HOST OPERATIONS
2017-18 MANUAL
TABLE OF CONTENTS

Introduction .................................................................................................................. 1
Division III Philosophy ............................................................................................... 1
Division III Men’s Basketball Committee Mission ....................................................... 1
NCAA Basketball Committee ................................................................................... 2
Alcoholic Beverages and Tobacco Products .............................................................. 3
All-Tournament Team ................................................................................................. 3
Americans with Disabilities Act ............................................................................... 3
Awards ....................................................................................................................... 3
Bands/Spirit Squads/Mascots .................................................................................... 4
Banquet ...................................................................................................................... 5
Broadcasting/Internet ............................................................................................... 6
Champions Locker Room Program .......................................................................... 6
Commercialism/Contributors ................................................................................... 6
Conference Calls (Hosts) .......................................................................................... 8
Critical Incident Response/Emergency Plan ............................................................. 8
Drug Testing ............................................................................................................. 10
Elite 90 Award Presentation ...................................................................................... 11
Equipment ................................................................................................................. 12
Competition Site Requirements/Diagrams ............................................................... 13
Financial Administration ......................................................................................... 16
Game Management ................................................................................................. 17
Insurance .................................................................................................................. 23
Lodging ..................................................................................................................... 24
Marketing/Promotions/Branding/Fan Engagement .................................................. 25
Media Coordination/Credentials ........................................................................... 26
Merchandise/Licensing ............................................................................................ 27
Neutrality .................................................................................................................. 28
Officials .................................................................................................................... 28
Programs .................................................................................................................. 30
Security ..................................................................................................................... 30
Tickets ....................................................................................................................... 32
Transportation .......................................................................................................... 35
Volunteers ................................................................................................................ 35

APPENDICES

Appendix A: Advance Planning Checklist
Appendix B: Participating Team Call Agenda/Checklist for Tournament Directors
Appendix C: Phone Checklist
Appendix D: Code of Good Management
Appendix E: Timing Schedule
Appendix F: Crowd Control Statement
Appendix G: Court Set-up
Appendix H: Travel Party Roster Form
Appendix I: Logo, Misconduct, Drug Testing, Officials Statements
Appendix J: Ticket Back Language
Appendix K: Volunteer Waiver
Appendix L: Standby Official Responsibilities
Appendix M: Championship Officials’ Watch and Ring Program
Appendix N: NCAA.com Broadcast Guide
Appendix O: Live Statistics Guide
Appendix P: NCAA Championships Photo Terms & Conditions
INTRODUCTION
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.

Please contact Alexander Mortillaro at the NCAA office, or any member of the NCAA Division III Men’s Basketball Committee, if you have any questions.

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DIVISION III PHILOSOPHY
The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

DIVISION III MEN’S BASKETBALL COMMITTEE MISSION
The committee shall be responsible for developing policies and procedures governing the administration and conduct of the championship, subject to the direction and approval of the NCAA Division III Championships Committee and the requirements, standards and conditions prescribed by Bylaw 31. (Also see Bylaw 31 for committee duties related to the administration of championships). This mission includes but is not limited to the following:

- Evaluation and selection of teams into the championship;
- Determining the pairings and sites for all matches during the championship;
- Arranging for officials for competition;
- Supervising the practices, meetings and games at the final’s site;
- Determining the regional alignment and allocation of bids for the championship; and
- Performing those duties as directed by the championships committee.
### Atlantic Region
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**Term Expires:** September 2021

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**Term Expires:** September 2020
ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS
Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left). Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

ALL-TOURNAMENT TEAM (FINALS ONLY)
An all-tournament team shall be selected at the site of the finals. The host shall establish an all-tournament team selection committee to select the five-player all-tournament team that shall include the most outstanding player. The host shall be responsible for releasing the all-tournament team and most outstanding player information upon completion of competition. Media from the local area and host institutional personnel shall have a proportionate number of positions on the all-tournament team selection committee. Each of the five players selected for the all-tournament team will receive individual plaques after the championship.

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

AWARDS/MEMENTOS
1. Awards Ceremony.
   a. Preliminary Sites. There are no awards ceremonies at first/second-round sites. There will be a sectional champion trophy and net cutting ceremony at sectional round sites that hosts should plan. The host is responsible for distributing the participant awards to each non-advancing team prior to their departure from the site.
   b. Final Site. The host is responsible for distributing the participant awards to each team prior to their departure from the site. The host should plan an awards ceremony after the championship game to present the trophy and net cutting.
2. Semifinal and Championship Awards. Official NCAA trophy and individual awards shall be presented to the championship team. Each non-advancing/winning semifinalist team will receive 18 individual awards (for the travel party). The championship team will receive 18 watches, 18 mini-trophies and one team trophy. Each of the five players selected to the all-tournament team will receive an individual plaque.
3. **Participant Awards.** Participant awards will be sent to each site prior to the competition. These awards will be presented to all student-athletes competing or in uniform in the championship who do not receive runner-up/championship trophies/individual awards at the site of the championship finals. Therefore, each non-advancing team should receive 15 participant awards (the NCAA official squad size.). The team that advances to the next round should not receive any participant awards. Participant awards will be presented to each institution at the site where its championship competition concludes.

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team’s squad size (15) to the preliminary-round tournament manager prior to competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Participant awards will be sent to each site prior to the competition and should arrive no later than 24 hours prior to the start of competition. If you have concerns about the participant awards, please contact Alexander Mortillaro, at the national office.

4. **Mementos.** No mementos are to be provided at first-, second- or sectional-round competition. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, banquets and mementos will NOT be permitted at preliminary rounds.

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship.

**BANDS/SPRIT SQUADS/MASCOTS/NOISEMAKERS/SIGNS**

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution’s director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the court during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament manager.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component
thereof, are allowed to play during timeouts, between games, and before and after the competition. Bands may not play when the game is in progress. Bands should be seated at the end of the courts if possible and closest to their teams. Place bands in rows so as not to interfere with spectators, photographers or teams.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The use of trampolines, stunts more than two persons high, “basket tosses” and cheerleader flips is not permitted. Tournament managers must inform participants if the host facility has more stringent restrictions, which shall be applied. If necessary, the director of athletics at each institution shall be asked to apprise the appropriate individuals of this policy and ensure their cooperation.

No air horns or artificial noisemakers are allowed. The display of banners is subject to the approval of the games committee.

**BANQUET (SEMIFINALS/FINAL ONLY)**

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet for a minimum of 120 people on the evening prior to the championship. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. First-, second- and sectional-round banquets are not permitted.

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

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

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

**BROADCASTING/INTERNET**
Please log on to [http://www.ncaa.com/media](http://www.ncaa.com/media) for information regarding broadcast/Internet rights.

**CHAMPIONS LOCKER ROOM PROGRAM**
The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

**COMMERCIALISM/CONTRIBUTORS**

Commercial Identification, Signage and Official Marks.

1. No advertisements of any kind shall be displayed in the competition venue (including ancillary areas such as warm-up and clerking).

2. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the championships. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the competition area shall be covered by the facility at its expense, as designated by the NCAA.
3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during the championships without the prior approval of the NCAA.

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

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

Local Contributors. 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 Logos. The placement of NCAA logos in the competition venue shall be as specified unless otherwise approved by the NCAA staff. The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

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

CONFERENCE CALLS (HOSTS)
1. First/Second-Round Hosts. A conference call will be conducted at 3 p.m. Eastern time, Monday, February 26, to review administration for the first/second rounds. All first/second-round hosts are required to participate on the call.

2. Sectional Hosts. A conference call will be conducted at 3 p.m. Eastern time, Monday, March 5, to review administration for the sectional contests. All sectional hosts are required to participate in the call. The semifinal/final host will also participate on this call.

3. Semifinals/Final Host. A conference call will be conducted at 11 a.m. Eastern time, Monday, March 12, to review administration for the four semifinal teams. All four participating institutions are required to participate in the call, including the coaches and athletics directors from each institution. The semifinal/final host is required to participate on the call.

CRITICAL INCIDENT RESPONSE/EMERGENCY PLAN
1. Preparation. The competition site liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the meet. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:
- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident commander (second in command).
  - Decision-making personnel/team.
• Identify incident command center.
• Identify incident communication plan.
• Review evacuation plan – Review plan with competition site manager.
• Review emergency response plan for typical emergencies.
• Review emergency response plan for national disasters.
• Review emergency response plan for terrorists’ actions.

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

a. **Interruption of Competition.** The officials and games committee have the authority to interrupt competition. If necessary, the remaining schedule shall be adjusted by the games committee. The committee should review the following procedures for interruption of a meet:

b. **Field of Play.** Assure that the competition in action is accurately recorded.

c. **Officials.** Assure that the officials know the exact situation when competition was halted.

d. **Student-Athletes and Coaches.** Participants await instruction from meet management.

