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## APPENDIXES

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

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

### Definitions

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

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

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

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

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

### Role of Host Institution/Conference

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

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

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

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.
Role of Governing Sports Committee
The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

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

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

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<tr>
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<tbody>
<tr>
<td>Ms. Katie Cameron</td>
<td>Mr. Joe Dykstra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Swimming and Diving Coach</td>
<td>Head Swimming Coach</td>
<td>University of Utah</td>
<td></td>
</tr>
<tr>
<td>Bryant University</td>
<td></td>
<td>Business: 401-232-6828</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:kcameron@bryant.edu">kcameron@bryant.edu</a></td>
<td>Email: <a href="mailto:jdykstra@huntsman.utah.edu">jdykstra@huntsman.utah.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brad Erickson</td>
<td>Ms. Josephine Harrington</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Swimming Coach</td>
<td>Senior Associate Director of Athletics</td>
<td>American University</td>
<td></td>
</tr>
<tr>
<td>South Dakota State University</td>
<td>Business: 605-688-6527</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:brad.erickson@sdstate.edu">brad.erickson@sdstate.edu</a></td>
<td>Email: <a href="mailto:finamore@american.edu">finamore@american.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Dan Laak</td>
<td>Mr. Roland McDonald</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Diving Coach</td>
<td>Head Diving Coach</td>
<td>San Diego State University</td>
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</tr>
<tr>
<td>University of Georgia</td>
<td></td>
<td>Business: 706-542-9036</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:dlaak@sports.uga.edu">dlaak@sports.uga.edu</a></td>
<td>Email: <a href="mailto:rmcdonald@mail.sdsu.edu">rmcdonald@mail.sdsu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Traci Murphy</td>
<td>Ms. Mary Ellen Wydan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Athletics Director/SWA</td>
<td>Assistant Athletics Director – Compliance</td>
<td>La Salle University</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:murphy30@canisius.edu">murphy30@canisius.edu</a></td>
<td>Email: <a href="mailto:wydan@lasalle.edu">wydan@lasalle.edu</a></td>
<td></td>
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### Diving Subcommittee

<table>
<thead>
<tr>
<th>Zone</th>
<th>Name</th>
<th>University/Institution</th>
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</thead>
<tbody>
<tr>
<td>Zone A</td>
<td>Mandy Hixon, Rich MacDonald</td>
<td>University of Massachusetts, Amherst, United States Naval Academy</td>
</tr>
<tr>
<td>Zone B</td>
<td>Leslie Hasselbach, Jeffrey Shaffer</td>
<td>Clemson University, Auburn University</td>
</tr>
<tr>
<td>Zone C</td>
<td>Ted Hautau, Eric Best</td>
<td>University of Kentucky, Michigan State University</td>
</tr>
<tr>
<td>Zone D</td>
<td>Doug Shaffer, Jim Stillson</td>
<td>Louisiana State University, Southern Methodist University</td>
</tr>
<tr>
<td>Zone E</td>
<td>Taryn Patrick, Tom Stebbins</td>
<td>California State University, University of California, Los Angeles</td>
</tr>
</tbody>
</table>
The meet committee will consist of the NCAA diving subcommittee members available. Additional meet committee members may be selected from coaches attending the zone-qualifying meet. An effort should be made to select additional meet committee members so as to give geographical distribution and conference representation to the committee.

If possible, the meet referee shall be a member of the NCAA diving subcommittee. When more than one diving subcommittee member is present, meet referee responsibilities may be shared. The meet committee shall handle any unforeseen problems, disputes or protests. The diving subcommittee chair may be called to settle disputes or make decisions regarding tiebreaking votes, or in the case of a rule dispute in which a diving subcommittee member is outvoted by a meet committee of non-NCAA diving subcommittee members.

Section 3 – Alcoholic Beverages and Tobacco
Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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

Section 4 – American with Disabilities Act
The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.
Section 5 – Awards

No NCAA awards will be presented during or after the zone diving meets.

Section 6 – Banquet/Social

No banquets or social events for student-athletes should be held at the zone diving meets.

Section 7 – Broadcasting/Internet

Please log on to http://www.ncaa.com/media for information regarding broadcast/Internet rights.

Section 8 – Championship Marketing

Contacts

The host institution should designate a marketing contact or marketing team for the championship. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

Expectations

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

Marketing Collateral

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

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should make every effort to use the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship-round you are hosting.

