# 2017 Division II Men’s and Women’s Basketball Championship
## Host Operations Manual
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On behalf of the Division II Men’s and Women’s Basketball Committees, thank you for being an important part of the 2017 Division II Men’s and Women’s Basketball Championships.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Men’s and Women’s Basketball Championships. It is designed to use in conjunction with, not in place of, the 2017 Basketball Pre-Championship Manual, which provides more general policies for the administration of the championships.

Administration of the Division II Men’s and Women’s Basketball Championships are under the direction of the Division II Men’s and Women’s Basketball Committees. Hosts play an integral part in the successful administration of the championships.

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

**Tournament Director.** This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

**Tournament Manager.** The tournament manager shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

**Media Coordinator.** The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA or championships manager to ensure that the committee’s policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.
The Division II Men’s and Women’s Basketball Championships will be the premier men’s and women’s basketball event that will provide student-athletes a once in a lifetime experience including maximizing attendance and community awareness while presenting the championship in a fair, safe and equitable manner that supports and promotes the Division II attributes throughout the event.
<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Atlantic Region</strong></td>
<td>Jeff Wilson, chair&lt;br&gt;Men’s Basketball Coach&lt;br&gt;East Stroudsburg University of Pennsylvania&lt;br&gt;Koehler Fieldhouse&lt;br&gt;East Stroudsburg, Pennsylvania 18301&lt;br&gt;Phone: 570/422-3339&lt;br&gt;Email: <a href="mailto:jwilson@po-box.esu.edu">jwilson@po-box.esu.edu</a></td>
</tr>
<tr>
<td><strong>Central Region</strong></td>
<td>Jeff Morgan&lt;br&gt;Senior Compliance Administrator/Head Men’s Basketball Coach&lt;br&gt;Harding University&lt;br&gt;Harding University Box 12281&lt;br&gt;Searcy, Arkansas 72149&lt;br&gt;Phone: 501/279-4754&lt;br&gt;Email: <a href="mailto:jrmorgan@harding.edu">jrmorgan@harding.edu</a></td>
</tr>
<tr>
<td><strong>East Region</strong></td>
<td>Brian Beaury&lt;br&gt;Head Men’s Basketball Coach&lt;br&gt;The College of Saint Rose&lt;br&gt;432 Western Avenue&lt;br&gt;Albany, New York 1223&lt;br&gt;Phone: 518-458-5490&lt;br&gt;Email: <a href="mailto:beauryb@strose.edu">beauryb@strose.edu</a></td>
</tr>
<tr>
<td><strong>Midwest Region</strong></td>
<td>Jon Mark Hall&lt;br&gt;Director of Athletics&lt;br&gt;University of Southern Indiana&lt;br&gt;8600 University Boulevard&lt;br&gt;Evansville, Indiana 47712&lt;br&gt;Phone: 812/464-1846&lt;br&gt;Email: <a href="mailto:jmhall@usi.edu">jmhall@usi.edu</a></td>
</tr>
<tr>
<td><strong>South Region</strong></td>
<td>Willie Washington&lt;br&gt;Director of Athletics&lt;br&gt;Benedict College&lt;br&gt;1600 Harden Street&lt;br&gt;Columbia, South Carolina 29204&lt;br&gt;Phone: 803/705-4784&lt;br&gt;Email: <a href="mailto:washingtonw@benedict.edu">washingtonw@benedict.edu</a></td>
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<tr>
<td><strong>Southeast Region</strong></td>
<td>Kenneth Gerlinger&lt;br&gt;Sports Information Director&lt;br&gt;Peach Belt Conference&lt;br&gt;53 Blackburn Drive&lt;br&gt;Martinez, Georgia 30907&lt;br&gt;Phone: 706/860-8831&lt;br&gt;Email: <a href="mailto:kgerlinger@peachbeltconference.org">kgerlinger@peachbeltconference.org</a></td>
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<td><strong>South Central Region</strong></td>
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<td><strong>West Region</strong></td>
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## CONTACT INFORMATION

### NCAA STAFF

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<tr>
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<th>Title</th>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Cell</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Donnie Wagner</strong></td>
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<td>Alliances</td>
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<td>Alliances</td>
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<tr>
<td></td>
<td>Director</td>
<td>Wesleyan College</td>
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## 2016-17 DIVISION II WOMEN’S BASKETBALL COMMITTEE

<table>
<thead>
<tr>
<th>South</th>
<th>Midwest</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Rice</td>
<td>Darlene Bailey</td>
</tr>
<tr>
<td>Head Women’s Basketball Coach</td>
<td>Director of Athletics</td>
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<td>Benedict College</td>
<td>William Jewell College</td>
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<table>
<thead>
<tr>
<th>South Central</th>
<th>Atlantic</th>
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<tbody>
<tr>
<td>Jason Martens</td>
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<thead>
<tr>
<th>Southeast</th>
<th>West</th>
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<tbody>
<tr>
<td>Eliane Kebbe</td>
<td>Krista Montague</td>
</tr>
<tr>
<td>Associate Commissioner/SWA</td>
<td>Director of Athletics</td>
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<tr>
<th>East</th>
<th>Central</th>
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<tbody>
<tr>
<td>Sandra Michael</td>
<td>Karen Stromme</td>
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</tbody>
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<th>Kerstin Hunter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Championships and Alliances NCAA</td>
<td>Championships and Alliances NCAA</td>
</tr>
<tr>
<td>P.O. Box 6222</td>
<td>P.O. Box 6222</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46206-6222</td>
<td>Indianapolis, Indiana 46206-6222</td>
</tr>
<tr>
<td>Phone: 317/917-6651</td>
<td>Phone: 317/917-6645</td>
</tr>
<tr>
<td>Cell: 317/644-9425</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:kcermak@ncaa.org">kcermak@ncaa.org</a></td>
<td>Email: <a href="mailto:khunter@ncaa.org">khunter@ncaa.org</a></td>
</tr>
</tbody>
</table>
SECTION 1 – Awards and Mementos

Awards
MTM will send official NCAA participant medallions to the tournament manager prior to competition. 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. These medallions will be provided to the coaches of the non-advancing teams at each site and are given to the squad size (15).

Awards Ceremony
The awards ceremony will be conducted at center court immediately following the conclusion of the championship game. Regional champions will be presented their team trophy at the conclusion of the final regional championship game. Both teams must stay on the court for presentation of All-Tournament Team. Non-advancing teams may depart following the announcement of the All-Tournament Team and prior to the regional trophy presentation.

SECTION 2 – Band/Spirit Squads and Mascots

Artificial Noisemakers.
No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress. Spirit squad may use megaphones for voice amplification purposes only (e.g., no pounding megaphone with hand or on the floor or other inanimate objects to create artificial noise, and no waving megaphones as a visual distraction).

Designated Areas.
A maximum of 12 spirit squad members, plus one mascot are allowed on the floor at any one time when the game is not in progress. Spirit squad members, to include mascots must stay out of spectator seating areas and must remain on their team’s half of the court after leading their team onto the court. They shall otherwise remain in an area designated by the tournament manager with the approval of the committee. Boundaries for spirit squads should be clearly marked. They are not permitted to roam the stands or the arena, even if that is their normal practice during home games. Band members are not permitted to leave their seating area and play at the end of the court during half time or warm-up periods. Flags carried by institutions’ representatives are permitted on the floor during time outs and when teams enter the court during pregame and halftime, but must not be used to taunt competitors or block spectators’ views. Band members are only permitted to play from designated seating area. Band members may not leave their designated areas to approach the playing area.
Electronic Amplification.