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

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

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

h. **Meeting.** The committee chair, NCAA staff and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately in game headquarters to assess the situation.
i. **Normal Conditions.** The committee shall determine when conditions have returned to normal.

j. **Resumption of Competition.** As soon as possible, competition shall be resumed from the point of suspension. The games committee shall determine the revised schedule. If possible, the meet should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals; other individuals designated by each institution’s director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the meet or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA competition rules.

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

2. **Inclement Weather.** Hosts should have inclement weather procedures (i.e., snow removal process) in place before the championships. Inclement weather plans should be sent to the NCAA for review prior to the meet.

**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.

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

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

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

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

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. The drug-testing crew chief or designee will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs. [See Appendix J for the NCAA Drug Testing Statement that is to be read by the NCAA committee representative at the tournament meeting.]

**ELITE 90 AWARD PRESENTATION**

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

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person;
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given;
- The award should be presented after attendees have had a chance to finish their meal;
- If video screens are available, the video slide or footage of the winning student-athlete provided by BSN may be run as the individual is introduced;
• The coach of the winning student-athlete should be informed to help assure the winner’s attendance;
• If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento;
• If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

EQUIPMENT
1. **Cups, Coolers and Water Bottles (Semifinals/Final Only).** The semifinals/final site will receive complimentary product and equipment from official NCAA Corporate Champion, Coca-Cola, for use at this year’s championship. You will receive a letter listing all product/equipment you are to receive in early February. You will receive this product/equipment approximately one week before competition.

2. **Game Balls.** Wilson NCAA Solution basketballs shall be used for all tournament games. The manufacturer will send the balls directly to the tournament managers. Balls should arrive no later than 48 hours prior to the start of competition. If the basketballs do not arrive on time, please contact Alexander Mortillaro (office: 317/917-6229; amortillaro@ncaa.org) at the national office.

   During warm ups, each team should use at least two Wilson NCAA Solution balls provided for the championship.
   
   • **Preliminary Sites.** Four-team sites will receive eight balls. The preliminary hosts should provide practice balls, if needed. A game ball will be awarded to the losing teams in first- and second-round games and to each competing team at the conclusion of sectional play. The remaining balls may be given away to spectators through a promotional activity (e.g., youth groups).
   
   • **Final Site.** The final site will receive 18 balls and two basketball racks. At the conclusion of competition, balls may be given to each participating team. The remaining balls may be given away to spectators through a promotional activity (e.g., youth groups).

3. **Team Benches (Semifinals/Final Only).** Spec Seats, Inc. will ship 36 chairs to the semifinal/final site for the team benches. The host may keep 15 chairs to distribute as they wish. Of the 21 remaining chairs, four are to be distributed to the four participating coaches and the rest are to be returned to Spec Seats.
4. **Slipp-Nott Mats (Semifinals/Final Only).** The Slipp-Nott Corporation will provide Slipp-Nott adhesive mats for use during the semifinals and final. These will be reordered on an as-needed basis based on each year’s use.

**COMPETITION SITE REQUIREMENTS/DIAGRAMS**

*Also refer to the attached checklists for more information.*

1. **Athletic Training.** Provide a training room stocked with towels and other necessary equipment, and staff it with appropriate personnel prior to and during the games and practice sessions.

2. **Court.** The court must be properly marked, including coaching and photographers boxes, in accordance with NCAA rules. In order to keep fans off the court, each facility is encouraged to keep the first row of seats/bleachers empty, especially in the student section.

3. **Electrical Requirements/Lighting.** No strobe lights shall be installed in an arena without the expressed consent of the host institution. Request for installation of strobe lights must be approved by the appropriate sports committee, the host sports information director and the NCAA championships administrator. A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage under the following priorities:

   a. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.

   b. Sports Illustrated.

   c. A single pool unit for all other media agencies, installed and administered by USA Today. If USA Today does not use a strobe, the event’s media coordinator shall coordinate the activity.

   d. Should Sports Illustrated, AP, Reuters or USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the event’s media coordinator.

   No single agency may install more than one set of strobes at a site, regardless of the number of units that will be used.

   The pool strobe unit is not available to photographers who have been assigned feature profiles for current or future publications [e.g., a photograph(s) of a student-athlete, coach or fan; any book on the sport, the championship or player, coach or fan; or a magazine desiring photographs for the next season’s preview].

   In each instance, the strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt seconds. All strobes must flash at a duration less than 1/2,000 of a second.

   All hanging or installed strobes must be placed 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 first game during which the strobes will be used. The sports committee representative(s) 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 sports committee for an exception. This written request and explanation shall be submitted to the committee at least two weeks before the event.

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

4. Facility Availability. Have practice facilities available the day prior. All teams should be allowed to practice on the game court, if at all possible.

5. Interview Room. The postgame interview room (if available) should be “dressed” appropriately to reflect the prestige of the event by doing the following:
   a. Placing NCAA seals and logos on the podium and walls if available.
   b. Using draping on tables and other areas as necessary.
   c. Setting up a platform for the interviewees and moderator.
   d. Providing a sound system, if necessary. Security personnel should be stationed outside the room to check credentials.

6. Locker Rooms. Provide an adequately sized locker room for each team’s exclusive use and one for the game officials. Print signs for the team and officials’ locker room doors. Provide security at the door of each locker room to accompany the teams and officials to and from the court. Ensure that the visiting team is met on arrival at the facility for practice and is shown to its’ locker room.

   Note: If exclusive use of the locker rooms is not possible, you must provide a meeting room for pregame and halftime meetings. Ensure that each locker room is clean and adequately supplied with towels, toilet paper, refreshments, and a chalkboard and chalk for all practices and games.

7. Official Scorer’s Table. Assign scorers, timers, statisticians and an announcer. Experienced adults are preferred. It is recommended there are two timers and a recorder for substitutes, baskets and time-outs. All game personnel should be appropriately dressed (business casual). All scorer’s table personnel must refrain from cheering for either team; they are considered “neutral” and must behave in such a manner. They should report to the table no later than 45 minutes prior to game time and be dressed appropriately (business casual).
The committee requests that the scorer’s table be covered. The official scorer and the alternate official shall be the only personnel wearing official’s shirts. There shall be no ornamentation in front of the scorer’s table other than that of the NCAA. The alternate official and NCAA representative shall have seats at the scorer’s table. Provide seating at the scorer’s table for the following:

a. Official scorer;
b. Scoreboard clock operator;
c. Announcer;
d. Home team scorer;
e. Visiting team scorer;
f. NCAA representative(s);
g. Tournament director; and
h. Alternate official.

The NCAA representative at the site may approve an exception to this. If space permits, the stats crew may be seated at the scorer’s table. Ensure that the following equipment is at or around the scorer’s table/court: telephone (cell phone is acceptable), adequate public-address system, two watches, two compressed air horns, electronic scoreboard, 35-second clocks, pencils and an American flag properly displayed. NCAA logos and seals should also be displayed. [See Facility Evaluation Form.]

After each personal foul, the scorer shall indicate clearly the number of fouls on that particular player. The official NCAA Basketball Scorebook shall be used for all tournament games. Space shall be reserved at the scorers’ table for a scorer from both teams.

8. **Scoreboard (Semifinals/Final Only).** The host is required to print signs with the names of the teams for the scoreboard.

9. **Signage.** NCAA, television and radio banners (authorized by the NCAA representative) may be posted. The NCAA representative may authorize the posting of appropriate institutional (team) banners. At televised games, the televising network is permitted two banners. Determine if additional items (e.g., signage, banners, etc.) besides what is provided by the NCAA, are needed to dress up the facility for competition. This event should be viewed as an NCAA event, and should not appear as an institutional event.

10. **Team Benches.** Bench personnel may not exceed a maximum of 15 players in uniform and seven non-uniformed personnel, for a total of 22 persons in the team bench area from the start of pregame warm-up through the entire game. Two of the 22 must be medical personnel. Eighteen chairs are to be available at courtside for players and other members of the official travel party. An additional chair may be provided for the tournament doctor responsible to both teams – with immediate accessibility to both benches.

The bench determination shall be decided by Monday prior to the start of competition. The designated home team will wear the light-colored (white) jerseys. The host team will automatically be the home team seated on the home bench, wearing light colored jerseys.
11. **Videotaping.** Institutions are permitted to videotape championship competition of their teams or individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. The host will designate the area for institutional video cameras. Personal video cameras will not be permitted at any championship site.

During the championship, the host will be responsible for recording on DVD each game in its facility, with the intent to make available to each team a copy of the contest in which it participated. The losing team will get a copy of their game only. The winning team will get a copy of both games. Arrangements for visiting teams to record their contests may be made through the host institution by the participating team if an institution needs assistance. Other than the host, teams may record only the contests in which they participate. The sectional host team, if it advances, is not to use the DVD of its next opponent for scouting purposes. Both advancing teams will receive a copy of their games. In addition, arrangements for an elevated area should be made for each team wishing to videotape its own game, if space allows.

**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.

**Proposed Budget.** As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA. It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA’s not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain
championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

**Financial Report.** Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days 14 past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium).