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

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:
If you have artwork needs and/or sizing which many not be available on the NCAA Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

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

Collateral should not be created outside of the NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship-round and all 90 NCAA Championships.

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

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

### Applicable Division I Marketing Bylaws – Pertaining to NCAA Championship Promotions

**12.5.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

**12.5.1.8 Promotion of NCAA and Conference Championships.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture
of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men’s Basketball In sports other than football and men’s basketball, an institution’s marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce 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. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
(b) Are not sent exclusively to prospective student-athletes;
(c) Are available to the general public; and
(d) Do not promote the institution’s athletics program.

13.1.8.5 NCAA Promotional Activities Exception. An institution’s coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

Section 9 – Championship Merchandise/Licensing

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

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

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

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

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

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

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**Section 10 – Commercialism/Contributors**

<table>
<thead>
<tr>
<th><strong>Local Organizing Committee (LOC) Hospitality</strong></th>
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<tr>
<td>If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC’s expense.</td>
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<th><strong>Other Functions</strong></th>
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<td>To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.</td>
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<th><strong>Premiums Guidelines</strong></th>
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<td>Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.</td>
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| **Laser Pointers.** Laser pointers of any kind. |

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

| **Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises. |
Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel’s responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

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<th>Advertising/Signs/“Look and Décor”</th>
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<tr>
<td>No temporary banners, displays or advertisements of any kind shall be displayed in the competition venue (including ancillary areas) during any session of the championships, without the prior approval of the NCAA. No advertisements denoting, publicizing or promoting the sale of alcoholic or non-alcoholic 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 championships. 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. All other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the competition site at its expense, as designated by the NCAA. Video and electronic boards may not display advertising or any kind of messages promoting non-NCAA events in the competition site during practice or competition.</td>
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a. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV’s, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/ marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.

c. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
d. Commercially-Named Venues. Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)’ name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

e. Covering existing signage/product branding. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer’s table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Local Contributor Program

Currently, local corporate entities are not permitted to utilize the NCAA’s registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as “local contributors of the LOC”. Local contributors may not use the word “official”, “official sponsor of”, or “corporate champion/partner” in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All
advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA Corporate Champions and Partners

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

NCAA Trademarks

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA’s licensing program administered by the Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program](#).

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks](#).
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA’s position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

In the case of NCAA Women’s Final Four, an ® is required after NCAA and after Women’s Final Four. The NCAA owns "NCAA" and "Women’s Final Four", but "NCAA Women’s Final Four" is not a registered mark in itself: NCAA® Women’s Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women’s Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women’s Final Four®.
5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as “N-C-two-A” or in any other fashion.

6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).

7. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially-named venues on NCAA materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).

- The logo of a commercially-named venue cannot be used on any materials bearing NCAA logos or trademarks.

- The venue’s name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially-named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.

- The one-time logo use is limited to the site’s “home web page” or “event web page”.

- The NCAA logo must be placed in a location on the venue’s web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue’s or the website’s advertisers/sponsors may be used on the home/event web page even with the NCAA’s championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page.

- The venue is not permitted to claim to be “the home”, a host or co-host of any session of the NCAA championship.

- The logo provided by the NCAA championship staff cannot be modified in any way.

- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.
NCAA trademarked protection language:
NCAA trademarks benefit from consistent “source identification” to the public through basic legal language attributing ownership.

The legal statement should be used on “printed” materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be “used” by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters.)

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of “mouse print”.

NCAA and Women’s Final Four are trademarks of the National Collegiate Athletic Association.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

For blue disc and/or secondary (word) mark, please use:
- NCAA is a trademark of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark, please use (for example):
- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):
- The NCAA, March Madness, Men’s Final Four and Women’s Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks:
College World Series and Women’s College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men’s Baseball Championship and the Division I Women’s Softball Championship. All other licenses or trademarks are property of their respective holders.

Helpful Links:
The NCAA’s Advertising and Promotional Standards
NCAA Trademarks
NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners
**Official Championship/Licensee Suppliers**

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

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

For a list of NCAA licensees and official equipment suppliers follow the link below:

(http://www.ncaa.org/championships/marketing?division=d1).

**Publicity**

Hosts should familiarize themselves with the NCAA social media marketing guidelines, which can be found at www.ncaa.com/media.

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**Section 11 – Competition Site Requirements**

**Concessions**

Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations. Facilities that do not have a relationship with Coca-Cola may sell other products in the concessions area only.