Full bands are not permitted to use electronic amplification. Small (15 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

Maximum Number.

A maximum of 25 band members plus the band director, 12 uniformed spirit squad members plus their coach, and one costumed mascot will be admitted free of charge. The institution may purchase additional tickets for band members; however, no more than 25 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the bands begin warming up.

National Anthem.

The national anthem shall be sung or played by one of the participating institutions' bands (highest seed band will play if both bands are in attendance) just prior to the introduction of the starting lineups. The anthem shall be played before the first game of each session.

Seating.

Bands should be seated in comparable areas of the arena, preferably in the endzones. Bands on the same side of the court and opposite the team benches. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the committee liaisons. Bands and spirit squad will be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the previous game of that session).

Warm-Up Tapes.

No warm-up tapes are permissible. Only band(s) and typical in-venue electronic music will be used. The host institution will select and administer the music per approval of the NCAA site representative.

Mascots.

Live animal mascots are not permissible.

SECTION 3 – Broadcasting/Internet

Please see the Media Service website for “Television Rights” information. Also, see “Webcasting” in SECTION 12 – Media/Credentials of this document for required and/or recommended webstreaming services.
SECTION 4 – Commercialism/Contributors

**Commercial Identification, Signage and Official Marks.**

1. No advertisements shall be displayed on the press tables, scorer table prior to or during the conduct of the championships.

2. No advertisements shall be displayed on the floor prior to or during the conduct of the championships.

3. The competition site management 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 shall be hung, installed or displayed anywhere within the competition site during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the competition site, institution or sponsoring agency shall be covered by the competition site 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 shall be covered or taken down by the competition site at its expense, as designated by the NCAA.

4. The competition site shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championships, without the prior approval of the NCAA.

5. No advertisements shall be displayed on the floor level area walls prior to or during the conduct of the championships, without the prior approval of the NCAA.

6. No advertisements shall be displayed on the press tables prior to or during the conduct of the championships, without the prior approval of the NCAA.

7. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

**NCAA Corporate Partners.**

The NCAA administers a national corporate partner program, under the direction of the NCAA corporate and broadcast alliances has established guidelines pertaining to corporate involvement by these partners and local commercial entities.

**Local Contributors.**

Local sponsorship programs using the NCAA’s registered marks, logos, name of reference to the championship (including tournament brackets), game tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.
SECTION 5 – Critical Incident Response/Emergency Plan

Preparation.

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

Each host will be asked to provide the following:

1. Develop contact lists.
   i. NCAA.
   ii. Local authorities and critical incident response team.
2. Review emergency protocol prior to the start of the event.
3. Identify chain of authority.
   i. Incident Commander (second in command).
   ii. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.
7. Review emergency response plan for typical emergencies.

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

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

**Scorer’s Table.** Assure that the game clock, shot clock and score are accurately recorded.

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

**Bench Personnel.** These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

**Power Source/Public Address.** Competition site management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.
Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA 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 players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

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

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed in the primary competition site. 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 competition site operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA playing rules.

Spokesperson. In the event of an emergency, the committee chair or his or her designee, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson.

**SECTION 6 – Drug Testing**

<table>
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<th>Drug-Testing Procedures.</th>
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<tr>
<td>The National Center for Drug Free Sport will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Information on the <a href="https://www.ncaa.org/regulations/drug-testing">NCAA Drug Testing Program</a> is available on the NCAA <a href="https://www.ncaa.org">website</a>.</td>
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Notification.
The tournament manager will be notified at least seven days in advance of the competition as to whether drug testing will be conducted. This information must be kept strictly confidential.

Site Coordinator.
The tournament manager is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with the Center staff; responsibilities are outlined in the site coordinator’s manual. This shall be their only responsibility during the regional/championship.

Testing Area.
Players from either the winning or losing team may be tested. Accordingly, two separate testing areas should be provided in the event drug testing is conducted.

SECTION 7– Competition Site, Equipment & Space Requirements

Neutrality.
Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or half time events are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

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

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

Americans with Disabilities Act.
The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and/or mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.
### Concessions.
Food and beverage prices shall be no higher than similar events or primary tenants in the competition site.

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

### Courtside/Competition Floor.
The playing floor shall be a rectangular surface free from obstructions with sidelines of 94 feet in length and end lines of 50 feet in length, measured from the inside edge. All specifications should meet as outlined in the NCAA Men’s & Women’s Basketball Rules Book. [Rule 1]

The minimum area as described in the NCAA Men’s and Women’s Basketball Rules Book will be the guidelines for determining the playable area. Once the minimum playable area is reached, then space for spirit squad, photographers and other necessary personnel can be determined.

**Logos.** The NCAA may provide floor decals at the final site only.

**Photo Boxes.** A diagonal line shall be placed on each end of the playing floor apron, to designate the photographer’s boxes.

### Decorating and Advertising.
**Banners inside competition site.** NCAA banners, signage and décor are the only banners permissible inside the competition site.

**Covering.** The competition site shall 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).

**Institutional Signage.** Institutional signage does not need to be covered. Championship banner(s) may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

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

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

Table Banner (generic for regionals). The NCAA will provide one banner for the scorer's table. No other ornamentation or signage is allowed on the scorer's table. The scorer's table must be covered with bunting or other appropriate material if the banner does not cover the entire table.

### Equipment

**Basketballs.** The Wilson Solution basketball will be provided for regional and championship competition.

One basketball should be provided to each participating team after the regional competition. The host institution may keep the remaining basketballs. There will be at least 12 Wilson Solution balls available for practice/game.

- **Regional.** Thirteen Wilson Solution basketballs will be sent to the tournament manager with the 2017 NCAA Basketball logo. They will be sent Monday prior to the regional championship.

- One basketball rack for each of the eight regional sites with the NCAA Basketball logo (color) will also be provided.

- **Elite Eight.** 24 balls will be sent to the Elite Eight championship site. Each team will receive one game ball at the conclusion of their final game.

**Ladders.** The competition site shall provide a ladder at each end of the court for the winning team members to cut down the nets after the regional game. [Note: Werner may provide two ladders for this purpose. The NCAA will alert the host if this is confirmed.]

**Scoreboard.** If capable, scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors”.

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

**Timing Device/Clock.** Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to set-up/operate the clock between practices.

- A back-up timing device is recommended for all rounds.