**GAME MANAGEMENT**
1. **Tournament Meeting.** A meeting of coaches, athletics directors (or designated representatives) and other officials of competing teams shall be held before each round of the tournament to review tournament operations and other pertinent matters.

   At the pregame meeting, the Division III Men’s Basketball Committee representative shall acquaint the head coaches of the competing teams with the provisions of NCAA Bylaw 31.02.4 that prescribe the conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct.

   A separate meeting of the tournament director, the NCAA regional chair (or a representative) and game officials, shall be held at least 1½ hours before the start of competition to coordinate assignment and officiating procedures.

2. **Competition Times.**
   a. **Preliminary-Round Sites.** All single-game sessions shall start at 7 p.m. All double-header sessions shall start at 5:30 p.m., with the second game starting at 7:30 p.m. If there is a split session, game times shall be 5:30 and 8 p.m. A host institution desiring to deviate from these times must request approval from the men’s basketball committee. The home team will play the second game Friday.

   b. **Semifinals/Final Site.** The semifinal games shall be played at 5 p.m. and 7:30 p.m. Friday. The championship game shall be played at 6 p.m. Saturday. The All-Star game shall be at 3:30 p.m. Saturday.

3. **Evaluations.** Evaluations of the championship and host site by the NCAA site representative, the student-athletes, coaches and officials will be done after the championship via an email and electronic link.

4. **Games Committee.** The Division III men’s basketball committee serves as the games committee. The committee will assist and guide you prior to and during competition, and will actively supervise the conduct of the championship.
5. **Hospitality (Semifinals/Final Only).** Hospitality should be provided for officials, media, and NCAA representative/committee and staff members throughout the semifinal and final rounds. All hospitality functions must be pre-approved by the NCAA. If desiring to do additional hospitality enhancements (e.g., coaches’ reception, official’s meals, special committee functions, etc.) it is possible to obtain sponsors for these activities.

6. **Joint Hosting (Preliminary-Round Sites Only).** The NCAA Division III Championships Committee has approved a recommendation from the NCAA Division III Men’s and Women’s Basketball Committees to establish hosting guidelines for institutions whose men’s and women’s teams earn berths in their respective championships. The committees established these guidelines to eliminate potential conflicts created by the potential to host four-team events for both genders, to assist institutions in preparing for hosting opportunities and to ensure the opportunity of providing a quality championship experience for all teams involved in both championships.

Institutions with both men’s and women’s teams in the championships and with the opportunity to host four-team events for both genders will follow these hosting guidelines:

<table>
<thead>
<tr>
<th>Even Years</th>
<th>Odd Years</th>
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<tbody>
<tr>
<td>Three-Game</td>
<td>Sectionals</td>
</tr>
<tr>
<td>First/Second Round Men host</td>
<td>Women Host</td>
</tr>
<tr>
<td>Odd Years</td>
<td>Women host Men Host</td>
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*Note: Doubleheaders involving single games for each gender are possible for first- and second-round sites, upon approval of the men’s and women’s committees. The committees will not approve proposals to host four-team, three-game first- and second or sectional rounds for both genders at the same site.]*

If conflicts prevent another institution from hosting while following these guidelines, the combined men’s and women’s committees will determine which team will play first at the same site.

The men’s and women’s committees are concerned with conflicts created when institutions attempt to host both men’s and women’s championship events, and the impact those conflicts have on the committees during site selection, and on the institution during the administration of the events.

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees’ primary concerns include the following:
• The institutional administrative pressure to host both championship events and/or to choose between which championship event it will host if it cannot host both events.

• The condition and availability of practice facilities.

7. **Medical Procedures.** Each scheduled session, practice or contest of an NCAA championship should require the following:

   a. The presence on site of a person qualified and delegated to render emergency care to a stricken participant.

   b. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

   c. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

   d. 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. Additionally, emergency information about the student-athlete should be available at home and away for use by medical personnel.

   e. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

The student-athlete’s team physician shall examine each student-athlete injured during NCAA competition and make a recommendation to the athlete, the coach and the chair of the governing sports committee, or a designated representative, as to the advisability of continued participation or disqualification of the student-athlete. In the absence of said team physician, the NCAA tournament physician, as designated by host institution, shall examine the injured student-athlete and make a recommendation as noted above. The chair of the governing sports committee, or a designated representative, shall be responsible for enforcement of the medical recommendation if it involves disqualification and inform the alternate official who is responsible for substitutions.

Identify the doctors’ assigned location, at the scorer’s table, to the NCAA representative as well as to each team’s trainer. Arrange for an ambulance to be available at all competition sessions.

8. **National Anthem.** The United States of America’s national anthem (“Star-Spangled Banner”) shall be played before first- and second-round games, and before the first game of each session at the sectionals. The anthem will be played before the first semifinal game and before the championship game. The national anthem will be played before player introductions.
9. **Personnel.**

a. **Ball Kids.** Provide a sufficient number (minimum of two) of ball kids and request that they are on the court one-half hour prior to game time. Each kid’s duty is to help shag balls during warm-ups and to assist in keeping the floor clean and dry. All ball kids shall be instructed by and are under the direct supervision of the game officials.

   (a) **Preliminary-Round Sites.** Their clothing shall not have any commercial identification, institutions’ name or mascot logo, and should be distinguishable from competing team colors (i.e., they are neutral parties and should be instructed to behave as such).

   (b) **Semifinals/Final Site.** Wilson shall provide eight t-shirts or warm-ups for the ball kids, which be sent by Wilson to the host approximately one month before the championship.

b. **Public-Address Announcer.**

   (a) Refer to **Appendix D**, Item No. 2, for basic instructions for the public address announcer and **Appendix F** for the Crowd Control Statement. Please review this with the public address announcer prior to the competition.

   (b) **Semifinals/Final Site.** The host will receive public-address announcer scripts from the NCAA prior to the championship.

c. **Tournament Doctor.** Provide a seat for the tournament doctor responsible to both teams. Place this individual where he or she is immediately accessible to both benches.

10. **Player Introductions.** The following procedures shall be used in all NCAA tournament games:

a. The announcer shall introduce the starting players in the following order, beginning with the designated visiting team: forward, forward, center, guard, guard.

b. The first player introduced shall proceed to the center circle at mid-court and remain there until the first player from the other team is introduced. These two student-athletes shall shake hands, then go to the free-throw line in front of their respective benches.

c. The second player introduced shall move to the center circle, and the same procedure will be observed until the final starter from the home team has been presented.

d. The two head coaches will be introduced (visiting coach first), and they will shake hands in front of the official scorers’ table.

12. **Practice.** The tournament director will handle the scheduling of practices, with the approval of the NCAA regional chair (preliminary-round sites) or the national committee (semifinals/final site).

Practices will be closed to the public and media unless otherwise designated by the men’s basketball committee. All practice sessions must conclude at least two hours before the scheduled start of competition. Teams are not allowed on the competition court from the conclusion of the final practice until 60 minutes prior to the scheduled start of a single game or the first game of a doubleheader. An alternate pregame practice area can be used if all teams have equal access.

Necessary arrangements will be made to ensure complete and total privacy throughout the practice session. There should be no conflicting events (i.e., classes, practices, high-school tournaments, etc.) held during the practice session on or around the practice floor. NCAA practices should have priority over all events in the facility. After each practice session, the coaches and players will be available to the media in a designated interview area away from courtside, allowing the next team to take the court.

When two games are played on the same day, teams participating in the second game cannot shoot during halftime of the first game. The visiting team(s) should be given priority in practice time, with consideration given to its travel arrangements.

a. **Preliminary-Round Sites.** Each team, including the host, shall be allowed a maximum of 90 minutes of practice on the competition court the day prior to the game and 60 minutes of practice on the competition court the day of the game. On game days, all practices must be concluded two hours prior to the start of competition and the court should remain clear until pregame warm-ups begin.

b. **Semifinal/Final Site.** Practice times will be 85 minutes for Thursday practice, 55 minutes on Friday and 55 minutes on Saturday.

13. **Results.** The NCAA has entered into an agreement with Turner Sports to provide championship results on the Internet at www.ncaa.com. A primary responsibility of the host SID is to report the results according to the following procedures:

For each round of competition, you MUST send in a final score immediately upon the completion of the game. Sending in halftime scores is optional, but is encouraged. Upon completion of each game, you will need to email a final score (with overtimes if applicable), a game recap, box score and pictures (if available) to ncaa-content@turner.com and should be submitted in the following manner:

- Send the information to ncaa-content@turner.com;
- Specify the sport in the SUBJECT area;
- Paste the text directly into an email; or
- Send e-mail as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the email.
For the championship, the following information must be sent at the appropriate times:

- Halftime scores at intermission;
- End of regulation scores (even if the contest is headed to overtime);
- Final score with details of overtime and shootouts, if applicable;
- Final box score;
- Game story; and
- Photos, if possible.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA website in a timely manner should send an email to lmaxwell@ncaa.org.