**Diving Well**

Be sure that the pool is measured and specifications are approved prior to the meet. The diving well should adhere to Rule 1-1-4, as follows:

For new facilities (those with architectural plans dated after September 1, 1996), it is preferred that the diving facility be 60 feet [18.29m] in length by 75 feet, [22.86m] in width. It should be equipped with two, one-meter and two, three-meter springboards and a diving tower, providing takeoff platforms at 5, 7.5 and 10 meters. Recommended dimensions for diving facilities are specified on pages 13 and 14 of the rules book.

For existing facilities, it is acceptable that the diving facility be separated from or incorporated with the swimming pool. Recommended dimensions for diving facilities are specified on pages 10 through 12 of the rules book.

Be sure to include a facilities specifications summary in the preliminary information mailed to the coaches.

**Dryland Area**

An area must be designated for diving dry land activities. This area should be large enough to accommodate all divers, should be equipped with mats and should be on deck if possible.

**Locker Rooms**

Participating teams have preferred to carry their own gear and supply their own towels. Locker assignments are not necessary, but adequate space for changing should be provided.
**Pool Use**
The pool and diving well must be made available for practice two days before the first day of competition. Available hours must be communicated with the visiting institutions based on other events in the venue. The day prior to competition, the pool must be available from 8 a.m. to 8 p.m. Practice times should also be made available before and after each day’s competition. A warm-up and practice schedule for the use of the pool for diving must be developed and posted.

**Scoreboard**
Scoreboard(s) should have capability to interface with diving programs, score cards, or electronic pads in order to display diving scores.

**Signage**
The NCAA will provide a basic signage package for all hosts. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

**Videotaping**
Each participating team is permitted to tape competition with a single camera and one person for institutional purposes only. Filming/videotaping areas will not be reserved for participants and should be designated and communicated to all participating teams.

Films or videotapes of the championships 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). Only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

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**Section 12 – Drug Testing**
The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

**Drug Testing Statement**
The following statement will be read by the NCAA committee representative at the mandatory coaches meeting the day prior to competition:

“NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.”
Drug-Testing Expenses

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

Facility Specifications

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. The testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and closed to the public.

The site coordinator must ensure the security of the room(s). Only those individuals authorized by the crew chief will be allowed in the room. The room must be private to secure the integrity of the drug-testing protocol and processes, and to keep the identities of the student-athletes confidential.

If selected, the testing facility requirements are as follows:

- **One large room must be provided.**
  - The room must be secured for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
  - The room should contain bathrooms (each with multiple stalls) inside the room. If a bathroom is not in the room, one must be nearby, away from public view and must be closed off for non-drug testing use.
  - Separate men’s and women’s bathrooms (each with multiple stalls) must be inside the room. If bathrooms are not in the room, they must be nearby, away from public view and must be closed off for non-drug testing use.
  - The room must be large enough to accommodate the collection crew, selected student-athletes, site coordinator, chairs, tables, etc.
  - The location of the room cannot be in a hallway or accessed by the public. It cannot be in an area closed off by drapes or materials that can be easily moved.
  - The site coordinator will supply the below materials for the testing rooms. The number of student-athletes being tested will determine the number of each item. Please discuss with the crew chief.
    - 6-8 ft. tables • chairs
    - Beverages • large trash containers
    - Television (optional)
  - The room(s) should be available before the event so the crew chief can perform a walk-through.
  - Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event testing takes longer than expected.
  - The only access to the drug-testing area should be through the main entrance.
**Host Notification**

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

The tournament manager and site coordinator will be notified no earlier than 30 days before the start of the competition as to whether testing will be conducted.

**Media Obligations**

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing venue.

**Participant Notification**

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

Couriers will notify student-athletes of their selection for drug testing.

**Site Coordinator**

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
  - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
- **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
- **Plans.** Meet with the tournament manager to finalize plans.
- **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
- **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.

### Section 13 – Equipment and Facility Specifications

The host institution is responsible for equipment required to conduct the championships that is not provided by the NCAA. Please refer to Rule 1 of the NCAA Swimming and Diving Rules Book to ensure compliance with facility and equipment specifications. The rules book is located [here](#).