**Traction Devices (Final site ONLY).** The NCAA will provide “Slipp-Nott” or similar traction aides.

**Video Screens.** If electronic video replay screens are available, they may be used at the competition site’s expense. One replay in real time is permissible. Video screens may not display advertising.
<table>
<thead>
<tr>
<th><strong>Competition Site Use.</strong></th>
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<tr>
<td>The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one day before the start of competition through the conclusion of the final game. All space shall be available and the competition site set up no later than 1 1/2 hours prior to the beginning of the first practice.</td>
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<table>
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<tr>
<th><strong>NCAA Space Requirements.</strong></th>
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<tr>
<td><strong>Bands/Spirit Squad Warm-Up Area.</strong> Space for spirit squad to dress and warm-up should be provided. If possible, the area should be carpeted. In addition, an area for the bands to store their instruments should be available (an area under the stands would be sufficient). This area should not be located near the postgame interview area.</td>
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<tr>
<th><strong>Entrances.</strong> Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band/spirit squad).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Player-Guest Entrance.</strong> A gate must be identified to admit patrons holding player-guest tickets.</td>
</tr>
<tr>
<td><strong>Team Personnel Entrance.</strong> An entrance, near the locker rooms, must be identified for all student-athletes and coaches.</td>
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<tr>
<th><strong>Locker Rooms.</strong> A locker room with shower facilities should be provided for each team (four total), and two rooms for the game officials. When assigning locker rooms, consideration should be given to bracket pairings and the path to and from team bench areas in an effort to minimize unnecessary encounters among opposing teams.</th>
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<tbody>
<tr>
<td><strong>Security.</strong> Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the court.</td>
</tr>
<tr>
<td><strong>Supplies.</strong> Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, hydration products, grease boards, markers and erasers for all practices and games. The NCAA site representative will inspect the locker rooms prior to the first practice.</td>
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<tr>
<td><strong>Signs.</strong> Signs should be posted to identify the teams’ and officials’ locker rooms. A sign reading “NCAA Use Only” shall be posted on the officials’ locker rooms.</td>
</tr>
<tr>
<td><strong>Media Areas.</strong> The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media’s work and access for coaches and student-athletes. There should be adequate distance between the interview area and competition floor to ensure interviews can be conducted without distraction. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.</td>
</tr>
<tr>
<td><strong>Workroom.</strong> The media workroom should be equipped with internet access and an adequate number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.</td>
</tr>
</tbody>
</table>
Hospitality. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press only throughout open practices and competition. Only NCAA, PowerAde and/or generic drinking cups (void of commercial identification) should be used in the refreshment area. No officials should be allowed in this area.

Postgame Interview Room. The postgame 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) providing a riser for photographers and camera personnel at the back of the room; and (e) providing a sound system. The NCAA does not provide a backdrop for regional rounds.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have to walk through the actual interview room to reach the holding area. Chairs and Dasani water should be provided so players are able to wait comfortably.

Access/Security. A security officer should be stationed outside the media workroom and postgame interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Game officials specifically are prohibited from this area.

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

Athletic Training. The training room should be stocked with towels and other necessary equipment, and staffed with the appropriate personnel prior to and during the games and practice sessions.

Official Scorer’s Table.

The scorer's table should accommodate at least 12 personnel for the regionals. [Refer to Scorer’s Table Personnel.]

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 banner provided by the NCAA does not cover the entire table. The walkway behind the scorer’s table should be roped off to preclude spectators from access, if possible.

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

Refreshments. Only NCAA, PowerAde and/or generic drinking cups (void of commercial-identification) should be used by scorer’s table personnel while at the table.

Parking. There should be enough parking spaces adjacent to the arena for the committee, team
personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

**Game Filming.**

An area (usually high mid court) should be designated from which each team may video if they wish to do so. Please provide adequate space for three cameras (maximum one per institution and host) and personnel. The host WILL video each game at no cost to the participating teams and will provide the participating teams with a copy (via DVD, USB flash drive or some form of pre-determined electronic download) immediately after each game. The host will also provide each advancing team with a copy of its next opponent’s game.

### SECTION 8—Financial Administration


The host institution must file online, within 60 days after the competition, the "Financial Report" section of the proposed budget/financial report form. The NCAA and/or the basketball committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days after the conclusion of the competition. The proposed budget/financial report is available on the [NCAA Championships Bid and Profile system](#) website.

#### Drug-Testing Expenses.

The budget should be completed only if you have been notified that there will be drug testing and it must be returned to The National Center for Drug Free Sport. 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](#).

#### Lodging Expenses.

Lodging for officials, site reps, committee members and NCAA affiliates must be budgeted and paid by the host institution. These expenses will be reimbursed via the final financial report. All parties will be responsible for their own incidentals.

#### Participating Institutions Expense Form.

Once the championship is completed, participating institutions should submit online expense forms to the [NCAA Travel Department](#) at the NCAA national office within 30 days of the competition.

### SECTION 9—Game Management

**Ball Kids.**

There should be four ball kids per game with two stationed at either end of the court.

**Age Restrictions.** Ball kids must be at least ten years old and not in grades 9 through 12 to avoid potential prospective student-athlete conflicts.
Qualifications. The ball kids should have prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event. The tournament manager should emphasize the importance of the event and review their duties and responsibilities. The ball children must refrain from cheering for either team. They are considered "neutral" and must behave in such a manner. Stools should be provided for floor wipers, as well as mops affixed with a towel, to perform floor-wiping duties effectively.

Electronic Transmission.

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

Games Committee.

The games committee shall be comprised of the NCAA site representative, tournament manager and administrator from each institution.

Official Scorer’s Table Personnel.

The host institution is responsible for providing the official scorer, shot-clock operator, timer, scoreboard operator, statistic’s crew, public-address announcer, and message board coordinator (if applicable) The NCAA will assign the alternate official. The scorer’s table should accommodate the following in this order:

<table>
<thead>
<tr>
<th>Team SID</th>
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<tbody>
<tr>
<td>NCAA committee</td>
</tr>
<tr>
<td>Tournament manager</td>
</tr>
<tr>
<td>Alternate official</td>
</tr>
<tr>
<td>Official scorer</td>
</tr>
<tr>
<td>Shot-clock operator</td>
</tr>
<tr>
<td>Scoreboard operator</td>
</tr>
<tr>
<td>Timer</td>
</tr>
<tr>
<td>Public-address announcer</td>
</tr>
<tr>
<td>Statistics crew</td>
</tr>
<tr>
<td>Statistics crew</td>
</tr>
<tr>
<td>Team SID</td>
</tr>
<tr>
<td>Timeout coordinator</td>
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</tbody>
</table>

Exception. The committee may approve an exception to this list or order if factors in the specific competition site do not accommodate the above (i.e., 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.

Neutrality. All scorer’s 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. They should report to the table no later than one hour prior to game time to meet with the game officials and committee.
**Public-Address Announcer.** The public-address announcer will follow the NCAA script for player introductions.

**Game Announcements.** Other than player introductions, game proceedings 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 another NCAA competition site; 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 institution’s activities unrelated to the tournament.

**Tournament Manager.** The tournament manager should serve solely in this capacity at the scorer's table; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

### Pregame Protocol.

**National Anthem**
- The National Anthem will be played before the first game of each session of competition.
- Teams must be on the floor for the National Anthem.

**Men’s Games**
For all men’s games regionals and Elite Eight) the national anthem will occur with 13 minutes remaining on the pre-game clock. Teams must be on the floor for the national anthem.

**Women’s Games**
Following team warm-ups, the following protocol will be used for the National Anthem and player introductions at all rounds of competition:
- Teams return to their benches for team huddles, announcements.
- Beginning with the visiting team, alternating introduction of Forward, Forward, Guard, Guard, Center.
- After each player is introduced they will meet at half court to shake hands and return to the free throw line area directly in front of their own bench. Players should not make contact with officials.
- Coaches will be the last to be introduced and they will meet at half court in front of the scorer’s table to shake hands and then return to their own bench area.
- Officials will blow their whistle to call teams to center court.
- Play begins immediately.

### Starting Times.

**Regional Rounds.** For first round competition the approved game times are noon, 2:30, 5 and 7:30 p.m. The approved semifinal times are 5 and 7:30 p.m. The approved starting time for the final game is 7 p.m. All times are local times. Any adjustment of game times must be approved by the respective basketball committee.
Women’s Only: Teams shall have 30 minutes of warm-up time on the floor with basketballs before tip-off. Teams may enter the court at 60 minutes to stretch without basketballs.

Men’s only: The playing floor will be available 60 minutes prior to game time for those teams competing in the first game of a session. Teams will have 30 minutes of warm up time for all other games.