In addition, after each tournament match, each host institution will email Sean Straziscar, NCAA associate director of statistics (sstraziscar@ncaa.org), the Stat Crew packed file from each NCAA tournament match. This information is required immediately at the national office for records, statistics, permanent files, etc. If you do not use Stat Crew, please mail one set of complete results to Sean Straziscar, National Collegiate Athletic Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

Sports information directors of the preliminary-round winners must call the SID for subsequent sites immediately after the games to provide the team’s travel plans, roster changes and regular season statistics. Head coaches should get a copy of the box score form before leaving the competition site.

14. **Scouting (live).** Live scouting of potential opponents is permissible during any round for those teams competing at four-team sites.

15. **Stat Crew.** After each game, host institutions must email a packed game file (*.bpk) from the Stat Crew software to Sean Straziscar (sstraziscar@ncaa.org). Each team must submit their rosters to the tournament director and the opposing coach at the tournament meeting that takes place prior to the start of competition.

16. **Participant Information.**

   a. **Preliminary-Round Sites.** Preliminary hosts shall make available a participant manual to all schools selected to the championship. A participant manual template will be provided.

   b. **Semifinals/Final Site.** The NCAA shall make available a participant manual to all schools selected to the championship. The manual shall provide details for the semifinal and final rounds and will be posted on the NCAA’s website.

17. **Host Personnel.** The host site will provide the appropriate amount of personnel to manage the event.

18. **Tournament Director.** The tournament director may serve solely in this capacity during the
championship; he or she may not also serve as videoboard operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

19. **Travel Party/Bench Size/Squad Size.** Transportation and per diem expenses will be provided for an official **traveling party** of a maximum of 18. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [www.ncaa.org](http://www.ncaa.org), Championships, Travel and Reimbursement Information.

For **team bench** information, see Team Benches in the Competition Site Requirements/ Diagrams section.

Participating teams are limited to a maximum of 15 players in uniform as the **squad size**. Only those 15 players may participate in pregame warm-ups. Replacements are permitted up to 10 minutes before the starting time of any game; after the game starts, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

20. **Uniforms.** Competing teams shall have both light- and dark-colored jerseys available.

**Preliminary-Round Sites.** The home team must wear a uniform light in color and in clear contrast with the visiting team’s dark uniform. Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to warm-ups as well as competitive uniforms.

**Semifinals/Final Site.** The games committee will determine the home team.

21. **Webcasting (Semifinals/Final Site).** Semifinal games at the semifinals/final site will be webcast on [www.ncaa.com](http://www.ncaa.com).

**INSURANCE**

NCAA regulations (Bylaw 31.7.4 of the NCAA Manual) require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least $1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits. Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.
(Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.)

**LODGING**

1. **Headquarters Hotel (Semifinals/Final Site Only).** Reserve nine rooms for committee and NCAA championship manager beginning the Wednesday prior to the semifinal rounds through Sunday, the day after competition ends.

2. **Officials.** See Officials section for lodging information.

3. **Team Hotel(s).**
   a. **Preliminary-Round Sites.** Host institutions shall reserve 15 hotel rooms for each of the competing teams and advise them of the arrangements. The selection of a host institution may be dependent on availability and quality of rooms for participating institutions. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate.

   An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur:

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

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

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

4. **NCAA Representative.** Each preliminary-round site shall reserve one room for the NCAA representative assigned to that site.
MARKETING/PROMOTIONS/BRANDING/FAN ENGAGEMENT
(SEMIFINALS/FINAL ONLY)

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 online marketing website. Hosts should make every effort to use the NCAA Championships online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship 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 the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates available on the marketing website include:
- Poster
- Flyer
- Print Ad
- Email Blast
- Web Banner
- Billboard
- Table Tent
- Social Media Graphic

If you have needs for artwork outside of what is available on the NCAA online marketing website, you may contact Sean Ward (ncaachampspromotions@ncaa.org) for assistance. All requests – artwork and reimbursement – must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website. Collateral should not be created outside of the NCAA online marketing website. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

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

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.
MEDIA COORDINATION/CREDENTIALS
Please refer to the NCAA Broadcast Manual policies and guidelines that is located at http://www.ncaa.com/broadcast.

1. Team Credentials. The host institution is responsible for providing credentials/passes for the 18 members of the travel party. The bench area will provide for 18 chairs, and **20 credentialed individuals per team** within the area. Two additional medical credentials, not included in the 18-member travel party, can be provided to each team. Team credentials should be provided to each participating team’s administrator or coach at the tournament meeting. Please refer to the pre-championship manual for conditions placed on the use of non-team credentials. All printed media credentials must include information from the pre-championship manual. If specific credentials are not printed, the sports information director is responsible for distributing the information contained in the pre-championship manual to the media.

2. Media Credentials. The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (b) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (c) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

3. Other Credentials. The host institution is also responsible for providing credentials/passes for NCAA representatives, officials and other personnel as necessary.

4. Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

5. Photography. Photographers must be mobile (no permanent tripods) and not be in a position where they may interfere with the contest. If a photographer would like to shoot from another angle, make sure the position will not interfere with play. 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.
6. **Post-competition Interviews.** The winning team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The losing team will report to the interview room immediately following the completion of the winning team’s press conference. (Note: For the sectional championship game post-competition interviews, the losing team should go first to the press conference after the 10-minute cooling-off period, followed by the winning team.)

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

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

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

**MERCHANDISE/LICENSING**

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

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

**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.**

**NEUTRALITY**
The host institution should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of student-athletes on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

**OFFICIALS**
The NCAA assignor of officials, with the approval of the basketball committee, will assign three officials and one alternate (local) official for each game. A committee member will provide the tournament director with the officials’ names, addresses, telephone numbers, and game assignments. The NCAA site representative (preliminary rounds) and the tournament manager (semifinals/final sites) may notify coaches of the officiating assignments at the tournament meeting.

1. **Lodging.** Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA.

   For each official who is required to stay overnight, reserve a single room in a hotel separate from the competing team(s). Also reserve a single room for the NCAA representative, either in the same hotel as the team(s) or with the officials. Hotel expenses (excluding incidentals) for the officials and committee members should be paid by the host; the NCAA will reimburse you for those expenses. NCAA staff members will be responsible for their own hotel expenses.
2. **Fees.** The NCAA is responsible for paying the officials’ fees through RefPay.

<table>
<thead>
<tr>
<th>Round</th>
<th>Referee</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Round</td>
<td>$240/game</td>
<td>$90/game</td>
</tr>
<tr>
<td>Second Round</td>
<td>$240/game</td>
<td>$90/game</td>
</tr>
<tr>
<td>Sectional Round</td>
<td>$300/game</td>
<td>$90/game</td>
</tr>
<tr>
<td>Semifinals/Final</td>
<td>$365/game</td>
<td>$90/game</td>
</tr>
</tbody>
</table>

3. **Per Diem.** The NCAA is responsible for paying the officials’ per diem through RefPay. Officials, including the alternate official, shall receive a $45 per diem for meals and incidentals for each day of the championship round beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a $45 per diem.

4. **Transportation Expenses.** The host is not responsible for paying the officials’ transportation expenses.

**Preliminary-Round Sites.** Referees for first-, second- and sectional-round competition must be within driving distance to the competition site. All officials will be reimbursed transportation expenses for ground transportation only at a rate of 53 cents per mile round trip, not including local transportation, if their round trip is greater than 50 miles. Officials are only to receive ground transportation reimbursement if they drive. If officials carpool together, only the driver receives ground transportation reimbursement.

**Semifinals/Final Site.** All ten officials may be reimbursed for air or ground travel at a rate not to exceed jet coach air fare. Rental cars fees are not reimbursable unless approved by the NCAA championship manager prior to the rental. Cars will be assigned by the NCAA office and communicated to the officials.

5. **Meeting.** Officials, including the alternate official, are to be at the preliminary-round competition site 1½ hours before the start of the game to which they are assigned for a meeting (separate from the tournament meeting) with the tournament director and the NCAA representative or committee to review responsibilities and distribute NCAA patches and whistles. Officials, including the alternate official, are to be at the semifinal/final site by 5pm the day prior to the game he or she is working.

6. **Patches.** Officials’ patches will be sent to all host institutions and shall be distributed to all officials. Each official is to wear this patch on the upper left front of the shirt. This is the only patch or emblem permitted on the officials’ uniforms (with the exception of the American flag patch). Officials’ patches should be worn on the upper left front of the shirt. Patches other than the NCAA patch are not to be worn on the uniform or jacket. The exception to this policy is the American flag patch.

7. **Injuries.** In the event an official is injured during any round of the championship, the alternate or one of the other officials on hand shall replace that official. Both may receive a game fee upon approval of the NCAA representative in attendance.
8. Policies. A sports committee or games committee may not require membership in any specific officials’ association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

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

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

Content/Editorial
IMG College Responsibilities
Responsible for all program production, including editorial content, layout and design, advertising and printing.

