



2018 DIVISION III WOMEN'S
ICE HOCKEY
CHAMPIONSHIP

HOST OPERATIONS
2017-18 MANUAL

Division III Men's and Women's Ice Hockey

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Information in this document applies to preliminary rounds and the finals site unless otherwise specified.

On behalf of the Division III Men's and Women's Ice Hockey Committees, thank you for being an important part of the 2018 NCAA Division III Men's and Women's Ice Hockey Championships.

Administration of the Division III ice hockey championships is under the direction of the men's and women's ice hockey committees. The hosts play an integral part in the successful administration of the championship.

This manual outlines the responsibilities of the institution/conference hosting a round of the 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 is to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

Role of Division III Men's and Women's Ice Hockey Committees. The NCAA's core purpose, values and envisioned future provide the framework for all actions in each committee's administration of the respective championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sport committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division III Championships Committee.

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

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

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

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

Role of NCAA. The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA

championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-ice entertainment and fan and sponsor events, as well as many other aspects.

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

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

Media Coordinator. The media coordinator, preferably the sports information director of the host institution, will work with the NCAA championship manager to ensure that NCAA media policies are followed. Responsibilities may include planning and supervision of media work areas, coordination of press conferences, statistical services and communications.

Comments and suggestions regarding this manual are welcome. If you have any questions, please contact the NCAA championship manager.

NCAA Ice Hockey Committees and NCAA Staff Directory

2017-18 Division III Men's Ice Hockey Committee

EAST REGION

Tom Di Camillo
Commissioner
State University of New York Athletic Conference

WEST REGION

Jared Phillips, chair
Assistant Athletics Director
Gustavus Adolphus University

EAST REGION

Craig Russell
Head Men's Ice Hockey Coach
Plymouth State University

WEST REGION

Mike Szkodzinski
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2017-18 Division III Women's Ice Hockey Committee

EAST REGION

Katie Boldvich, chair
Commissioner
Colonial Hockey Conference/New England
Hockey Conference

WEST REGION

Crystal Lanning
Interim Director of Athletics
University of Wisconsin-River Falls

EAST REGION

Dave Clausen
Head Women's Ice Hockey Coach
Utica College

WEST REGION

Michelle Morgan
Associate Director of Athletics/SWA
University of St. Thomas (Minnesota)

EAST REGION

Bill Mandigo
Head Women's Ice Hockey Coach
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Section 1 • Alcoholic Beverages and Tobacco Products

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

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

Section 2 • 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 to discuss the issue.

Section 3 • Awards

The NCAA will provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. The tournament director should inventory all awards (i.e., open each individual box) to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities.

The championship manager will also provide direction regarding how the awards will be distributed during the championship event.

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

All-Tournament Team (finals only).

At the finals site, a six-member all-tournament team shall be selected by the NCAA committee members and the host media coordinator. The all-tournament team shall consist of five skaters and one goalkeeper. The most outstanding player will be selected from among these players.

All members of the All-Tournament Team will receive a commemorative plaque after the championship.

Awards

Preliminary Rounds. MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (23) to the tournament director before competition. When the awards arrive, the tournament director should inventory all awards (i.e., open each individual box) to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. The participant medallions should be placed in the non-advancing team's locker room following the conclusion of the game. The advancing team will not receive participant medallions at the preliminary round site, but will receive their awards at the finals site.

Finals. MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament director approximately two weeks before the men's championship and two days before the women's championship. Four team trophies, 112 mini-trophies (28 per team) and 23 watches (national champion only) will be provided for members of the official travel party. (Note: The national champion team will receive instructions following the championship to order five additional watches at no charge). When the awards arrive, the tournament director should inventory all awards (i.e., open each individual box) 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 championship manager, should be presented to the student-athletes and coaches of the participating teams.

Awards Ceremony.

Preliminary Rounds. Following the conclusion of each preliminary-round game, the participant medallions (23 per team) should be placed in the locker room of the non-advancing team.