**Distribution of Game Timing Sheets.** The tournament manager should distribute copies of the timing sheets for each game at the teams’ shooting practice the day of competition. The timing sheets should also be posted on each locker room door for each game and distributed to all scorer’s table personnel and game officials’ locker rooms. Please confirm the timing sheets with NCAA staff and/or site representative prior to distribution.

**Statistics Crew.**
The statistics crew should be set up in accordance with the institution's normal operating procedure (i.e., either at the scorer's table, across from the table or behind the table on risers). If the statistics crew normally is seated at the scorer's table, the committee will make every effort to accommodate this arrangement but may make adjustments if necessary after evaluating such factors as space availability, requirements of television personnel, etc.

**Team Benches.**

**Bench Assignments.** Competing teams in the regionals and finals shall have both light and dark uniforms available. The highest seed will be the home team, assigned to the home bench and wear light uniforms. For regional rounds, the home team bench will be the bench normally occupied by the host institution during all regular season games. For the Elite Eight, the home team bench will be located to the left of the scoring table when facing the table.

**Permissible Number.** The bench area is limited to 23 individuals and 18 chairs must be provided.

**Regional Rounds** - The regional host site should provide bench chairs for their site. The NCAA will provide chairs at the Elite Eight.

**Team Physician.** If an institution wishes to have its own team physician in the bench area, that individual must occupy one of the 18 chairs and will count in the bench limit of 23. Under no circumstances may an institution be provided more than 18 chairs.

**Security.** A uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.
Anthony Travel will be responsible for selecting, reserving and contracting hotel accommodations for (a) the visiting teams; (b) game officials; and (c) NCAA site representatives (the headquarters hotel). The host institution will be responsible for assigning and communicating assignments to participating teams, game officials and site representatives.

**Drug-Testing Crew.**

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel. Please note that these rooms might not be needed if drug testing does not occur or if the drug testing staff does not desire all of these rooms.

**Game Officials’/NCAA Representatives’ Hotel.**

When the officials (12 per site) are determined (i.e., the Monday prior to the competition), the tournament manager will provide the rooming list to the hotel. It is recommended to lodge the officials in the same hotel as the NCAA committee representatives.

Regional - A total of 14 rooms should be reserved – one for each official, one for the NCAA site representative and one for the officials evaluator.

**Team Hotels.**

A minimum of 16 double-double non-smoking rooms and one coaches room shall be reserved for the visiting teams at a special rate. Rooms will be reserved beginning the night prior to the practice day. The tournament manager must assign team hotels of comparable quality, rates and proximity to the competition site. Hotels should be as close to the competition site as possible, but not be more than 30-miles, and approximately 30 minutes from the competition site.

Guarantee. The 16 double-double non-smoking rooms for the teams should be guaranteed; the remaining rooms cannot be guaranteed. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel general manager a written release of the 16 rooms, or (b) use the rooms for persons accompanying the official party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements with the hotel for the use of the 16 rooms, full charges for these rooms will be deducted from that team’s per diem.

**SECTION 11 – Meetings/Schedule of Events**

**Administrative Meeting.**

The NCAA site representative will conduct a mandatory administrative meeting the night before the opening round of the tournament to review championship matters. It is mandatory that each institution’s athletic administrator and head coach attend the meeting. It is highly recommended that the sports information designee attends the meeting, but not mandatory.
Banquets.

No banquets are permitted at regional sites. This includes banquets that are at the expense of the regional host. Banquets are allowed at the Elite Eight site only.

NCAA Representative(s).

The site representative(s) at each site will meet the day before competition begins with the tournament manager, media coordinator and facility manager. If approved by the site representative, additional personnel may participate. The NCAA staff will provide the site representative and the tournament manager with a checklist to review during the meeting.

Schedule of Events.

The committee representative will approve the schedule of events.

SECTION 12 – Media/Credentials

All Tournament Team.

**Regional Rounds.** During the championship game, the host media coordinator will coordinate the selection of a five-person all-tournament team, including the Most Outstanding Player (MOP). The coordinator shall have media representatives, who have seen all contests, prior to the championship game; (i.e., two primary media representatives covering each of the two participating institutions, two primary media representatives local to the host) submit their nominations.

The all-tournament team will be announced via the arena public-address system in conjunction with the championship awards ceremony immediately following the game.

**Elite Eight.** After the championship game, the NCAA Media Coordinator will coordinate the selection of a five-person all-tournament team, including the Most Outstanding Player (MOP). The Coordinator shall appoint a six-person panel of representatives, who have seen all quarterfinal and semifinal contests, prior to the championship game; (i.e., two primary media representatives covering each of the two participating institutions, two primary media representatives local to the host site and two coaches from the NCAA Basketball Committee.

The all-tournament team will be announced via the arena public-address system in conjunction with the championship awards ceremony and in the interview room immediately following the game.

Credentials.

**Gambling.** NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets,” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting national collegiate championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.
**Issuance of Credentials.** The host institution is responsible for producing all necessary credentials at the regional competition sites. The NCAA will provide credentials for the championship host institution. Working credentials shall be issued at the regional/championship site for working media.

**Bench.** Bench credentials should be distributed to any non-uniformed personnel who will occupy one of the 18 chairs allotted for each bench. Only individuals wearing a bench credential, an all-access credential issued to the institution’s administration or a team uniform will be permitted in the bench area for each respective team. Ushers and security personnel should *strictly* enforce this rule and prohibit the addition of chairs and unauthorized personnel to this area.

**Conference Offices.** Two all-access credentials may be issued to full-time members of each conference office who has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

**Credentials List.** During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

**Drug-Testing Team.** In the event of drug testing, credential badges will be issued for the drug-testing team. A minimum of 10 non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the National Center for Drug Free Sport staff.

**Officials Evaluator.** One evaluator will be assigned to each regional and the championship and should be given access to the officials’ locker rooms throughout the regional and final competition.

**Official Travel Party.** The official traveling party for the championship is 20, however, 25 credentials will be provided to each team (20 bench credentials, one media credential for the institution's SID, and four all access credentials to the institution's administration). Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation.

**Participant Media.** Media credentials shall be issued according to the press criteria printed in the 2017 Basketball Pre-Championship Manual.

**Personnel.** Each host SID is responsible for organizing workers to assist with media operations and the number of workers will depend upon the media demand for the games at the site. Such duties as press runners, quote takers, stat crews, copy machine personnel, fax machine operators, etc., should all be coordinated with the tournament manager and host SID.

**Photography.** Policies will be distributed with the credentials.

**Radio Not Providing Play-by-Play.** Each station or network will be limited to one credential.
Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season, however, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association.

Scouts. Scouting seats shall be reserved only for the official members of the basketball coaching staffs of the participating teams. When possible, two scouting seats will be provided to each participating team. For the quarterfinal round, a minimum of four scouting seats (preferably eight) should be made available. A total of four scouting seats (two each for the two teams not competing) shall be reserved for the semifinal round. Seats should be located on the press table located across the court from the team benches. If space is not available, the NCAA site representative must approve the scouting seats location. Each coach can gain access to the scouting seats with a bench credential.

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity telecasting the games and claimed in person by the producer.

Temporary Floor Pass. Each participating institution's administrator will be provided four temporary floor credentials to distribute at his or her discretion (excluding members of the media). No more than four will be provided for any institution, including the host. This credential allows the holder access to the arena floor or locker room after the competition and to the postgame interviews. It does not constitute free admission to the competition, nor does it allow access to these areas during the competition or between games. As with all credentials, the Temporary Floor credential should be worn around the neck so that it is visible at all times. Note: these temporary floor passes are in addition to the 25 credentials provided to each team, described herein under “Official Travel Party.”