Host Responsibilities
Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Digital Program Promotion
The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA’s Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices
Below are a few best practices for promoting the championship digital program:
- Distribute the digital handout to fans
- Create signage to direct fans to the digital program by using elements on the digital handout
- Post the link on athletics and school-affiliated websites
• Share the link on athletics and school-affiliated social media outlets
• Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest

Supplemental Handouts
At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:
• Do not include any advertisements, local sponsor logos, etc.
• Include the QR code and URL to the digital program
• Include the NCAA Corporate Champions and Partners imagery
Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and IMG College approval.

Program Vending and Complimentary Programs
IMG College Responsibilities
• Reserves the right to manage vending/fulfillment in-venue
• Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
• Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College
• Will pay sales tax to the proper taxing authority

Host Responsibilities
• Prior to the event, the program vending contact listed on the host’s online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College
• The host venue will provide all vendors unless otherwise prearranged with IMG College
• Return a vending agreement, signed by the tournament manager, to IMG College prior to the event
• Distribute the allotted amount of complimentary programs as specified below:
  • List quantities here
• Make a good-faith effort to promote and sell the programs/handouts during the event (see Best Practices for Program Vending below)
• Retain the commissions earned from program vending and cut a check to IMG College for the amount listed on the settlement sheet
• Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement

Best Practices for Program Vending
Below are a few best practices for vending programs:
• Designate individuals to sell programs and pay them a commission for each program they sell, or
- Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell
- Place program vendors in high-traffic areas of the sports facility, normally near main entrances
- Encourage vendors to walk through the stands to sell programs during the event

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

The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and IMG College also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets. All digital programs available can be found at [http://www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

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

**SECURITY**
Adequate uniformed security personnel must be provided for the team benches, teams’ and officials’ locker rooms, working press area, postgame interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. The committee liaisons will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

The responsibility for crowd control rests with the tournament director or designated representative of the host institution. The directors of athletics of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The public-address announcer should read the crowd control statement (Appendix F) at least twice during each championship session.

**TICKETS**

   **Admission Policy.** NCAA policy allows children ages two and under to be admitted at no charge. Otherwise, no complimentary tickets are permitted for NCAA championships competition.
Announced Attendance. Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a “turnstile” count [e.g., 3,575 paid attendance (2,456 turnstile attendance)].

2. Ticket Prices. Ticket prices will be determined by the tournament director in consultation with the Division III Men’s Basketball Committee championship manager, Alexander Mortillaro (317/917-6229). Any special ticket plans or prices (for senior citizens, youth groups, etc.) must be approved in advance by the NCAA championship manager.

Preliminary-Round Site. Minimum ticket prices shall be as follows:

<table>
<thead>
<tr>
<th>First/Second Rounds</th>
<th>Sectional Rounds</th>
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</thead>
<tbody>
<tr>
<td>$10 -- Reserved</td>
<td>$10 -- Reserved single session</td>
</tr>
<tr>
<td>$10 -- General admission</td>
<td>$10 -- General admission single session</td>
</tr>
<tr>
<td>$5 -- Senior citizens, all students and children</td>
<td>$5 -- Senior citizens, all students and children</td>
</tr>
<tr>
<td>Free -- Under two</td>
<td>Free – Under two</td>
</tr>
</tbody>
</table>

Semifinals/Final Site.

<p>| | |</p>
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<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$15 Single-session adult</td>
<td>$25 All-session adult</td>
</tr>
<tr>
<td>$7.50 Single-session student/youth/senior</td>
<td>$12.50 All-session student/youth/senior</td>
</tr>
<tr>
<td>$5 Single-session group</td>
<td>Free Under two</td>
</tr>
<tr>
<td>Free Under two</td>
<td></td>
</tr>
</tbody>
</table>

3. Ticket Sales, Allocation and Management Plan.

Ticket Distribution (Preliminary-Round Sites Only). In addition, the committee recommends that hosts refrain from selling tickets until after the mandatory conference call for hosts the Monday prior to the start of each round of competition.

Four-Team Sites.

a. During first round, the host will receive 50% of the facility seating capacity and the remaining 50% shall be divided equally amongst the other three teams. During second round, the home team will receive two-thirds (2/3) of the facility seating capacity. The visiting institution is guaranteed a minimum of one-third (1/3) of the facility seating capacity.

b. Each section should have its own clearly identifiable tickets (separate color than home supporter or walk-up tickets) in suitable locations. Seating locations for the competing teams should be equally distributed by number and location.

c. The visiting institution must notify the host institution in writing (via e-mail) of any of its ticket allotment it has not sold by the following dates/times:
• First/Second-round Friday contests: Thursday, noon local time of the host;
• First/Second-round Saturday contests: Friday, noon local time of the host;
• Sectional-round Friday contests: Thursday, noon local time of the host;
• Sectional-round Saturday contests: Friday, noon local time of the host.

**NOTE:** If the host is not notified by the visiting team by the prescribed times, the visiting team shall be financially accountable for its total ticket allotment.

Experience has proven that it is best not to allow students of the host team immediately behind an opponent’s bench. Hosts shall provide a buffer zone between such students and the opponent, either with adults or fans of the visiting team.

The host institution shall make available to each winning teams their ticket allotment after the completion of each institution’s contest. Winning teams may distribute their tickets or allow the host institution to distribute the tickets. If the host is to distribute the tickets, they may set the distribution schedule.

**All Session, Single Session Sales.** Tickets shall be for all sessions for a single day, unless the men’s basketball committee approves a plan for split session tickets.

**Seating.** A special seating section shall be reserved for members of the competing teams when they are not playing. The location of all team tickets and seating for bands and cheerleaders must be approved by the committee representative. Seating for media representatives must be designated and away from the scorer’s table.

In order to avoid potential conflicts, the men’s basketball committee recommends that hosts designate distinct seating sections within the playing facility for the following groups: a) home supporters; b) visiting supporters and c) walk-up general admission.

**Home Supporters Section.**
- Shall not be behind the visiting team bench.
- Should be available to advance ticket customers.
- Should have a distinct ticket (different from visitor supporters and walk-up sections) for admittance.
- Can be reserved seating or general admission seating within the section.

**Visiting Supporters Section(s).**
- Should be directly behind the visiting team bench(es).
- Should have a distinct ticket (different from that for home supporters and walk-up sections) for admittance.
- Can be reserved seating or general admission seating within the section.

**Walk-up General Admission Section.**
- Should have a distinct ticket (different from home/visitor supporters sections).
- Should be available to supporters from all institutions.
- Should have visible security personnel in the area.
Ticket Back Advertising. It is assumed that roll tickets will be used for first-, second- and sectional-rounds of competition (with the possible exception of the championship weekend). However, note that for all rounds of the championship, ticket-back advertising to offset the printing costs is permissible if the institution first receives approval from the NCAA and submits a draft of the ticket back for review. NCAA corporate sponsors have first right of refusal on this and in all other areas of corporate or commercial involvement. Please contact the NCAA championship manager immediately if you plan any type of commercial involvement in this area or if you use computerized tickets that have commercial identification on the ticket stock. (See Appendix J)

TRANSPORTATION
Transportation and per diem expenses will be provided for an official traveling party of a maximum of 18. Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at www.ncaa.org, Championships, Travel and Reimbursement Information.

VOLUNTEERS (SEMIFINALS/FINAL ONLY)
Goals. The LOC volunteer program should strive to accomplish the following goals:
• Provide an enthusiastic and warm welcome to guests visiting the area;
• Answer questions and provide information to visitor’s; and
• Contribute to the general aura of excitement surrounding the championship.

Recognition. Upon receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC’s list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Waivers. Each volunteer must sign a waiver of liability before the start of the championships (see Appendix K). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.

Apparel. Volunteer apparel may be provided according to the dollar allocation included in the host championships budget. Apparel item(s) shall not exceed $25/volunteer and must be ordered through one of two NCAA licensees, PPI Sports or Nike. Please contact the NCAA championships manager prior to placing any orders for volunteer apparel.
ADVANCED PLANNING CHECKLIST

___1. Playing Facility. Guarantee use of the playing facility for the appropriate round(s) of competition, including practice for all teams the day prior to competition:

<table>
<thead>
<tr>
<th></th>
<th>Practice</th>
<th>Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First/Second Rounds (three games):</td>
<td>March 1</td>
<td>March 2-3</td>
</tr>
<tr>
<td>Sectionals (three games):</td>
<td>March 8</td>
<td>March 9-10</td>
</tr>
<tr>
<td>Semifinals/Final site (three games):</td>
<td>March 15</td>
<td>March 16-17</td>
</tr>
</tbody>
</table>

___2. Accommodations. For first- and second-rounds and sectionals, hosts shall reserve 15 hotel rooms for each of the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. Be prepared to reserve rooms for the NCAA representative and officials, in a facility separate from the competing teams if possible. Accommodations should be available beginning two days prior to the competition.