Although each facility is different, the following basic equipment must be available:

1. Electronic judging system;
2. Microphones for the officials’ table;
3. Computer for scoring and interface with dive meets;
4. Public-address system; and
5. Copiers(s)

#### Diving Boards/Platforms

Specifications (length and width) for diving boards and platforms and information regarding water depth and facility construction are outlined in the NCAA Rules Book. Diving boards must be of the highest quality. New boards (not older than one year) are highly recommended for championships competition. Ensure that diving boards’ surfaces are adequate (i.e., not slippery) to prevent injuries to divers. Inspect diving boards for proper heights, level (i.e., must be level with fulcrum set at mid-point) and stability. Have extra bolts available in case of breakage. Lubricate slides on fulcrums regularly throughout competition.

The facility must have 1 meter and 3 meter springboards, two of each, and the diving platform must include 5-, 7.5- and 10-meter levels. Platform must have the same “acceptable” non-skid surface on all levels. Steps heading up to platform must be safe and non-skid.

#### Diving Table/Judges Determination

Comfortable seats for the diving judges, as well as a diving table for workers recording the diving scores, must be provided for the diving events. The host is responsible for securing the following diving table personnel:

- Head scorer;
- DiveMeets operator;
- Announcer(s); and
- Five to seven coaches for judging panel as determined by zone.

Panels of judges shall be drawn by the NCAA Diving Sub-Committee members in attendance and the meet director prior to the coaches meeting. Panels should be drawn so that all conferences are equally represented, if possible. The panels of judges shall then be presented to all coaches for final approval at the coaches meeting. Any coach wanting to observe the drawing of panels may do so.
An announcer is needed for diving events, and two announcers are needed if simultaneous events are running. The host is responsible for securing two tables for the announcers, and it is recommended to have a competition monitor (two preferred) for student-athletes/coaches to keep up with scores especially if two events are being conducted simultaneously.

The host institution will work with the NCAA to secure DiveMeets as the acceptable computer program to run the competition. The host is responsible for securing someone to operate the diving computers and run the DiveMeets program. Scoreboard(s) should be available for displaying diving scores.

**Hydration Product and Equipment**

The NCAA will not provide hydration product and equipment for the zone diving meets. The host institution should plan to have water available for the student-athletes. Any product or equipment must be absent of any commercial marks (e.g., logos and graphics of commercial products) or such marks must be covered completely (this includes all competition areas, media areas or any other back-of-house areas).

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**Section 14 – Financial Administration**

**Audit**

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

**Approval of the Budget**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All expenses associated with the conduct of the championship competition shall be included in the proposed budget. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. No receipts are needed for this event.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, ushers, maintenance personnel, police and security, meetings, and medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

**Financial Report**

Host institutions must complete the online financial report, which includes accurately reporting all expenses, within 60 days after the final date of competition at the site. If requested, the host may be required to provide supporting documentation to validate the expenses of their site. As a best practice, hosts are encouraged to upload all appropriate supporting documentation to their host report on the “documents” tab as documentation supporting their expense figures.

**Drug Testing Expenses**

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-
testing budget form is an appendix in the drug testing manual (NCAA.org/Student-Athlete Programs/Health and Safety).

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<th>Participants</th>
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<tr>
<td>Transportation expenses and per diem shall be paid only for the men’s and women’s finals competitions and not for attending the zone diving championships.</td>
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**Section 15 – Insurance**

**If event is held on-campus**
Host institution must maintain and provide proof of at least $1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

**If event is held off-campus**
Host institution must maintain and provide proof of at least $1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of $1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

**Note:** All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

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**Section 16 – Media Services**

The host media coordinator should become familiar with the NCAA media policies, all of which are outlined at www.ncaa.com/media.

Media coordinators should work closely with the national office staff and the sports information directors (SIDs) of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The SID/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.
Championship Records

NCAA championship records are available in PDF format at NCAA.org. Once you are logged onto the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

Credentials

The host institution SID is responsible for issuing media credentials and parking passes. It is recommended that the host institution SID/media coordinator send a mailing to member institution SIDs explaining the media credential policy and credential application procedure.

All media credentials are authorized and issued by the host. PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jrodgers@ncaa.org) for more information. If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

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

- **All Access** – For event management-type people who need access to every area, including game surface.
- **Event Management** – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce a staff and an all access pass).
- **Media** – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- **Participant** – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- **Photo** – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas (playing surface, locker rooms (postgame only), press box and media room).
- **SID** – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).

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

Credential Qualification and Acceptance

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

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

Distribution of Information

The SID/media coordinator should ensure that the media is included in the timely distribution of programs, heat sheets and results.