NCAA Site Representatives. Representatives of the basketball committee should be issued a credential that gives them total access to the competition site.

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

Hospitality.

Media hospitality is strongly encouraged. Media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the NCAA championship manager. Dollars allocated to this line item should directly reflect the anticipated number of media members covering the championship. Proposed budgets that do not directly reflect the anticipated number of media members will not be approved. Budgets cannot be changed without the prior approval of the NCAA championship manager.

Webcasting

It is expected that the host institution at all regional sites webcast every game played at the
site. Refer to the Media Services website for additional information, including minimum technical requirements.

### Mini-Cams and News Film.
If a game is televised, only the station that has purchased rights may film game action. Media coordinators shall designate an area near the dressing rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the Media Services website.

### News Conferences.
The media coordinator shall have the authority to designate and require any student-athlete to attend a postgame news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make players available at all scheduled news conferences.

**Staffing.** The host media coordinator shall appoint a moderator for the news conference. The media coordinator should monitor the schedules closely to ensure success.

### Parking.
If media parking is limited, “car pools” should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes.

### Postgame Interviews.
All coaches and student-athletes must be made available for postgame interviews following the “cooling-off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

**Assistant Coach’s Interview.** An assistant coach is permitted to participate in a radio interview on the head coach’s behalf prior to the expiration of the cooling-off period.

**Locker Rooms.** The locker rooms shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the respective head coaches leaves the floor immediately after the game. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the game, with the exception if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All locker rooms for players and assistant coaches shall be open to the media for 15 minutes after the conclusion of the respective cooling-off periods, however, if the media is not interested in entering the locker room, it may be closed before the 15-minute time period expires.

**Electrical Outlets.** Electrical outlets will be required in the working pressroom and at courtside to assist representatives using transmission equipment requiring electricity.
There shall be one electrical outlet per seat at courtside and in the working pressroom.

**Equipment.** The host institution shall provide all the necessary equipment (e.g., microphones, mult box, adequate lighting, dais, camera platform, etc.) for the interview room.

**Competition Site Coordinator.** Host media coordinator must designate an interview room at the competition site and an individual to coordinate the activities in this room.

**Obligation of Head Coach.** Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The head coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

**Order of Appearance.** At regional rounds—quarterfinal and semifinals the advancing team’s coach/players will go to the press conference first followed by the non-advancing team’s coach/players, except following the regional championship game when the losing coach and student-athletes will appear first.

**Student-Athletes and Coach.** The SID representing each participant shall escort the head coach and student-athlete to the interview area.

**“Selected Media” Policy.** Should a coach permit any single media agency to enter the dressing room before the cooling-off period has expired, the dressing room shall be opened to all other media representatives desiring access to the area.

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**Seat Assignments.**

**Drug-Testing Personnel.** In the event of drug testing, each of the 10 members of the drug-testing team shall be provided a seat. These seats may be located either in the non-playing participants’ section or an “overflow” media section.

**First Row.**

Only certified media representatives requiring writing space, radio stations that have purchased rights to broadcast the competition and the announcing position for television shall be seated in the first row of media seating on the side of the basketball court opposite the official scorer’s table.

**Labels.** Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.

**Preferred Location.** Media coordinators should review their seating charts prior to the final
day of competition at the site to ensure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

Still Photographers. Still photographers are restricted to shooting game action from the boxed areas marked with tape on the court.

Security.

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the courtside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

Statistical Services.

Copies of play-by-play and final boxes shall be provided for the media. Copies of the official box score sheet shall be distributed to each team after the game.

Computerized Statistics. Computerized basketball statistics are required for all NCAA championship games. The stat sheets shall not include a corporate logo on the box. After each game statistics should be delivered immediately to each competing team’s locker room, each individual seated at the scorer’s table, and the media.

“Quickie” Stats. Quickie team statistics and individual game stats should be delivered to radio and television announcers during timeouts.

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

Strobe Lights.

Refer to Media Services website for the strobe lights policies. The host institution shall be responsible for compliance with these policies. Participating coaches should be informed at the coaches meeting if strobe lights will be used.

Team Films/Videotapes.

Each participating team is permitted to video their own game at the site in which it is participating with a single camera and one person. The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for three cameras (maximum one per institution and host) and personnel to shoot at one time.

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

**Team Practices.**

Practices held the day prior to the first round of competition are open, although institutional representatives from participating teams are prohibited from attending other teams' open practices. All other practices are closed and credentials are required.

**Working Press Room.**

The media coordinator is responsible for the working pressroom at the arena.

**Individual Telephones.** Individual media representatives may order telephones at the media outlet’s expense. Media coordinators shall coordinate these orders according to host institution/conference or competition site policy.

**SID Needs.** The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team’s arrival.

**Copier.** One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute is needed. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper.

**Telephones.** At each site, telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The media coordinator shall determine the number and type of telephones required by evaluating the number of press credentials. In order to avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at courtside.

**Transmitting Copy.** Media may inquire about the availability of communications at each competition site for transmitting copy. Inquiries should be directed to facsimile transmission representatives to determine their plans.

**Computer Ethernet.** At each site there should be a minimum of two ethernet connections or wireless (preferred) access.

**Printers.** At least one high-speed printer with collating and stapling capabilities shall be available in the media area.
**SECTION 13 – Medical Procedures**

**Medical Procedures.**

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

**SECTION 14 – Merchandise**

**Exclusive Rights.**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA.

**Team Orders.**

Once a team is selected, a memorandum will be sent to each institution with information on how to pre-order championship apparel. Orders will be shipped directly to the institution.

**SECTION 15 – Officials**

**Confidentiality.**

The site representative and officials evaluator will meet with the officials (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches and whistles.

**Evaluation.**

The officials evaluator and site representative will assign, evaluate and advance the officials and standby officials.

**Fees and Expenses.**

The host institution is not responsible for paying the officials’ fees and expenses. Fees and expenses are paid directly to officials’ by the NCAA using ArbiterPay.
Officials supervisors/evaluators do not receive fees, but will be reimbursed for expenses by the NCAA.

Hotel.

Officials’ hotel rooms and taxes should be billed to the host institution. The officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. [Also refer to Game Officials’/NCAA Representative Hotel, Section 10.] The officials should be housed in the same hotel as the NCAA representatives and may NOT be housed with the teams.

Meetings.

There will be an officials meeting prior to the conduct of the competition. Game officials must be at the site 1 ½ hours before the starting time of the game they are assigned to work and must be on the floor at least 15 minutes before the game. The alternate official shall be in uniform and seated courtside.

Notification.

The NCAA will assign 12 officials and one officials evaluator to each site. The supervisor of officials will assign the alternate official.

The officials evaluator will distribute the assignments at the officials meeting the evening before the first day of competition. The host should contact the officials, once confirmed, to obtain arrival times, provide information regarding a pre-championship meeting time and site, lodging arrangements, and determine whether they wish to purchase tickets for family members or friends.

Seating.

A space shall be reserve for the officials evaluator during each game. This seat should be separate from fans, preferably on media row if space is available.

Transportation.

Officials will be reimbursed by the NCAA through ArbiterPay. Officials who receive approval for air travel must make flight arrangements through Short’s Travel at 866/821-8547.

Uniform.

 Officials shall wear uniforms outlined in the NCAA Men’s and Women’s Basketball Rules and Interpretations book. Scorekeepers shall wear white and black striped shirt.

SECTION 16 – Participating Teams

Admittance to Competition site.