___3. Practice. Secure practice time for all teams on the competition court. (See Practice in the Game Management section.)

___4. Personnel. Make preliminary arrangements for personnel in the following areas: facility management (security, tickets, concessions, and cleanup), game management (public-address announcer, scoreboard operator, statistics crew, drug-testing, shot clock operators, and couriers), training (including doctor on call), sports information and officials (alternate official, scorer).

___5. Ticket Prices. Determine ticket prices and types. (See Ticket section.)

___6. Seating Distribution. (See Ticket section.)

___7. Facility. (See Competition Site Requirements/Diagrams section.)

___8. Promotion/Publicity. Develop a promotional/publicity plan and review with the NCAA championship manager.

___9. Game Program. IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. All items will be reviewed and approved by the NCAA. (See Programs section.)

___10. Merchandising. (See Merchandise section.)

___11. Insurance. Ensure that the appropriate certificates of insurance or documentation of self-insurance have been submitted to the NCAA prior to the start of competition.
_12. Budget. Once selected to host, you will receive e-mail notification of an approved budget for hosting the first and/or second-rounds and/or sectional competition. Adjustments to the budget can be made until the start of competition, BUT ONLY IF APPROVED BY THE NCAA CHAMPIONSHIP MANAGER IN ADVANCE.

It is suggested you review Bylaw 31 of the NCAA Division III Manual, as it contains the policies and procedures in the financial administration of championship meets and tournaments.

a. If receipts are not sufficient to cover the game expense and the entertainment expenses, the NCAA will reimburse the host institution up to the amount of the approved budget.

b. The host institution shall be responsible for all expenditures over the approved budget even if gross receipts exceed its original estimate.

c. When first-, second- and sectional-round competition is conducted on campus, the host institution may retain 15 percent of the net receipts. When an institution’s department of athletics is required to pay a fee for use of an on-campus facility, such fee must be deducted from the institution’s 15 percent. Host institutions conducting first-/second-round and sectional-round competition in off-campus facilities may receive a maximum of 10 percent of net receipts.

d. Receipts for entertainment/hospitality will be limited to $100 for single game first and single game second-round competition.

_13. Financial Report. Begin preparations for the financial report that is to be sent to the NCAA within 60 days after the completion of the championship competition. Please list the actual expenditures in the space provided on the budget form. It is suggested that you review Bylaw 31 of the Division III Manual, which contains the procedures to be used in the financial administration of an NCAA championship.
Team/Host Conference Call

March __, 2018

1. Welcome/Introductions.

2. Obtain arrival date/time/flight number/etc.

3. Inform teams of home/away status.

4. Hotel accommodations.

5. Tournament meeting arrangements (MANDATORY MEETING -- should occur at least 90 minutes prior to game time).

6. Officials’ meeting arrangements (MANDATORY MEETING).

7. Game time(s).

8. Publicity and statistical information. (Remind institutions to send to host institution)

9. Practice times.

10. Inform coaches of tape exchange policy for the advancing team.

11. Inform coaches of ball to be used (Wilson NCAA game ball).

12. Tickets and seating distribution.

13. Press credentials.

14. Radio/Internet agreement policies. (Go to http://www.ncaa.com/media)

15. Review policies for cheerleaders and bands.


17. Uniforms -- away team is to bring dark and light uniforms.

18. Each team must submit their rosters to the tournament director and the opposing coach at the tournament meeting. (See Appendix I – Travel Party Roster Form)

19. Review participant manual (all rounds): This information must be available by noon Tuesday before competition.

20. Assign a host or manager to show teams the location of the gymnasium, locker rooms and the training room.

2. **Lodging.**

   ___ Reserve good hotel or motel accommodations for each team (15 rooms). Secure a team rate if possible. Note that teams are not obligated to stay at designated hotel, though most choose to do so.

   ___ Reserve accommodations for game officials, if necessary (at hotel different from participating teams), media representatives and other tournament officials as needed.

   ___ Make additional reservations for members of official parties as requested by visiting teams.

3. **Game Personnel.** The host institution is responsible for securing the following:

   ___ Minimum of two ball kids.

   ___ Scorer.

   ___ Scoreboard operator (timer).

   ___ Shot-clock operator.

   ___ Statisticians.

   ___ Play-by-play, if available.

   ___ Floor sweepers.

   ___ PA announcer.

   ___ Assign an individual to act as host for each team (if possible).

   ___ Certified trainer in attendance at all sessions.

   ___ Physician (strongly recommended) at all game sessions to administer sutures at the site if necessary.

   ___ Security for crowd control/officials escort.

4. **Meetings.**

   ___ Coordinate with the NCAA representative a time and place convenient for conducting a tournament (coaches) meeting, an officials meeting and a stats crew/SID, which should occur at least 90 minutes prior to game time.

   ___ Meeting with NCAA Representative:

      ___ Review facility checklist.

      ___ Confirm makeup of game’s committee (tournament director/representative from visiting team, NCAA representative).
Appendix B

___ Review drug testing arrangements (if applicable).
___ Review time and place of tournament and officials’ meeting.
___ Review medical procedures.
___ Review policy on crowd control and alcoholic beverages.
___ Review schedule of activities for entire competition (including practices and social events).
___ Preview procedures for ticket sales and seating distribution.
___ Meet with announcers. Review Code of Good Management. (See Appendix D)
___ Review security procedures.
___ Review procedures for sending results to the national office as well as the tournament director’s estimate of attendance.
___ Inspect playing area (benches set for 18, table, audio equipment and national anthem tape, working scoreboard, personal foul indicators, and scorers’ table with distinctive cloth).
___ Review policies and plans for post game interviews; designate an interview area.
___ Check that box score forms are available.
___ Check that balls have arrived.
___ Establish time schedule for pre-game protocol.
___ Be prepared to give NCAA representative, as accurate as possible, an estimate of attendance at the conclusion of the game.

5. **Officials**

___ Tournament directors will be advised by a member or representative of the Division III Men’s Basketball Committee of the officials assigned to the competition.

___ Inform officials of game times, officials’ uniforms, officials’ fees, desired arrival time, officials’ meeting and other necessary information.

___ Provide a seat at the scorer’s table for the alternate official.

___ Advise of hotel accommodations (separate hotel from teams if possible).

6. **Facility**

___ Develop a practice schedule for the participating teams. Each team may practice for 90 minutes the day before and 60 minutes the day of the game.
NOTE: Teams shall be allowed to practice on the tournament floor only on the day or evening preceding the opening of the tournament and on the day of the game.

___ A minimum of six practice balls (preferably Wilson NCAA game balls) are to be furnished to each team.

___ Provide a separate locker room for each team and the officials.

___ Cover the official scorer’s table with neutral-colored cloth.

___ Provide the official scorer and timer with distinctive apparel so they may be easily identified.

___ Arrange for numbered cards or an electric indicator for the scorer to clearly indicate to each bench the number of team and personal fouls.

___ Check scoreboard, game clock, shot clock, game clock horn and shot clock horn to be sure all are operating properly. (Have backup or an electrician available in case of difficulty.)

___ Provide team, bench and floor towels.

___ Provide liability insurance.

___ Arrange for the playing of the national anthem before the first game of every session.

___ Printed signs with the names of the competing teams should be posted over “Home” and “Visitor” on the scoreboard, if possible.

___ Request advance notice if participating institutions are bringing a band and/or cheerleaders.  
NOTE: Place bands where they will not interfere with spectators. A maximum of 25 band members, and in proper attire, are not charged admission. Approval is needed from the regional advisory committee chair for band members to exceed 25. If such is granted, these additional personnel are to be charged the regular admission fee. A maximum of 12 cheerleaders in proper attire are permitted and are not charged admission.

___ Arrange for an athletic trainer and training facilities to be available and for planned access to a physician and medical facility.

___ Provide each institution with information about hospital facilities and arrange for their use.

___ Identify visiting team spectator seating areas with banner, etc.  
NOTE: Emphasize that only authorized persons with specific functions will be permitted in the bench area. Bench personnel may not exceed 22 persons. For sectional and final rounds, double-check to make sure an institution’s fans are not seated behind opposing team’s bench.

___ Communicate information regarding programs to the teams.

___ Box scores should be provided for each team, including halftime statistics.
7. **Security.**

___ Provide security for each dressing room, including the officials’ dressing room and to the buses or cars, if necessary.

___ Arrange for adequate security around the court.

___ During closed practice(s), secure the area.

___ Only authorized persons with specific functions are to be permitted in the bench area.

___ Provide ushers for adequate crowd control.

8. **Financial Administration.**

___ Review proposed budget.

*NOTE:* This must be approved by the national office prior to the competition and once approved, the budget may not be exceeded without prior approval.

___ The fees, per diem, transportation expenses, hotel expenses (excluding incidentals) for officials at the championship rounds shall be paid by the host institution, which will later be reimbursed by the NCAA.

