facility and Equipment.

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative will contact the event coordinator at the host site to arrange for camera space at that site.

**Restricted Space.** Team videographers must remove their video equipment and depart the designated videotaping area immediately after their team’s match in order for the videographers of the teams playing the next match to set up their equipment.
**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, toll free, 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 will 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 will be reflected in the proposed budget.

**Television.**

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison or NCAA media coordinator. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at [www.ncaa.com/media](http://www.ncaa.com/media).

**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 before 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 Nate Flannery (phone 317-917-6523; nflannery@ncaa.org).
<table>
<thead>
<tr>
<th>Medical Facilities.</th>
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<tr>
<td><strong>Ambulance Service.</strong> At the NCAA’s expense, an ambulance will be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, emergency respiratory equipment).</td>
</tr>
</tbody>
</table>

**Floor Cleanup.** The athletic training staff will prepare a biohazard kit to clean and manage all blood situations. Kits should include 1:10 bleach-to-water solution, along with dedicated towels and gloves used for floor cleanup. These kits should be placed on each team’s cooler cart positioned at the end of the team benches.

**General Public.** The facility, at its expense, must provide certified medical personnel and a first-aid room on game days.

**Hospital.** The host athletic trainer will identify a hospital, in close proximity, that will be available to participating teams and will ensure that championship participants will be provided priority care and assistance.

**Participants.** An athletic training room will be open and a certified athletic trainer (the host institution’s athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

**Supplies.**
The athletic training room will be stocked with basic supplies, including the following:

- Immobilization splints;
- Ice;
- Blood-borne pathogen kit;
- Immobilizer/knee stabilizer;
- Crutches;
- Moist hot packs;
- Muscle stimulator;
- Sharps kit/biohazard trash can;
- Ultrasound unit;
- Spine board;
- Gurney;
- First-aid equipment/athletic training supplies;
- Suture materials; and
- Emergency eye care and dental equipment.

**Locker Rooms.** The team locker rooms will be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment.

**Communication.** The athletic trainer and physicians should be equipped with a means of radio communication.
**Teams’ Physicians.** Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

**X-Ray Technicians.** X-Ray equipment and technicians will be on-site during the championship. Should the institution have equipment near the facility (e.g., building next door), this equipment may be used with NCAA approval.

**Portable Baths.** Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

**Concussions.**

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions will follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity will be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

**Medical Staffing.**

**Host Medical Staff.** It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

**Travel Party.** Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.
Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.
Coaches and Administrators Meeting.
The NCAA committee member/site representative will conduct a mandatory coaches and administrators meeting before the start of competition to review championship matters. It is mandatory that each institution’s head coach attend the meeting and strongly encouraged that the athletics director, senior woman administrator or designated institutional administrator attend the meeting.

First Round. The recommended meeting time is Friday between practices. Ultimately this meeting should take place at least two hours before the start of competition.

Officials Meeting. (See Section 18 – Officials)
First Round. This meeting should take place at least one and a half hours before the start of competition.

Match Schedule.
The committee will approve all starting times for matches and the order of matches. For the first-round site, the format will be two teams at two sites. It is preferred that matches begin at 4 and 6:30 p.m.

Game times for the eight-team final site are listed below. The second match will start no earlier than 40 minutes after the conclusion of the first match.

<table>
<thead>
<tr>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Match 1</td>
<td>12:30 p.m.</td>
<td>Match 5</td>
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<tr>
<td>Match 2</td>
<td>3 p.m.</td>
<td>Match 6</td>
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<tr>
<td>Match 3</td>
<td>5:30 p.m.</td>
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<tr>
<td>Match 4</td>
<td>8 p.m.</td>
<td>Match 7</td>
</tr>
</tbody>
</table>

Match Protocol Sheets. The tournament director must confirm the match protocol with the NCAA championship manager. The tournament director should distribute copies of the match protocol sheets at the coaches and administrators meeting and, on the day of the match, distribute them to all scorers’ table personnel. The sheets also should be posted in a visible place in the match officials’ and teams’ locker rooms.