Participating institutions must submit a pass list to the basketball committee and the tournament director at the mandatory administrative meeting. This list will provide the
names of the teams’ official traveling parties who should be admitted into the competition site. This list is limited to 20 individuals.

**Participant Manual.**

The host institution shall provide a participant manual to all teams selected to their specific regional championship. The NCAA will provide a generic participant manual that hosts may use for their site.

The tournament manager shall notify participating institutions of key, time-sensitive information (e.g., hotel contacts, ticket information, practice times, etc.) immediately after selections notification. The participant manual should be sent electronically to teams no later than noon on the Monday following selections.

**Contents.** This standardized manual should be “personalized” with the information specific to your situation. 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.

**SECTION 17– Promotions and Marketing**

**Host Responsibilities.**

The NCAA championships promotions assistance program is designed to help host institutions generate awareness and promote the NCAA Championships. The materials from the NCAA are by no means intended to be used as the sole promotion for the championship. They are to be implemented as part of the host institution’s championship promotions program.

**Materials Sent to High Schools.**

Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

**Promotional Assistance.**

Following are ideas to stimulate host institutions’ thoughts in planning their promotional strategies to generate community awareness and support:

**Advertising.** Plan an advertising campaign to be implemented during the final weeks prior to the championship, with increased advertising during the final few days. Give consideration to the following media:

* **Newspapers.** Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.
* **Radio and Television.** If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.

* **Banners.** Hang at key intersections of the city and on your campus.

* **Billboards.** Display throughout the city if they are considered to be an effective advertising medium in your area.

* **Electronic Message Boards.** Run championship information on electronic message boards on campus and around town.

“**Buddy**” System. Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

**Conference Office Involvement.** Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championship through its releases, newsletters, clinics, conference meetings, etc.

**Corporate Sales.** Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

**Fliers.** Send ticket fliers and cover letters to:

  * Booster club members.
  * Season ticket holders.
  * Previous year’s postseason competition ticket holders, if applicable.
  * Local chamber of commerce and merchants.
  * Faculty, staff and students.
  * Local adult-group basketball leagues.
  * State high school and junior college coaches associations.
  * Conference offices.

**Grade School Involvement.** Plan activities to involve grade school students in the promotion of the championship (e.g., conduct an art contest welcoming the championship and display the art in the airport the week of the championship; award two game tickets paid for by the host institution to the winning artist).

**Internet.** Provide championship information on your institution’s page on the Internet.

**Mailings to Ticket Holders.** Include notice of the championship on all lists and mailings to your institution’s regular-season events (both athletics and general) and on athletics department answering service recordings.

“**NCAA Week**”. Request your community to declare “NCAA Championship Week” prior to regional/the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.
Promotion at Home Events. Promote the regionals/championship at all home men’s and women’s athletics events on the scoreboard/message board and public-address system. Use public service announcements on local radio broadcasts and telecasts of other institutional sporting events.

Public Speaking. Establish community support by:

* Obtaining the support of key political and corporate leaders.
* Arranging speaking engagements by coaches and athletics department personnel at chamber of commerce meetings, booster-club meetings, etc.
* Arranging radio and television appearances by campus or local “personalities” to promote the regionals/championship.

Radio/Television Promotions. Purchase tickets to be used as trade-outs for promotional spots on local radio and television stations.

Speaker’s Bureau. Establish a speaker’s bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the regionals/championship.

Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff; enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities and organize a contest among them to sell tickets.

Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.

Promotional Items.

As a host institution, you WILL NOT receive any promotional materials, (e.g., posters, flyers and print advertisements) from the national office as in previous years. You may, however, customize and download all the necessary artwork for the regionals from the website. Television and radio spots are also available through the promotions website. Each NCAA Championships host promotions/marketing contact and tournament manager will receive an email with the promotional materials website address, username, password and specific promotional budget allocated for the regional/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 email.

Promotional Products. No cost downloadable artwork items available on the website include:

- Poster
- Flyer
- Print Ad
- Email blast
Television/Video and Radio Ticket Spots. The NCAA has developed several platforms for effectively promoting NCAA Championships. One of these platforms is technology. This online promotional website allows championship hosts to download video and radio spots for immediate use. There are several file options to choose from which will cover a variety of needs. The video and radio spots can be easily uploaded to websites, burned onto discs, used on video boards, or sent via email.

:30 Video/TV Spot
- The NCAA will create video/television spots for all predetermined championship sites that are not sold out.
- The online video spot is not intended to be used for television; however, the quality of the video spot allows for use on websites and video boards. If you would like to order a television broadcast quality version of your spot (BETA tape), please contact Sean Ward via email or telephone 317/917-6222. Please be sure to provide Sean with your name, telephone number and physical shipping address.
- Three file formats are available for download: QuickTime, Real Player and Windows Media.
- The video spots are also posted on the NCAA YouTube channel which can be accessed at www.youtube.com/ncaa.

:30 Radio Spot
- The NCAA will provide radio spot for all predetermined championship sites that are not sold out.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .wav.

Championship Logo. The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. Please go to NCAAlogos.com for answers to frequently asked questions, to request a login, and to obtain NCAA championship logos.

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

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

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with Nathan Arkins (narkins@ncaa.org) of the NCAA championships marketing staff. Materials containing NCAA marks and logos may not be sold.
Administrative Responsibility.

Each participating institution is recommended to have an administrator accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the head coach (again, excluding media) are allowed in the closed practice. This individual may be an athletic trainer, sports information director (SID) or other administrator, but not a member of the coaching staff or a student.

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. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements. Practice at the competition site is not permissible after 8 a.m. one day before the competition through the conclusion of the final game, other than a minimum of one (preliminary) or two (finals) hours the day before and up to one hour the day of scheduled competition.

Bench Personnel/Squad Size.

All teams are limited to 15 players in uniform. Bench personnel will be requested to stay seated while in the bench area and play is “live.” There will be 18 chairs provided in the bench area, and no more than 23 individuals may use the 18 chairs.

Practices.

The first practice session will be held the day before the first round of games and will be open to the general public. Teams must be in numbered practice gear. Subsequent practices will be closed. Practices are closed to all but the institutions’ official traveling parties and selected others that the head coach authorizes to attend practice (e.g., parents of players, 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 other than your institution’s practice. If the event is televised, network talent may observe closed practices, but coaches are under no obligation to give interviews. Television technicians may be in the area (if necessary) for televised game preparation.

Teams are required to practice at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the playing floor; accordingly, sufficient security should be on hand to check credentials. Institutional representatives from participating teams, to include team videographers, may NOT attend another team’s open practice. Credentialed representatives of a television station/network may videotape from the end zones or behind the media seating areas, or from the concourse or public seating areas. Recording of practice activities for B-roll purposes are permitted only up to three (3) minutes of taping per team.

Length.

Teams are allowed to practice on the tournament floor for 55 minutes the day preceding its first day of competition. Practices the first day of competition are limited to 25 minutes.
Five-minute breaks will be scheduled between each practice to accommodate teams’ arrival at and departure from the arena floor.

**Schedule.**

*Practice schedules will be determined via submitted information provided during the bid process in the following order by seeds: 1st game low seed, 1st game high seed, 2nd game low seed, 2nd game high seed.* These practice times can only be changed with permission from the NCAA site representative. The committee representative is responsible for approving all practice schedules prior to the schedule being sent to the teams and will monitor all practices. The practices the day prior to the first competition must be scheduled for one hour (55 min practice time and five-minute breaks between practices to accommodate teams’ arrival at and departure from the arena floor) and should be scheduled accordingly to get all eight team practices completed. Practices the day of competition are limited to 25 minutes on the first day of competition and 55 minutes for semifinals and finals.