Internet Policy

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

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

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

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

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

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

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<th>News Film and Mini Cams</th>
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<td>Please visit <a href="http://www.ncaa.com/broadcast">http://www.ncaa.com/broadcast</a> for updated information related to television, video and ENG policies.</td>
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<th>Photographer</th>
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<tr>
<td>Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.</td>
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<th>Photography Area Policies</th>
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<td>The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seat Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security personnel should be instructed to protect the working media areas and interview area to limit access in all restricted areas to individuals wearing credentials.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Media Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>The official NCAA social media pages and official hashtags can be found here: <a href="http://www.ncaa.org/socialmedia">http://www.ncaa.org/socialmedia</a></td>
</tr>
</tbody>
</table>

**Host Promotion of Championships**
A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from
the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other’s pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Assistant Director of Social Media, cdion@ncaa.org.

**A host should not create a social media account or page** *(Facebook page, Twitter feed, Instagram, Snapchat, Tumblr account, etc.)* **solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

**Top 9 considerations when planning for social media event marketing:**

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.

2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.

3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.

4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

5. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. **Lead your video.** You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.

7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

9. **If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

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**Strobe Lights**

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

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The NCAA championships staff liaison will grant final approval relative to the installation of strobes.
If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

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

<table>
<thead>
<tr>
<th>Internet</th>
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<tbody>
<tr>
<td>Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.</td>
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<tr>
<th>Webcasting</th>
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<tr>
<td>The NCAA strongly encourages hosts to webcast the meets.</td>
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</table>

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (phone 317/917-6523; nflannery@ncaa.org).

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<tr>
<th>Working Press Area</th>
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<tr>
<td>Adequate seating should be designated for media, with limited deck access. A working media room must be available, equipped with facsimile machines and telephones; a copier also may be a necessity if another copier is not available in the facility. Internet access for the media is required. An interview area should also be established.</td>
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**Section 17 – Medical Procedures**

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

<table>
<thead>
<tr>
<th>Athletic Training and Medical Needs</th>
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<tr>
<td>Athletic training areas should be designated in the competition area and should be equipped with towels, water product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open two hours prior to the start of competition through at least one hour after the conclusion of the last event.</td>
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</table>

On practice days and during competition, the following is required: (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 or hospital, including a plan for communication and transportation between the competition site and the hospital 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. The host institution should work with NCAA staff to determine needs of an ambulance on site.
Medical Facilities

Ambulance Service
At the NCAA’s expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

Biohazard Cleanup
The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team’s cooler cart positioned at the end of the team benches.

General Public
The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on game days.

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

Participants
Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution’s athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

Supplies
All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
  - Immobilization splints
  - Immobilizer/knee stabilizer
  - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice
- Blood-borne pathogen kit
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Ultrasound unit
- Gurney
First-aid equipment/athletic training supplies
Suture materials
Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

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

**Communication**
The athletic trainer and physicians should be equipped with a means of radio communication.

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

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

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

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

**Medical Staffing**

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

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

**Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

**Communication.** Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

<table>
<thead>
<tr>
<th>Portable Baths</th>
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<tr>
<td>Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.</td>
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**Section 18 – Meet Management**

| Coaches Meeting |
|-----------------
| The day before competition begins, a coaches meeting shall be held. All coaches, referees and meet administration should be in attendance. At the meeting, there will be a review of the meet and judging panels. Additionally, the number of berths and championships rules and selections should be reviewed. A meet committee will be determined who will hear and decide all meet protests. Please reference the Pre-Championship Manual during this meeting so that everyone is aware of the protocol for the meet and championships participation. An agenda will be sent to all hosts and diving subcommittee members prior to the meeting. |