Schedule of Events.
The committee representative will approve the schedule of events. [Refer to Appendix I]
SECTION 17 – Merchandise (Final Site Only)

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; dclendenin@ncaa.org).

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.

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 will 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 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.
### Fees and Per Diem.

The NCAA will coordinate the payment of officials’ fees and per diem through Refpay.

**Per Diem.** Per diem allowance for meals and incidentals will be paid at a rate of $45 per day for each day of the championship, beginning with the day of arrival and ending with the day of departure (i.e., if a referee arrives Friday at a first-round site and leaves after the competition Saturday, he or she will receive two days of per diem or $90; if the referee spends the night and leaves Sunday, he or she will receive three days per diem or $135). Referees, alternate officials and lines judges receive per diem. Scorekeepers and libero trackers do not receive per diem or transportation allowance.

**First Round.** (All fees per match). First and second referees will receive $110; the alternate referee will receive $50; line judges (four per match) will receive $50; the scorekeeper will receive $65; and the libero tracker will receive $50. The first and second referees and the line judges will receive mileage for a maximum of 1,000 miles roundtrip and per diem ($45). All mileage will be calculated using the NCAA’s Travel Expense System (TES). Local transportation (i.e., less than 25 miles one-way) and parking fees will not be reimbursed. Only the first and second referees will be reimbursed for lodging. The alternate officials will receive mileage, per diem and fees. The scorekeeper and libero tracker will receive fees only.

**Finals.** Each of the referees, including the alternate (maximum of four), will receive a flat fee of $500, regardless of the number of matches worked. Line judges (four per match) will receive $50 per match. The scorekeeper will receive $65 per match and the libero tracker will receive $50 per match. (Note: a non-working line judge will serve as a libero tracker.) The referees will be reimbursed for lodging (as approved), per diem ($45) and transportation expenses according to the actual mode of transportation (i.e., the lesser amount of jet coach airfare or mileage up to a maximum of 1,000 miles round-trip). A maximum of two referees may be approved for air transportation. All flight reservations must be made through Short’s Travel Management, which will direct bill the NCAA national office, and the host will not be responsible for reimbursing those officials for transportation. Line judges will receive mileage (53 cents per mile for a maximum of 1,000 miles roundtrip) and per diem ($45). All mileage will be calculated using the NCAA’s Travel Expense System (TES). Local transportation (i.e., less than 25 miles one-way), transportation to or from the airport and parking fees will not be reimbursed. The scorekeeper and libero tracker will receive fees only.

### Flags.

Flags should be used by the line judges and supplied by the host institution if the line judges do not have their own flags.

### Hotel.

See Section 12 – Lodging.

### Officials Meeting. (See Section 15 – Meetings/Schedule of Events)

The NCAA committee member/site representative(s) and the tournament director will meet with the officials (separately from the coaches and administrators meeting) to review their responsibilities and
distribute the NCAA patches. The alternate official for each match should meet with and direct the ball rotation and floor wiping crews. [Refer to Appendix J for responsibilities of the alternate official.] The host will provide sufficient copies of this appendix for the alternate official to cover all matches at the championship.

<table>
<thead>
<tr>
<th>Selection.</th>
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<tbody>
<tr>
<td><strong>First Round.</strong> The men’s volleyball committee will select and confirm the first and second referees, the libero tracker, the line judges (four per match) and scorekeeper. The host institution will hire the announcer and the scoreboard operator. The tournament director should work with the local supervisor(s) of officials and the national committee chair on recommendations of line judges and scorekeepers. All referees must be nationally rated, and line judges must be certified. Students (graduate or undergraduate; from the host institution or from another institution) may not serve as line judges, even if they are certified. The committee member/site representative will assign the referees and line judges for each match.</td>
</tr>
<tr>
<td><strong>Finals.</strong> The committee will select and confirm the four referees, six line judges and scorekeeper. Selected line judges will also serve as libero trackers. The committee will select and assign the referees and line judges for each match. The host institution will hire the announcer and scoreboard operator.</td>
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</table>

**Notification.** The NCAA office is responsible for contacting the officials to notify them of their assignments. The host should contact the officials, once confirmed, to obtain arrival times, provide information regarding a meeting time/location and lodging arrangements, and determine whether they wish to purchase tickets for family members or friends.