Finals. Each team participating at the finals site should submit a typed awards recipient list during the administrative meeting. Following the conclusion of the men's semi-final games, the team trophies and mini trophies should be placed in the non-advancing teams' locker rooms. Following the third-place game Saturday (women's championship only) and the championship game, an awards ceremony will be held at center ice to present team trophies. Host institution staff should arrange the awards (trophies out of boxes) on a skirted table and be in place and ready to carry the table onto the ice immediately after the conclusion of each game. Members of the ice hockey committee will present the awards. If possible, the host institution/conference should identify Special Olympic athletes to assist in presenting awards and also in a ceremonial puck drop with the team captains prior to the championship game. The procedures and announcer's script for the awards ceremony are included in Appendixes A and B. Following the championship game, an all-tournament team will be recognized before the presentation of the team trophies. Both teams should remain on the ice until the conclusion of the awards ceremony. The individual boxes for the mini-trophies and the team trophies should be provided to the teams after the ceremony

The same protocol for the awards presentation is applicable only to the final game of the men's championship. Following the conclusion of the men's semi-final games, the team trophies and mini-trophies should be placed in the non-advancing teams' locker rooms.

The official NCAA photographer will be allowed on the ice prior to all other credentialed photographers and videographers to take pictures of the team celebration. The official NCAA photographer and all credentialed photographers and videographers are permitted to be on the ice during the awards ceremony.

Elite 90 Award.

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship.

The NCAA Academic and Membership Affairs staff will determine the winner of this award for each championship and provide the winner's name to the NCAA championship manager as well as the host and the sports information director of the winner's institution shortly before the championship begins. The winner's name should not be released to the public until after he/she is publicly recognized. If appropriate, the NCAA championship manager can share the information with the coach of the winning student-athlete to confirm the winner's attendance at the championship banquet. However, team personnel should make every effort to withhold the news from the winner in advance of the awards presentation.

Refer to Appendix C for more information regarding the presentation of the Elite 90 Award.

Ordering Additional Awards.

Participating institutions may order additional awards after the championship at <http://www.mtmrecognition.com/ncaa>.

Section 4 • Bands, Cheerleaders and Mascots

Admission.

A maximum of 25 band members (including the director), eight cheerleaders and/or spirit squad members and one mascot will be admitted free of charge via a gate list. Each institution's administrator should be asked to submit a typed list to the tournament director at the administrative meeting before the competition. Live animal mascots are not permitted.

The institution may purchase additional tickets for band members; however, no more than 25 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the band(s) begin warming up.

Artificial Noisemakers.

Artificial noisemakers, air horns, electronic instruments, etc. are not permissible. The tournament director and security staff are responsible for removing such items from the arena. Bands may not play while the game is in progress.

Designated Areas.

The areas in the facility designed for bands, cheerleaders and mascots must be approved by site representatives (preliminary rounds) or the NCAA championship manager (finals site). Bands should be seated in the area usually reserved for bands (end zones are preferred, at the same end of the ice as their team bench). Place bands in rows so as not to interfere or block the view of spectators, photographers or teams. Bands, cheerleaders and mascots must stay in the designated area and are not permitted on the ice.

Electronic Amplification.

Full bands are not permitted to use electronic amplification. Small bands (fewer than 10 members) are permitted to use reasonable electronic amplification with the specific approval of the NCAA representative(s). The host institution should be prepared to assist with accommodations.

Fight Song/Music.

If a team does not have a band present, it may provide a recording of the institution's fight song to be played at the first timeout of each period. Bands should alternate each timeout, and only one band can play per timeout. If only one team has a band present, alternate the band and house music.

National Anthem.

The national anthem will be sung or played by one of the participating institution's bands (to be determined by a coin flip if there is not mutual agreement) just before the introduction of the starting lineups. If a band or singer is not available, the host will provide a recording of the national anthem. The national anthem will be played before each game, or the first contest of each session, as determined by the men's or women's ice hockey committee.

Color Guard. The host institution may consider providing a color guard for all sessions of the championship. The color guard should be experienced at presenting the flags to convey the importance of the event.

Warm-Up Tapes.

No warm-up tapes are permissible. Only band(s) and electronic music will be used. The host institution will select and administer the music. The host institution must play appropriate electronic music of a general nature throughout the entire pregame period. Warm-up tapes specific to the home team should not be played. Host institutions are encouraged to reach out to participating teams to obtain regular season "goal songs."

Section 5 • Banquet (Finals Only)

The maximum amount the finals host will be reimbursed for the championship banquet is \$3,810 (Official traveling party of 28 x four teams = 112, plus 15 NCAA committee/staff and host personnel/community VIPs = 127 x \$30 = \$3,810). Additional attendees may be discussed with and approved by the NCAA championship manager. Host institutions are encouraged to seek sponsorship of any entertainment not included in the approved budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship before the host institution making a commitment.

Officials shall NOT be included in any social event involving the participating coaches or student-athletes.