<table>
<thead>
<tr>
<th>Entries</th>
</tr>
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<tbody>
<tr>
<td>All coaches wishing to enter a diver into their respective zone diving meet must submit the zone diving entry form by 5 p.m. Eastern time, Wednesday, March 1. If a diver qualifies during the last weekend before the zone diving meets, a waiver request may be submitted to the committee to allow for late entries. Waivers must be emailed to Carol A. Reep (<a href="mailto:careep@ncaa.org">careep@ncaa.org</a>) for women and Mary Berdo (<a href="mailto:mberdo@ncaa.org">mberdo@ncaa.org</a>) for men. Directions for submitting the zone diving form will be available online (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving) in January. Late and/or incorrect submissions will result in a fine of $200.</td>
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<tr>
<th>Hospitality Areas</th>
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<tr>
<td>Hospitality areas may be provided and readily accessible from the deck area for coaches, volunteers, host personnel, etc. Participant refreshments should be provided on deck. It is highly recommended to provide lunches all three days for the coaches, with snacks and drinks available throughout the day.</td>
</tr>
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<table>
<thead>
<tr>
<th>Order of Events</th>
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</thead>
<tbody>
<tr>
<td>All zone meets will use the following schedule of events:</td>
</tr>
</tbody>
</table>
Each gender’s daily event is set from year to year and alternates each year. In even year’s women’s one-meter and men’s three-meter will be contested on Day 1, opposite boards on Day 2 and platform events on Day 3. During odd years the opposite schedule is utilized. However, each zone may determine at the coaches meeting the previous year whether the women’s or men’s events will be contested the first day or whether all days will be conducted simultaneously.

Once each respective zone determines the order of events for each day the information should be communicated to all coaches in their zone. This should be done during the zone coaches meeting the previous year.

### Springboard Events

For 1-meter and 3-meter preliminary rounds, each diver will do six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. For 1-meter and 3-meter events, the finals shall consist of six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. Scores on all dives performed by each of the divers in the prelims and finals shall be used to determine finals placing.

### Platform Events

For platform prelims, each diver will do six optional dives (men), including one from each of six groups, or five optional dives (women), including one from each of five groups, from any competitive platform level (i.e. 5, 7.5 or 10 meters), in any order, without limit on degree of difficulty. For platform events, the finals shall consist of optional dives (men) including one from each of five groups, or five optional dives (women), including one from each of five groups, from any competitive platform, in any order, without limit on degree of difficulty. Scores on all dives performed by each of the divers in the prelims and the finals shall be used to determine finals placing.

### Format Options

The following formats are options for all zone diving meets:

1. Springboard preliminaries may be run as simultaneous events or separate events;
2. Finals may be run “straight through”, taking a 15-minute break between preliminaries and finals, or as a “split format” where a longer break is taken between the preliminaries and finals;
3. Springboard finals may be run as simultaneous events or separate events; and
4. Platform events may be run as separate men’s and women’s events or as a combined men’s and women’s event.

Events that are run “straight through” will take a 15-minute break between the end of the preliminaries and the beginning of the finals. Divers in the finals are allowed to practice during the fifteen-minute break. The diving order for finals will remain the same, with the non-qualifying divers being removed from the starting order.
Ties
At the zone-qualifying meets, if two or more divers have the same score and are vying for the final selection spot, a dive-off will be held on the same board. A neutral panel will be used. The winner of the dive-off will advance to the championships, and the other diver will become the first alternate from that respective zone.

Personnel
The host institution is responsible for providing personnel in the following areas. Although we have tried to identify most of the areas needed, please adapt the list to your particular facility.

1. Meet director;
2. Facility manager;
3. Drug testing coordinator (if applicable);
4. Announcer(s);
5. DiveMeets operator; and
6. Volunteers for operational needs.

National Anthem
The national anthem shall be sung or played prior to the start of the first event each day.

Participant Information
An informational manual/document should be created for each respective zone-diving meet. Hosts must send the information to the NCAA point persons for review before distributing to teams. Manuals should include information on the following:

- Introduction/welcome;
- Host institution (location, contact information, etc.);
- Diving subcommittee members;
- Facility (description of diving well, boards, etc.);
- Schedule for the week (includes coaches meeting, warm-up schedule, order of events, start times of events, etc.);
- Entry process;
- Required events for the zones and the championships;
- Selection of divers, including allocations for each zone/gender and the priority placement table;
- Ties;
- Athletic training area;
- Media;
- Parking;
- Registration;
- Security;
- Diving protest procedures and diving protest forms; [See Appendixes C and D]
- Directions to and from the facility and maps; and
- Hotels, restaurants, etc.

Results
Live results for every event will be tracked through DiveMeets. Immediately at the conclusion of the final event each day, hosts must also submit actual results to DiveMeets using the upload feature in the DiveMeets program.