<table>
<thead>
<tr>
<th>Tickets.</th>
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<tbody>
<tr>
<td>Each official is entitled to purchase tickets to the competition (e.g., for family or friends); the host will administer this process. Officials themselves should be provided a credential for admittance. No complimentary tickets are provided.</td>
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<th>Uniform.</th>
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<tr>
<td>Referees will wear a white polo-type uniform shirt with the volleyball certified official logo on the sleeve, navy pants and white shoes and socks. If referees wear sweaters, they must be solid white, long sleeve and a v-neck. Line judges, scorekeepers, libero trackers and all other match officials at the scoring table will wear white polo-style shirts, navy pants and white shoes and socks. NCAA patches will be provided for all officials at the final site.</td>
</tr>
</tbody>
</table>
### Bench Personnel/Squad Size.

All teams are limited to 17 players in uniform. No more than 17 players may be dressed in uniform once the team roster has been declared. Remaining team members may wear a team warm-up, but must keep it on for the duration of the match. The team bench is limited to the official traveling party of 20, four non-athletes and two medical personnel that receive bench passes. The two passes for medical personnel must be used for medical personnel and cannot be used for other non-athletes.

Place tape on the floor to designate boundaries of team areas. **Bench personnel will be requested to stay seated while they are in the bench area. If student-athletes wish to stand, they must do so in the designated area adjacent to the bench.** [See Appendix A]

### Participant Manual.

The tournament director will assist the NCAA in compiling a participant manual for the competing institutions.

**Contents.** The participant manual should be “personalized” with information specific to the host institution. It is not necessary to repeat the pre-championship manual policy statements applicable to each heading; the appropriate pre-championship manual sections are referenced for the reader’s convenience, and repeating them would be an unnecessary duplication of effort and could result in inconsistency and errors. The final draft of the manual should be sent to the NCAA championship manager one month before team selections (finals).

**Distribution.** The participant manual will be posted on the Division III men’s volleyball landing page before selections.

### Team Hosts (Finals Only).

The tournament director should assign a team host to welcome each team and assist the team as needed during the championship.
Administrative Responsibility.
Each participating institution is required to have an institutional representative accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (excluding media) are allowed in the closed practice. The institutional representative may be an administrator, athletic trainer or sports information director (SID), but not a member of the coaching staff, a student or a parent.

Alternate Practice Site.
The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early or late. Practice at an alternate site is permissible, but the visiting teams are responsible for making these arrangements themselves. It is helpful if the host site facilitates these arrangements by providing contact information. Practices at the competition site outside of the practices designated in the section below entitled "Length" are not permitted.

Closed Practices.
All team practices are closed to all but the institutions’ official traveling parties and other selected individuals that the head coach authorizes to attend practice (e.g., parents of student-athletes, selected colleagues). Members of the media, including a team’s local media that might be traveling with the team, are not permitted to attend closed practices under any circumstances. If the event is televised, network talent may observe closed practices, but coaches are under no obligation to give interviews. Technicians may be in the area (if necessary) for televised game preparation. If the host conducts a youth volleyball activity (e.g., a clinic), the NCAA committee member/representative may determine that practices are open that day.

Length.
**First Round.** Hosts must provide each team 55 minutes of practice on the competition court Friday. Equal time must be allotted to all teams. Practices Saturday are limited to 25 minutes. Teams do not have to practice back-to-back, but if practices are scheduled as such, five-minute breaks will be scheduled between each practice to accommodate teams’ arrival to and departure from the arena floor.

**Finals.** Hosts must provide each team 55 minutes of practice on the competition court Thursday, Saturday and Sunday. Equal time must be allotted to all teams. Practices Friday are limited to 25 minutes. Five-minute breaks will be scheduled between each practice to accommodate teams’ arrival to and departure from the arena floor.