9. **Merchandising.**

___ Event 1, Inc. a subsidiary of GEAR for Sports, Inc., has obtained exclusive rights from the NCAA to sell souvenir products at the Division III Men’s Basketball Championship. Event 1 will offer a variety of merchandise. T-shirts will include the name of the championship, year, site and dates. Event 1 will contact you directly.

10. **Tickets.**

___ Establish ticket prices after consultation with the NCAA championship manager, Alexander Mortillaro (317/917-6229). Special prices for students are permissible.

___ Institutional tickets for preliminary rounds.

___ Complimentary tickets are not permitted (with the exception of children ages two and younger.)

___ It is suggested sections be identified for the fans of the visiting teams. (See Tickets section.)

*NOTE:* Experience has proven that it is best not to allow students of the host team immediately behind an opponent’s bench. Attempt to provide a “buffer zone” either with adults or fans of the visiting team.

11. **News Media.**

___ Provide tournament information (e.g., game times, participating teams, etc.).

___ Sports information director of visiting teams should be treated as a member of the media.

___ Media registration (site known prior to arrival).
APPENDIX B

___ Provide free game programs to media.

___ Set up table for working press as close as possible to courtside.

___ Arrange facilities for two-person radio crews. Each station must pay appropriate fee to institution and sign radio agreement.

___ Monitor photographers; restrict to the ends of the court. Photo boundaries should be outlines with tape. Photography tripods may not be placed on or beside the playing court.

___ Provide strict policing of press tables to permit only representatives of the news media in the area.

___ Arrange for a press hospitality room with admittance only by appropriately identified personnel. Generic cups should be provided for pressroom beverages. No cans, bottle (glass or plastic) or other such containers are allowed courtside.

___ Provide a message board in the on-site hospitality room.

___ Arrange for press interviews with coaches and players after a 10-minute cooling-off period (i.e., 10 minutes after a team enters its dressing room). The winning team will be interviewed first except for the sectional championship and championship games.

___ Sports information directors are responsible for ensuring that the coaches and players are available to the media after the 10-minute cooling-off period.

___ Permit news media to use telephones in the arena on a first-come, first-served basis. Installation of additional telephones is not a permissible item of game expenses unless approved in advance by the national office.

___ Provide play-by-play and complete statistics for media immediately following game and at half.

___ Low-boy television cameras are the only television cameras allowed underneath the basket, on the baselines or around the court.

___ Placement and size of television monitors must be approved by the games committee.

___ E-mail a packed game file (*.bpk) from the Statcrew software to Sean Straziscar (sstraziscar@ncaa.org) after each game.

12. **Statistics/Results and NCAA Obligation.**

___ The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, ncaa-content@turner.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date, official results, and provide a brief game/event summary with photos (if available).

___ Use only the NCAA official box score forms and familiarize yourself with the NCAA statistics manual.
Provide box score forms for participating teams, all-tournament selection committee and NCAA representative.

For first-/second-round and sectional contests, e-mail the results to ncaa-content@turner.com immediately following the conclusion of the contest(s).

13. **Commercial Involvement.**

The Executive Committee encourages host institutions to solicit financial support for NCAA championships from booster clubs, chambers of commerce and other interested groups to underwrite expenses for entertainment, meetings and banquets. Please review the NCAA Commercial Involvement Policy.

14. **Code of Good Management.**

It is important that you review the Code of Good Management for NCAA basketball championships included with this manual (Appendix D). The suggestions are designed to encourage good sportsmanship and to assure safe playing conditions for the teams.

15. **Drug Testing.**

a. **Notification.** The Center for Drug Free Sport will notify you in advance if the competition for which you are serving as host has been selected for drug testing.

b. **Information.** The drug-testing information sent to each prospective host institution should be reviewed to ensure familiarity with the procedures and to make the necessary preparations for the tests.

c. **Drug Testing Statement.** See Appendix I for the drug-testing statement to be read at the tournament meeting.

16. **Medical Arrangements.** Each schedule practice or contest of any round of an NCAA championship should include the following:

The presence on site of a person qualified and delegated to render emergency care to a stricken participant.

The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operational condition, and personnel must be trained in advance to use it properly. In addition, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.

A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.
PHONE CHECKLIST
Tournament Director Phone Checklist
NCAA Division III Men’s Basketball Championship

NOTE: Please make enough copies of this checklist to use when contacting each of the individuals listed below.

CHECK ONE:

☐ Officials' -- Names

☐ NCAA Representative -- Name

☐ Team -- Institution

☐ 1. Arrival (date, time)

☐ 2. Departure

☐ 3. Game Time(s)

☐ 4. Practice Assignment: Time Court

☐ 5. Hotel Accommodations

FOR TEAMS ONLY:

☐ 6. Names and positions of administrators attending

☐ 7. Cheerleaders attending? If so, number

☐ 8. Mascot attending?

☐ 9. Band attending? If so, number
10. Remind coach/SID to overnight mail or fax publicity/statistical information.

11. Schedule of meetings:
   Coaches: (Date, time, place) ..............................................
   Officials: (Date, time, place) ..............................................

12. Phone numbers:
   a. Athletics Department
      Office  ________________ Fax  ________________
   b. Athletics Director
      Office  ________________ Cell  ________________
      Fax  __________________
   c. Tournament Director
      Office  ________________ Fax  ________________
   d. Basketball Coach
      Name  ____________________________
      Office  ________________ Cell  ________________
   e. Sports Information Director
      Name  ____________________________
      Office  ________________ Cell  ________________
   f. Trainer
      Name  ____________________________
      Office  ________________ Cell  ________________

13. Parking and miscellaneous information.
CODE OF GOOD MANAGEMENT FOR NCAA BASKETBALL CHAMPIONSHIPS

The National Collegiate Athlete Association is devoted to providing quality assistance in the administration and management of the NCAA Division III Men's Basketball Championship. Listed below are recommendations that are provided to enhance good sportsmanship among the competing teams and spectators and to assure safe playing conditions for the student-athletes.

It is expected that good sportsmanship begins when participating teams leave campus to travel to competition sites and ends when the teams return to campus.

1. Good Sportsmanship.
   a. Spectators should not be allowed to assemble around the edges of the court prior to, during or at the conclusion of any game.
   b. At the first sign of unsportsmanlike crowd behavior, the tournament director or designated representative should make a public address announcement requesting crowd cooperation in maintaining proper conduct.
   c. The tournament director and the NCAA representative shall review with game officials the appropriate procedures to be followed in the event of a disturbance. They also shall review crowd-control and team-control measures established by the host institution. Through the respective member conferences, the officials previously have been instructed to enforce strictly NCAA Rules 10-5, 10-6 and 10-7. Both the officials and representatives should be reminded of this.
   d. The same procedures and measures shall be reviewed with representatives of the participating institutions at their pregame meeting.
   e. Literature not related to the game shall not be distributed at any time.
   f. Posted signs, excluding the NCAA and approved television and radio banners, must be eliminated. In Divisions I and III, the official participating institutional banner is permitted.
   g. The tournament director should meet with and encourage cheerleaders to refrain from using derogatory chants directed toward the opposition. If a disturbance is imminent, the cheerleaders should raise arms and request silence, sing the alma mater, or utilize any other method to defuse any potential disturbance. At least one band should be prepared to play the national anthem if trouble occurs.
   h. Coordinate with the public address announcer a procedure for team introductions that will project to the crowd that the opposing players and coaches are friendly competitors.
   i. The conduct of the respective coaches is the single most important factor in crowd control. They must control themselves during the game in order to set the proper example for the teams, student bodies and spectators. The coaches must assume a leadership role in initiating positive crowd attitudes. Tournament directors should stress this point to coaches and officials.
j. The NCAA Executive Committee, with the support of the National Association of Basketball Coaches, has adopted a Code of Good Sportsmanship. It is a positive approach to the game of basketball and we encourage each tournament manager to print the Code in game programs, consider displaying the Code where fans will read it and otherwise disseminate and promote its ideals.

2. Safe Playing Conditions.

a. Security guards shall be available and shall be located in the vicinity of the team benches and official scorers’ table. A good force of officers and ushers should be visible to give an impression of firm control.

b. The tournament director should give directions to all security personnel, outlining their specific areas of responsibility.

c. Do not resort to uniformed policemen to control disturbances until necessary. Utilize non-uniformed security personnel whenever possible.

d. Adequate exits should be provided.

e. Use ropes to guide and control the crowd. Particularly, try to prevent access to the floor level and restrict those seated at courtside from access to the playing floor. The crowd should be informed that persons are not allowed on the floor following any game. Then sufficient barriers and guards should be utilized to keep the floor clear.

f. The public address announcer is responsible for whatever is said over the public address system. He should be enthusiastic, but calm, and always impartial. The tournament director should provide him with an appropriate announcement asking the crowd to show respect for all players. He should know the rules of play, particularly concerning conduct of players and partisan fans. He should be aware of the procedures established to deal with emergencies.

g. The public address announcer should not hesitate to advise the crowd that throwing debris is unsportsmanlike and seriously endangers the safety of the competing student-athletes.

h. Neither cheerleaders nor any non-tournament administrative personnel shall be permitted to use any public address system.

i. Artificial noisemakers and air horns are not permitted in a tournament arena. They will be collected at the gate, for return following the conclusion of the session. The use of electronic musical instruments is not permitted during play.

j. In the event of a disturbance or other unusual conditions, the game officials have authority to suspend play. Immediately thereafter, they should confer with the tournament director and NCAA representative regarding the desirability of resuming play. After conferring with the tournament director and the NCAA representative, the referee shall determine when play will resume.
The administration, organization and general supervision of each tournament game shall be the responsibility of the tournament director. Your Code of Good Management will help provide safe playing conditions and ensure good sportsmanship towards the competing institutions and the spectators.