In addition, at the conclusion of each event, hosts must e-mail information that specifies the division, sport, round, date, official results, and provide a brief summary with photos (if available) to the following
email addresses: ncaa-content@turner.com, mberdo@ncaa.org, careep@ncaa.org, ncaastats@ncaa.org, kwillard@ncaa.org, and rhale@ncaa.org. All information should be submitted in the following manner:

- Specify the division, sport, round and region in the SUBJECT area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box or send in an MS Word document or Windows Notepad text document as an attachment.
- Please convert photos to JPEG format and attach to the e-mail.
- Include official box score or event results in HTML format, or in an MS Word document.
- Send the information to all email addresses noted above.

### Qualifying for the NCAA Championships

The top five female and top four male divers from each event at their respective zone diving meet will be eligible to compete at the NCAA championships. Additional place finishers in each event at each zone will be eligible based on the number of student-athletes from that zone who finished in the top 16 in that event at the previous year’s championships NCAA championships. All eligible divers must have achieved the zone qualifying score prior to the NCAA championships in all events they wish to participate.

#### Numbers of Qualifying Spots Per Zone for 2016-17:

<table>
<thead>
<tr>
<th>Women</th>
<th>1m</th>
<th>3m</th>
<th>Pl</th>
<th>Men</th>
<th>1m</th>
<th>3m</th>
<th>Pl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone A</td>
<td>5</td>
<td>7</td>
<td>6</td>
<td>Zone A</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Zone B</td>
<td>10</td>
<td>9</td>
<td>7</td>
<td>Zone B</td>
<td>8</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Zone C</td>
<td>8</td>
<td>9</td>
<td>6</td>
<td>Zone C</td>
<td>5</td>
<td>7</td>
<td>7</td>
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<tr>
<td>Zone D</td>
<td>7</td>
<td>7</td>
<td>11</td>
<td>Zone D</td>
<td>8</td>
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<td>9</td>
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<tr>
<td>Zone E</td>
<td>11</td>
<td>9</td>
<td>11</td>
<td>Zone E</td>
<td>9</td>
<td>5</td>
<td>7</td>
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</table>

### Optional Entry at the NCAA Championships

Any diver that is eligible to compete as noted above will be allowed to optionally enter any other event(s) at the championships, provided that the diver finished in the top 12 at the same zone meet and has achieved the zone qualifying score for that event prior to the NCAA championships.

### Reimbursable Allocations

The reimbursable allocations for the 2017 women’s and men’s championships are as follows:

<table>
<thead>
<tr>
<th>Women</th>
<th>Allocations</th>
<th>Men</th>
<th>Allocations</th>
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<tbody>
<tr>
<td>Zone A</td>
<td>5</td>
<td>Zone A</td>
<td>5</td>
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<td>Zone B</td>
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<td>Zone B</td>
<td>9</td>
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<tr>
<td>Zone C</td>
<td>8</td>
<td>Zone C</td>
<td>6</td>
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<tr>
<td>Zone D</td>
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<td>Zone D</td>
<td>9</td>
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<tr>
<td>Zone E</td>
<td>11</td>
<td>Zone E</td>
<td>6</td>
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</table>

Priority placings from zones to NCAA championships are as follows (see next page):
<table>
<thead>
<tr>
<th>Place Finish</th>
<th>One-Meter</th>
<th>Three-Meter</th>
<th>Platform</th>
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<tbody>
<tr>
<td>1</td>
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<td>48</td>
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</table>

**Required Events**

Divers who qualify for the zone diving meets must compete in the event in which the diver achieved a qualifying score. Hosts can track this information using the list of NCAA entries that will be sent to them March 2.

**Section 19 – Neutrality**

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pre-meet or between-meet activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the crowd, etc.).

**Section 20 – Safety and Security**

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located on ncaa.org or by clicking here when developing a safety and security program.

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

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

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

### Crowd Control

The responsibility of crowd control rests with meet director. Competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the competitive and spectator areas. The meet director is responsible for enforcing these provisions.

The following crowd control statement should be read by the public address announcer prior to the start of the event:

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

### Deck Access

Access to and from the pool deck and changing areas should be closely monitored at all times.

### Personnel

At least one uniformed security guard (not necessarily uniformed police) must be in attendance throughout the championships. It is recommended that additional security is available to monitor the crowd control. Additionally, adequate personnel must be available for the respective areas that require deck pass access (on deck, media, hospitality, etc.).

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**Section 21 – Tickets**

Admission does not need to be charged for the zone diving meets.