Practice Equipment.
**First Round.** Sports Imports will provide the net and pads for the poles. If the host institution is not a Sports Imports customer, the host institution must provide the net system. Molten will provide 24 volleyballs and two ball carts.

**Finals.** Sports Imports will provide the net system for the competition court and the practice court, as well as the pads for the poles and the official’s stand. Molten will provide 96 volleyballs (48 for the championship court and 48 for the practice area) and six ball carts (four for the championship court
and two for the practice area).

If additional practice aids, hitting boxes, serving machine, etc., are made available, they must be made available for all teams team competing in the tournament.

Practice Schedule.
The NCAA committee member/representative (first round) or the championship manager (finals) is responsible for approving all practice schedules before the schedule being provided to the teams. Practice times will be determined based on match schedule.

The NCAA committee member/site representative or an authorized designee will monitor all practices. If a representative is unavailable, a regional advisory committee member or neutral person provided by the host and approved by the NCAA representative must attend the practice session and remain available to the team. The host will provide eight hours of practice time on the competition floor the day before the first competition. Hosts are allowed to have either one eight-hour session or two four-hour sessions. Each practice should have five minutes in between for teams to clear the court. On match days, the last practice must be completed at least 90 minutes before the start of the first match.

Timing.
All practices will be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the floor. If a team arrives early, it may take the floor as soon as it is available, but it is still limited to the scheduled amount of time. Any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.
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 before the first day of the event.

<table>
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<th>Content/Editorial.</th>
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<tr>
<td>IMG College will be responsible for all program production, including editorial content, layout and design, and advertising.</td>
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Some programs include editorial pages with information about the host institution/venue. Should space be allotted, the media contact from the host’s online key contact form will be contacted by IMG College regarding deadlines and specifications for text and photos; these editorial pages will not be display advertisements and are subject to approval by the NCAA and IMG College.

<table>
<thead>
<tr>
<th>Supplemental Printed Materials.</th>
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<tbody>
<tr>
<td>At championships sites where a digital program is available, the host institution/venue may choose to supply supplemental printed materials provided any such materials do not include advertisements.</td>
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</table>

The NCAA/IMG College will provide a template including QR code linking to the digital program and elements from the NCAA’s Corporate Champions and Partners that must be included on any supplemental materials.

Printed supplements may be handed out 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.

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<th>Promotion.</th>
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<tbody>
<tr>
<td>The NCAA/IMG College will provide to participating schools a one-sheet PDF to be printed and distributed at the site; this PDF will feature a QR code and URL where the digital program can be accessed. This handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program.</td>
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</tbody>
</table>

The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and IMG College also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

All digital programs available are located at [http://www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

<table>
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<tr>
<th>Questions.</th>
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</thead>
<tbody>
<tr>
<td>If you have questions or would like the QR code ahead of time, please contact your NCAA administrator or Chad Laytham (<a href="mailto:chad.laytham@img.com">chad.laytham@img.com</a>) at IMG College.</td>
</tr>
</tbody>
</table>
Contacts.
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.

Expectations.
- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan.
Host institutions/conferences will establish a marketing plan in coordination with the NCAA championship marketing contact. All marketing plans, marketing budgets and collateral must be approved by the championship marketing contact before implementation.

Marketing Collateral.
NCAA Championships Online Marketing Website. The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Championships Online Marketing Website can be accessed at www.NCAAchampspromotion.com.

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 the following:
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.

*Please note, a limited number of Division I predetermined hosts will create all collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Championships Online Marketing Website.

**Television/Video and Radio Ticket Spots.** The marketing website allows hosts of select predetermined championship sites to download video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

**:30 Video/Television Spot**
The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.
- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
  - HD: apple ProRes LT (104 mbps)
  - SD: dv25(25 mbps)
  - Web proxy: .mp4 (1.5 mbps)

**:30 Radio Spot**
The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

**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
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. Please refer to www.NCAA.org/socialmedia for a listing of official NCAA social media accounts.
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?division=d2 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.
The NCAA championship manager and the committee chair will conduct a site visit at least six months before the championship (finals site only).