Best wishes for a most successful tournament.

Tim Fitzpatrick, chair
Division III Men's Basketball Committee
2017-18 DIVISION III MEN’S BASKETBALL
PRE-GAME AND HALFTIME TIMING SCHEDULE

Single Game Schedule
6 p.m.   Floor available for team warm-up—55-minute countdown begins.
6:40 p.m.  Officials meet with team captains.
6:55 p.m.  Timer sounds buzzer—teams clear floor.
            Presentation of colors and national anthem.
            Player introductions/crowd-control statement.
7 p.m.     Tip-off.

Double Game Schedule
Game 1 – 5:30 p.m. Tip-off
4:30 p.m.  Floor available for team warm-up – 55 minute countdown begins.
5:10 p.m.  Officials meet with team captains.
5:25 p.m.  Timer sounds buzzer–teams clear floor.
            Presentation of colors and national anthem.
            Player introductions/crowd-control statement.
5:30 p.m.  Tip-off.

Game 2 – 7:30 p.m. Tip-off
7 p.m.      Floor available for team warm-up – 25 minute countdown begins.
7:10 p.m.   Officials meet with team captains.
7:25 p.m.   Timer sounds buzzer–teams clear floor.
            Player introductions/crowd-control statement.
7:30 p.m.   Tip-off.

SEMIFINALS/FINAL SITE: Semifinals Schedule
Game 1 – 5 p.m. Tip-off
3:55 p.m.  Floor available for team warm-up – 60 minute countdown begins.
4:40 p.m.  Officials meet with team captains.
4:55 p.m.  Timer sounds buzzer–teams clear floor.
            Presentation of colors and national anthem.
            Player introductions/crowd-control statement.
5 p.m.     Tip-off.

Game 2 – 7:30 p.m. Tip-off
6:55 p.m.  Floor available for team warm-up – 30 minute countdown begins.
7:10 p.m.  Officials meet with team captains.
7:25 p.m.  Timer sounds buzzer–teams clear floor.
            Player introductions/crowd-control statement.
7:30 p.m.  Tip-off.
SEMIFINALS/FINAL SITE: NABC All-Star/Championship Schedule

NABC All-Star Game – 3:30 p.m. Tip-off
2:30 p.m. Floor available for team practice – 60 minute countdown begins.
3:10 p.m. Officials meet with team captains.
3:25 p.m. Timer sounds buzzer–teams clear floor.
Presentation of colors and national anthem.
Player introductions/crowd-control statement.
3:30 p.m. Tip-off.

Championship Game – 6 p.m. Tip-off
5 p.m. Floor available for team warm-up – 55 minute countdown begins.
5:40 p.m. Officials meet with team captains.
5:55 p.m. Timer sounds buzzer–teams clear floor.
Presentation of colors and national anthem.
Player introductions/crowd-control statement.
6 p.m. Tip-off.

* The second game of a doubleheader program shall be promoted as “not before 8:30 p.m.” and shall begin at 8:30 p.m. or not later than 30 minutes after completion of the first game.

Halftime Schedule - 15 minutes in duration

Team Warm-Ups
- Teams shall have a minimum of eight minutes to warm-up for the second half.
- All halftime entertainment activities must clear from floor by the eight-minute mark.
- If halftime entertainment activities conclude before the eight-minute mark, teams are permitted to use the additional time for warm-ups.
- Halftime entertainment activities shall be discussed during the tournament meeting.
CROWD CONTROL STATEMENT

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER PRIOR TO START OF 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."
COURT SET-UP

1. **Scorer’s Table.**
   
a. Team scorer.
b. Committee liaison.
c. Television timeout coordinator.
d. Standby official.
e. 30–second clock operator.
f. Scoreboard operator.
g. Timer.
h. Official scorer.
i. Public – address announcer.
j. Tournament director.
k. Committee liaison.
l. NCAA staff.
m. Team scorer.

2. **Floor Marking**
   
   • “X” on the floor in front of the official scorer for players substituting.
TRAVEL PARTY ROSTER/CREDENTIAL LIST

Institution: _____________________  Date: _____________________

Please list each individual from your institution’s travel party (limit of 18).
Please indicate student-athletes with an asterisk.

1. _____________________  2. _____________________
3. _____________________  4. _____________________
5. _____________________  6. _____________________
7. _____________________  8. _____________________
9. _____________________  10. ____________________
11. _____________________ 12. ____________________
13. _____________________ 14. ____________________
15. _____________________ 16. ____________________
17. _____________________ 18. ____________________
19. _____________________ 20. ____________________

Each institution will be permitted two additional medical bench passes to use outside of their travel party. Please list those individuals in the spaces provided below.

Medical

1. _____________________
2. _____________________

Please turn in two (2) copies of this completed list to the NCAA representative at the tournament meeting.
LOGO POLICY
An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

[Below statements must be read at all NCAA pre-championship meetings.]

MISCONDUCT STATEMENT
Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

NCAA CHAMPIONSHIPS DRUG-TESTING STATEMENT
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.

CRITICISM OF OFFICIALS
Members of the coaching staffs or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.8.2.
The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions. If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Chris Termini (etermini@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Chris on any correspondence.

NOTE: For Point of Sale (POS) ticket stock, please remove the yellow highlighted language below. For preprinted ticket stock, please choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted “No re-admittance” language as needed.

### THIS TICKET IS A REVOCABLE LICENSE
### USER ACCEPTS RISK OF INJURY

The ticket purchaser/holder (“Holder”) voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility’s discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances solely by companies authorized by the NCAA to do so. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No re-admittance. 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder’s image or likeness in connection with any live or recorded transmission or reproduction of such event. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA’s rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

### TIMES ARE SUBJECT TO CHANGE
ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: __________________________________________ (the “Event”)

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

Participant’s Age: _____________

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

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

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

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of ______________ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

_________________________________________________  ________________________
Signature of Participant  Date

_________________________________________________  ________________________
Signature of Parent/Guardian of Minor  Date
(if Participant is under the age of 18)
The alternate official should:

1. Attend the game officials’ pregame conference.

2. Sit between the scoreboard clock operator and the timeout coordinator and advise game officials of any mistake or malfunction concerning the game clock and/or 30-second clock as soon as possible and be responsible for the stopwatch that will be supplied by the tournament manager.

3. Notify the timeout coordinator when the game officials have signaled that the timeout has begun. This notification shall be the standby official’s only involvement in the coordination of television timeouts (when applicable).

4. Document time and description of any situation that should be reviewed.

5. If asked by the game officials, be prepared to advise them of:
   a. The number of the player who committed a foul;
   b. The number of the player who was fouled; and
   c. Pertinent information concerning any matter of officiating and/or rules interpretations (e.g., three-point shot, last-second shot, ball not passing through the basket, scoring mistakes, participants in a fighting situation, bench personnel who enter the court during a fight situation).

6. Be prepared to assist the game officials if it is necessary to review their decision on a last-second try for goal.

7. In all fighting situations, review replays on the television monitor on the official table (if applicable) to determine if additional information about a fighting situation is evident.

8. Follow any other procedures as directed by the referee of the officiating crew, including being prepared to speak to the media to explain an interpretation or an incident that occurred during the game if deemed appropriate by the referee and the committee representative.

**NCAA Championship Officials’ Watch and Ring Program**

The NCAA is pleased to provide officials assigned to NCAA championship competition the opportunity to purchase a watch or ring to commemorate their experience of officiating NCAA preliminary and/or final round competition. Officials assigned to preliminary round competition are eligible to purchase one of the classic Fossil sport watches offered by MTM Recognition. Officials assigned to the finals of an NCAA championship are eligible to purchase the classic sport watch and/or a championship ring provided by Jostens. Please inform the officials at preliminary and championship sites that you work with about this opportunity. There are fliers from MTM and Jostens with additional information and ordering instructions.

Also officials should contact Deana Webber with MTM Recognition at 800-324-5997 ext. 6888, dwebber@mtmrecognition.com or Theresa Seykora with Jostens at 800-854-7464 ext. 56330, theresa.seykora@jostens.com. Following the completion of championship competition to order a watch and/or ring.