**Section 22 – Volunteers**

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors;
- Contribute to the general excitement surrounding the championship; and,
- To assist the LOC with championship operations.
Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

<table>
<thead>
<tr>
<th>Waivers</th>
</tr>
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<tbody>
<tr>
<td>Each volunteer must sign a waiver of liability prior to the start of the championship (Appendix A). If there is a written agreement governing their service, a release component must be added to it if one does not already exist. After the championship is completed, please collect all waivers and keep them on file in case requested.</td>
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APPENDIX A

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, the host entities and the host city, 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.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY 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.

Permission to Use Likeness: The undersigned further agree to allow, without compensation, Participant’s likeness 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 host state 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.

____________________________________________________
Signature of Participant
Date

____________________________________________________
Signature of Parent/Guardian of Minor
Date

____________________________________________________
Signature of Parent/Guardian of Minor
Date
**Diving Protest Procedure**

- At the coaches meeting, a meet committee must be designated who will hear and decide all protests.

- The diving sub-committee members for each region are automatically on the meet committee; the additional members must be nominated or can volunteer to be part of the meet committee; however, there should be no more than five (5) total meet committee members. If there are more nominations or volunteers than necessary, names will be drawn out of a hat. The meet committee shall have fair representation (i.e., two coaches from the same conference should not be allowed if there are more than five conferences in the zone, etc.).

- If a protest should occur, the protesting coach should find a member of the meet committee to turn in the protest form.

- Protests must be received within 30 minutes of the final diving results of that particular event.

- A member of the meet committee must call Mary Berdo (317/966-6472) or Carol A. Reep (317/966-6520) to communicate what the protest entails.

- The meet committee will review and vote on the protest; if a protesting coach is involved with the meet committee, they should remove themselves from discussion and voting.

- The meet committee will communicate back to the protesting coach what action they agreed upon. All protests are final once action has been taken.
NCAA Diving Protest Form

This protest form must be complete in full and submitted to the meet committee not later than 30 minutes after the final diving results of which the protest is applicable. Protests must be acted upon by the appropriate meet committee. The decision of this committee is final. Any protest before, during or immediately after a race should be resolved at the earliest opportunity, but not later than immediately following the current session.

Institution: ____________________________
Coach Name: __________________________
Coach Cell Phone Number: _____________
Student-Athlete Name: __________________
Event: ________________________________
Current Date: __________________________
Current Time: __________________________
Applicable Rule: _________________________

Situation Being Appealed:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Justification for Appeal:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Committee Decision – Approved: ___________ Denied: ________________

Appeal Meet Committee Signature: __________________________________________
Date: ____________________________________________________________________________

NCAA/10/1/14/MB/CAR:kaw
**A CHAMPIONSHIP HOST’S GUIDE FOR CREATING A SUCCESSFUL NCAA.COM BROADCAST**

**WebStream Sports** is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

**Network Connection**

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream’s team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

**Equipment Setup**

The producer and equipment will need to be located within 100’ of the network ports. All equipment can be set on one or two 8’ tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport.

In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

**Equipment Receiving/Shipping**

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked.

Following the event, WebStream will coordinate pickup of the equipment.

**Crew/Announcers**

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

**Event Specific Accommodations**

WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:

Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119
Turner Sports Web Operations

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

**Host Site Requirements**

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

**Stat Crew Requirements**

The latest installation of Stat Crew version X.18 needs to be downloaded at least one week prior to the start of the Championship. **Note:** If you need assistance with the software please contact your NCAA Championship Coordinator.

After installing, open Game Reports | Help | About and confirm the date reads July 2016 or later.

(Does not apply to TAS Tennis or Golf.)

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

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

1. Open Game Reports | Live | TASFTP Diagnostic Mode, select the FTP Setup button and make sure “passive mode” is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.18.
3. Then open Live | Live Setup

Check boxes for:

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

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

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.

Please ensure all settings are correct and the game ID has been entered correctly.
Testing Protocol

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

Game Day Protocol

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

Gametracker ID:
FTP site: ftp.netitor.com
User ID: fanslive
Password: livestats
XML Filename: (will be provided)
Target Directory: (will be provided)

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

Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew
- Check live stats URL to make sure game is live (after the game has started)
- Reach out to your live stats contact

Live Video Streaming Rights Requests (early rounds only)

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

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

Note: All final site events are either televised or streamed live on NCAA.com

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

For more information, please contact:
NCAA Web Operations
jason.venson@turner.com
Jason Venson
404-704-2493
ncaawebops@turner.com