Facility Tours. The tournament director should make arrangements to tour any facilities that will be used during the championship, including the playing facilities, locker rooms, banquet facility, hotel(s), etc.

Hotel. The tournament director should reserve nonsmoking rooms for the NCAA championship manager and the committee chair at the host hotel, if possible, for one night only. The NCAA will pay for the necessary hotel rooms for the site visit.

Meetings. The tournament director should organize meetings for all pertinent people, including the marketing director, ticket manager, hotel coordinator, concessions coordinator, drug-testing site coordinator, etc.
Allocations for Teams.

FINALS ONLY. Each participating institution is guaranteed a minimum of 100 tickets behind their teams starting bench. The committee may adjust these allocations, if necessary, to equitably address specific facility seating situations as they arise.

The tournament director should inform the athletics director of each participating institution of the process to obtain the 100 tickets, and the tournament director should provide an invoice to the athletics director. Each institution must advise the host by one hour before the opening of the general admission ticket sales on the day of their match as to how many single-session tickets the institution wishes to purchase from its allocation. The tournament director will arrange to provide the requested tickets to the respective institutional administrator at the site (e.g., during the team’s scheduled practice or at the mandatory coaches and administrators meeting). The teams are responsible for full payment for the number of tickets requested. The host will offer all unused tickets for sale to the public. In no case will an institution's allocation be held at will-call.

Allocations for Officials.

[See Tickets in Section 18 – Officials]

Printing Tickets.

The committee must approve the location of all team tickets and seating for bands and cheerleaders before the host printing or distributing tickets.

Ticket Backs.

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a “coupon promotion” be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Standard Ticket Back Disclaimer Language. See Appendix K for language that must be included on the ticket back.

Ticket Blocks.

Drug-Testing Crew. Reserve five seats for members of the drug-testing crew in an area approved by the NCAA. The NCAA will produce credentials for the drug-testing crew that will admit them to the arena, locker rooms and drug-testing site.

Officials. Reserve seats for the nonworking match referees and line judges.

Participating Institutions. In the participant manual, the tournament director will provide the participating institutions with a seating chart specifying the location of their tickets and the area where
the band and cheerleaders will be located.

Public. Any spectator entering the facility must have a ticket (children aged two and under are admitted free with a paying adult). Standing-room-only tickets are not permissible. Any spectator entering the facility must have a ticket, regardless of age (except children as noted above) or the point in the match at which the spectator arrives.

**Ticket Sales.**

Since all members of the general public must have a ticket in order to enter the facility, a minimum number of ticket windows must remain open until the conclusion of the event.

**Special Ticket Plans.** Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA staff.

**Ticket Prices.** Minimum per session ticket prices for all rounds of the championship are $6 for adults, $4 for students with identification and $3 for children under twelve. Minimum all-session ticket prices are $12 for adults, $10 for students with identification and $7 for children under twelve. Children aged two and under are admitted free with a paying adult.
Local Transportation for Teams.
The host institution is encouraged to assist each team in arranging local transportation (e.g., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted). For the finals only, the host institution is encouraged to arrange courtesy cars for each head coach, if possible.

Officials’ Transportation.
Referees and lines judges will be reimbursed mileage for ground transportation expenses (maximum of 1,000 miles roundtrip). Local transportation (i.e., less than 25 miles one-way) and transportation to/from the airport will not be reimbursed. The alternate official, scorekeepers and libero trackers do not receive reimbursement of travel. At the finals only, one rental car may be reimbursed for the crew of officials. One official will be approved to rent the car through Short’s Travel, and that official should submit the receipt for the rental and gasoline purchases to the tournament director. All flight reservations must be made through Short’s Travel Management, which will direct bill the NCAA national office, and the host will not be responsible for reimbursing those officials for transportation. Two referees are approved for air transportation, if needed. [See Section 18 – Officials]