**Timing.** All practices shall 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. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

**SECTION 19—Programs**

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

The finals site of this championship will feature a printed program, which the NCAA and IMG College Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of IMG College before, during and after the event.

**Content/Editorial**

**IMG College Responsibilities**

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

**Host Responsibilities**

Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).
Digital Program Promotion
The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA’s Corporate Champions and Partners. This PDF, is also shared with participating schools for their promotional use.

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

Best Practices

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

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

Supplemental Handouts

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

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

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

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

Program Vending and Complimentary Programs

IMG College Responsibilities:

- Reserves the right to manage vending/fulfillment in-venue
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
• Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College

• Will pay sales tax to the proper taxing authority

Host Responsibilities:

• Prior to the event, the program vending contact listed on the host’s online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College

• The host venue will provide all vendors unless otherwise prearranged with IMG College

• Return a vending agreement, signed by the tournament manager, to IMG College prior to the event

• Distribute the allotted amount of complimentary programs.

• Make a good-faith effort to promote and sell the programs/handouts during the event (see Best Practices for Program Vending below)

• Retain the commissions earned from program vending and cut a check to IMG College for the amount listed on the settlement sheet

• Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement

Best Practices for Program Vending

Below are a few best practices for vending programs:

• Designate individuals to sell programs and pay them a commission for each program they sell, or

• Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell

• Place program vendors in high-traffic areas of the sports facility, normally near main entrances

• Encourage vendors to walk through the stands to sell programs during the even

Promotion of Digital Programs

The NCAA will provide to participating schools a PDF to be printed and distributed at the site; this document will feature a QR code and URL where the digital program can be accessed. The handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program. If you would like the QR code ahead of time, please feel free to contact your NCAA administrator.

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 can be found at http://www.ncaa.com/gameprograms.

Questions

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

Complimentary Programs (Elite Eight Only).

Each team shall receive 20 programs, at the Elite Eight only.

Media. An allotment of game programs will be available for the media.

Receipts.

Program receipts should not be included with the game income. This revenue should be sent immediately following the competition to Operations Manager, IMG College (904 North Broadway, Lexington, Kentucky 40505; 859/226-4556).

SECTION 20 – Security

Crowd Control.

The tournament manager must review crowd control policies with the games committee and is responsible for strict enforcement of these policies.

Personnel.

Adequate uniformed security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Closed Practices. A minimum number of uniformed security personnel (normal arena security is fine) should be assigned to the closed practices. They are responsible for assisting the committee liaisons in ensuring that only those authorized by the head coach (excluding media) are allowed in closed practices.

Emergency Plans. Competition site management must have specific written policies and procedures outlining the competition site’s emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats, review the competition site to determine potential security problems, and discuss the emergency/evacuation plan.
Local Spokesperson. The host institution, working with competition site management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor.

Non- permissible Items.

The tournament manager and competition site staff are responsible for enforcing the Association’s policies described on each ticket back or distributed at the point of purchase. The competition site shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The competition site staff is responsible for confiscating prohibited items at the entrance points or removing such items from the competition site. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Spectator Photography/Video Cameras.

Still cameras are permissible but flash photography is prohibited; however, video cameras are permissible by spectators as long as they are not of a professional size nor require a tripod. Fans must remain in their seats and not obstruct others’ view and are not allowed courtside.

Distribution of Materials.

No person or group may distribute the following materials on the competition site or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 21– Tickets/Seating

Printing Tickets.

The committee, prior to the printing or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squads.

Team Allocations.

Each participating institution is guaranteed a minimum of:

Men - 150 seats per session
Women – 100 seats per session
The committee may adjust allocations if necessary to equitably address specific facility seating situations as they arise.

Each institution must also advise the host by noon (local time for each participating institution) the Wednesday preceding the tournament to determine how many tickets it wishes to purchase from its allocation. Unused tickets must be returned to the host not later than noon (local time) the day preceding the start of competition. After that time, the participating institutions may not return any portion of their allocation to the host institution and are responsible for full payment for the number requested.

The seats guaranteed to each institution will be a part of the “trade out” sections directly behind the benches. Each institution must advise the host by noon (local time for each participating institution) the Friday preceding the tournament to confirm seating.

The tickets should be sent along with an invoice to the tournament manager of each regional tournament. The tournament manager will give the tickets to the advancing team on a consignment basis. Each institution must advise the host by noon (local time for each participating institution) the Friday preceding the semifinal games to determine how many tickets it wishes to purchase from its allocation. Unused tickets must be returned to the host not later than noon (local time) the day preceding the start of competition. After that time, the participating institutions may not return any portion of their allocation to the host institution and are responsible for full payment for the number requested. Any tickets sent on consignment that will not be purchased must be returned to the host institution no later than noon Eastern Time two days prior to the quarterfinals or the institution must purchase the tickets. In no case will an institution's allocation be held at will-call.

Seating Chart. The tournament manager will provide, in the participants manual, the competing institutions a seating chart specifying the location of their tickets and the area where the band and spirit squad will be located.

Ticket Backs.

NCAA staff must approve all designs and the standard ticket back disclaimer language must be used.

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).

Ticket Back Disclaimer Language. Ticket language will be sent to you by the NCAA.

Ticket Blocks.

Ticket Blocks.

Men - At least 150 seats behind each bench will need to be killed in order to accommodate
the change out policy for each game.

**Women** - 100 seats behind each bench will need to be killed in order to accommodate the change out policy for each game.

Depending on the venue this championship has generally only sold general admission tickets versus reserved tickets.

**Officials.** Reserve seats for the nonworking game officials.

**Player-Guest Tickets.** Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the players’ tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution’s designee, given a ticket stub and directed to their seats.

**Public.** Any spectator entering the competition site must have a ticket (children age two and under are admitted free with a ticketed adult). Standing-room-only tickets are not permissible.

**Ticket Sales.**

All members of the general public must have a ticket in order to enter the competition site, 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 national office.

**Ticket Prices.** Minimum ticket prices are $6 for reserved seating, $5 for general admission and $4 for students with an identification card. A senior citizen ticket price shall be the same as student general admission.

**SECTION 22 – Transportation**

**Transportation for Teams.**

GO GROUND offers a championships travel portal through which all ground transportation needs can be arranged. Institutions will use the same login information used to access the Short’s Travel portal as well as the NCAA online expense system. Institutions can log in to the portal at anytime to begin building their itineraries and providing contact information. You can find the portal at [www.gochampionships.com](http://www.gochampionships.com).

Goals.

The local organizing committee (LOC) volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitor’s; and
- Contribute to the general aura of excitement surrounding the championship.

Waivers.

Each volunteer must sign a waiver of liability before the start of the regional (see Appendix N). After the regional is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference. The host institution should also keep a copy on file on campus with your final financial report.
Terms and Conditions for Use of Credentials

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

General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any subsequent use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non‐editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee unless said subsequent use is by Bearer's Entity, an entity with an ownership affiliation with Bearer's Entity, or an entity that participates in a photo consortium with Bearer's Entity.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

**NCAA Championship Videographer**

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

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

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

TO BE READ BY PUBLIC ADDRESS ANNOUNCER PRIOR TO THE START OF EACH HALF

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

READ SEVERAL TIMES DURING THE SECOND HALF OF CHAMPIONSHIP GAME

Ladies and Gentlemen, immediately following the conclusion of the regional championship game, we will be presenting the 2017 NCAA Division II [Men’s/Women’s] Basketball Championship regional awards and naming the all-tournament team. We invite you to stay for the awards ceremony. Please remain off the court at the conclusion of today’s game so that we may present the regional championship awards.
PUBLIC ADDRESS ANNOUNCER

The public address announcer represents an important role in the administration and conduct of the regional. The announcer is responsible to the NCAA Division II Men’s/Women’s Basketball Committee game representative(s) at each site.

1. No special announcements shall be made without the committee’s approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.

2. The announcer shall not be a “cheerleader” for any team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.

3. The announcer shall:
   a. Identify the score, the fouler and all substitutes.
   b. Announce the number of free throws awarded.
   c. Announce the team taking a timeout. If a media timeout is called, there should be no other reference than to merely say, “There is a timeout on the floor.”
   d. Announce crowd control statement during the pregame and as needed or requested.
   e. Starting lineups should be announced as follows: F, F, G, G, C – alternating teams, beginning with the visitors.

4. If, because of technical difficulties, the official game time is kept by the alternate official at the scorer’s table, the announcer should provide the time remaining at two-minute intervals prior to the last two-minutes of each half. The time should then be announced in 30-second intervals and in every dead-ball situation.

5. The announcer shall meet with the NCAA game representative prior to the game to review time schedules, coordination of the national anthem, starting lineups, the actual tip-off for the game, the start of the second half, etc.

6. The announcer shall also review crowd control procedures with the NCAA game representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations and protection of the playing floor after the game.)

7. In the event debris is thrown on the floor or other incidents interfere with the conduct of the game, the game official may remove the teams from the floor. In such event, the announcer shall make the following announcement: “The game officials and the personnel of both teams have been directed by the NCAA to remain off the floor until playing conditions are proper for continuance of the game. Let’s afford the participants the championship sportsmanship they deserve.”

8. An announcer shall not recognize corporate contributors or tournament sponsors.

9. The committee representative must approve all emergency calls and announcements.
SCRIPT FOR PUBLIC-ADDRESS ANNOUNCER

NCAA DIVISION II MEN'S/WOMEN'S BASKETBALL
REGIONAL CHAMPIONSHIP

INTRODUCTIONS

GOOD (AFTERNOON, EVENING), LADIES AND GENTLEMEN...AND

WELCOME TO __________________________ FOR (TODAY'S, TONIGHT'S)

(QUARTERFINAL, SEMIFINAL, CHAMPIONSHIP) GAME OF THE 2013 NCAA

DIVISION II [MEN'S/WOMEN'S] BASKETBALL REGIONAL CHAMPIONSHIP BETWEEN THE

___________________ OF THE ___________________________ AND THE

(SCHOOL MASCOT) (SCHOOL NAME)

___________________ OF THE ___________________________.

(SCHOOL MASCOT) (SCHOOL NAME)

LET'S MEET THE STARTING LINEUPS: (BEGINNING WITH VISITING TEAM,

FORWARD, FORWARD, GUARD, GUARD, CENTER)

AT FORWARD FOR ______________________, A ________ _________ FROM

(VISITOR) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.

(HOMETOWN) (NAME)

AT FORWARD FOR ______________________, A ________ _________ FROM

(HOME) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.

(HOMETOWN) (NAME)

AT FORWARD FOR ______________________, A ________ _________ FROM

(VISITOR) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.

(HOMETOWN) (NAME)

AT FORWARD FOR ______________________, A ________ _________ FROM

(HOME) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.

(HOMETOWN) (NAME)

AT GUARD FOR ______________________, A ________ _________ FROM

(VISITOR) (HEIGHT) (CLASS)
_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT GUARD FOR ______________________, A ________ __________ FROM
(HOME) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT GUARD FOR ______________________, A ________ __________ FROM
(VISITOR) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT GUARD FOR ______________________, A ________ __________ FROM
(HOME) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT GUARD FOR ______________________, A ________ __________ FROM
(VISITOR) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT CENTER FOR ______________________, A ________ __________ FROM
(VISITOR) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AT CENTER FOR ______________________, A ________ __________ FROM
(HOME) (HEIGHT) (CLASS)

_____________________, NUMBER ________, ___________________________.
(HOMETOWN) (NAME)

AND INTRODUCING THE HEAD COACHES....
FOR ________________________________________________
(VISITOR) (COACH'S NAME)

AND FOR ________________________________________________
(HOME) (COACH'S NAME)
# NCAA DIVISION II MEN’S/WOMEN’S BASKETBALL CHAMPIONSHIP
## TOURNAMENT DIRECTOR’S ABBREVIATED CHECKLIST

### Administrative Areas

1. **Teams**
   - a. Arrival date/time/flight information.
   - b. Lodging.
   - c. Meeting times.
   - d. Practice times.
   - e. Game times/bench assignments.
   - f. Uniform color.
   - g. Scheduled social events (finals only).
   - h. Parking.
   - i. Videotaping.
   - j. Directions.
   - k. Restaurants, churches.
   - l. Directory of host key personnel (AD, SID, etc.).
   - m. Locker room assignments.
   - n. Athletic trainer and athletic training room.

2. **Facility**
   - a. NCAA logos, banners and seals.
   - b. Awards (check for correct number and wording).
   - c. Seating arrangements identified.
     - (1) Teams.
     - (2) Bands.
     - (3) Visiting fans.
     - (4) Cheerleaders/dance squad and costumed mascot.
     - (5) Officials and scouting seats.
   - d. Back-up 30-second clock/timing device.
   - e. Videotaping area.
   - f. Postgame interview room and holding room.
   - g. Meeting room for administrative and officials’ meetings.
   - h. Officials locker rooms (male and female).
   - i. Cheerleaders dressing room.
   - j. Team bench to seat 17.
   - k. Towels for each team’s bench.
   - l. Press row.
   - m. Television and photographers designated areas.
   - n. Sales area (NCAA merchandise).
   - o. NCAA basketballs.
   - p. Ladder and scissors.
   - q. Scoreboard: Team names or home and visitors.
   - r. Facility entrance(s): post sign(s) stating that no noisemakers are allowed.
3. **Locker Room**
   - a. Towels.
   - b. Dry erase markers.
   - c. White board.
   - d. Signs with team names.
   - e. Refreshments.
   - f. Paper towels/toilet paper.
   - g. Security.

4. **Personnel**
   - a. Tournament physician.
   - b. Ambulance service and medical facility.
   - c. Athletic trainer (Athletic training room should be staffed and open for all practices and games).
   - d. Statistics crew.
   - e. Security officers (number to be determined).
   - f. SID and staff.
   - g. Two ball persons under each goal (dressed as neutral parties).
   - h. PA announcer.
   - i. Host(s).
   - j. Official scorer.
   - k. Scoreboard operator.
   - l. 30-second clock operator.
   - m. Alternate official.
   - n. Person to do videotaping.
   - o. Tournament director.
   - p. Tournament games committee.
   - q. Salesperson for NCAA merchandise.

5. **Credentials and Passes**
   - a. Team’s official travel party (20).
   - b. Spirit squad (12) and coach (1) and costumed mascot (1) (gate list only).
   - c. Bands (25 and one director -- gate list only).
   - d. Media.
   - e. Site/committee representatives.
   - f. Officials and other personnel as necessary.

6. **Half-time Entertainment (not required)**
ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: ________________________________ (the “Event”)

Participant’s Name (Please print): ________________________________ (the “Participant”)

Participant’s Age: ______________

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant’s participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, __________________________, or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney’s fees, arising from, or in any way related to, Participant’s participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant’s likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of ______________ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

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