Arrangements should be made for the banquet to be held Thursday night before the semifinals for the official travel parties (28 persons) of each of the four participating teams. Additional individuals on the guest list should include members of the ice hockey committee, NCAA staff members, additional host institution personnel (e.g., president, director of athletics, senior woman administrator, tournament director, faculty athletics representative and staff members significantly involved in the conduct of the championship) and community dignitaries. Institutional personnel for the participating teams beyond their designated travel party (e.g., administrators, student-athletes not dressing for the game) may attend the banquet at the institution's expense (space permitting). If additional seating is available, an equitable allotment of tickets should be offered to each of the four participating teams.

Each institution should be asked to bring an institutional banner no larger than 4x6 and a team jersey to be displayed at the banquet and during pre-game introductions. Banners and jerseys will only be displayed if they are received from each team.

Format. The banquet agenda should include short welcome statements by representatives of the host institution, community and the ice hockey committee; statements by a student-athlete from each institution (if requested by the ice hockey committee); and the presentation of the Elite 90 award. Additional elements may include a presentation of the NCAA Division III Identity video, comments by a local Special Olympics representative, and a championship highlight video of the four participating teams produced by the host with oversight from the championship manager. Further, a benediction (secular only) and announcements of the Player of the Year and all-American teams by an American Hockey Coaches Association representative or an ice hockey committee member are permissible. Speakers are encouraged to maintain an unbiased demeanor.

The banquet format should be approved by the ice hockey committee. The format will be outlined in the participant manual provided to each participating coach. The duration of the banquet should not exceed two hours. It is recommended that the sports information staff of the host institution create a slide show presentation for the AHCA awards presentation.

Setup.

- General Seating. The banquet facility should accommodate up to 200 people. Rounds of eight are preferred. Participating teams should be seated together. If possible, identify team tables with school colors and signage with the team name and/or mascot.
- Banners. An NCAA championship banner or the NCAA media backdrop should be hung on the wall behind the podium. Each institution is encouraged to provide an institutional banner no larger than 4' x 6' and a team jersey to be displayed at the banquet. Jerseys and banners/flags will only be displayed if they are received from each team.
- NCAA Committee Seating. A designated table should be available near the front of the room for NCAA committee members and NCAA staff members. If one of the committee members is associated with a participating team, he or she may sit with the team.

No Alcohol. Alcohol must not be available (provided or for purchase) for consumption in connection with an NCAA championship, including the banquet. If the banquet is held at a hotel, banquet guests shall not be permitted to bring alcohol purchased at the hotel bar into the banquet space.

Showcasing of Awards.

The national championship trophy should be available for viewing during the banquet. Please take appropriate security measures.

Section 6 • Broadcasting/Internet

Webcasting.

Please refer to the NCAA Broadcast Manual policies and guidelines at <http://www.ncaa.com/broadcast>. NCAA partner, Turner Broadcasting, will produce a live web stream of the games at the finals site. Preliminary round hosts are encouraged to review the guidelines for webcasting (Appendix D) and communicate with the NCAA championship manager in advance of the competition regarding reimbursement of webcasting expenses.

Live Statistics.

Refer to Appendix D for the championship host guide to live statistics.

Section 7 • Commercialism/Contributors

Commercial Identification, Signage and Official Marks.

1. **Advertisements.** No advertisements shall be displayed on the ice, scorer's table or the press tables before or during the conduct of the championships without the prior approval of the NCAA.
2. **Alcohol.** No advertisements denoting, publicizing or promoting the sale of alcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling or sports wagering shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency will be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the arena will be covered by the facility at its expense, as designated by the NCAA.
3. **Temporary Banners.** No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the arena before or during the conduct of the championship without the prior approval of the NCAA.
4. **Dasher Boards.** All signage on the dasher boards shall be covered before the practice sessions. The dasher boards will remain covered throughout the practice sessions and competition.
5. **Illumination.** All previously contracted static, permanently installed, advertising panels may remain

uncovered, but any illumination of such signs must remain off during the NCAA championship.

6. **Electronic Messages.** No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public-service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the NCAA championship manager.
7. **Video Screens.** If electronic video replay screens are available, they may be used at the facility's expense. The NCAA will provide video content to display on the screens. Replays of any game officials' calls are not permissible. Video screens may not display advertising.
8. **Announcements.** No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

Local Contributors.

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

NCAA Corporate Partners.

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

Section 8 • 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.

Facility Specifications.

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

Host/Participant Notification.

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

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.

Media Obligations.

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

Next-Day Testing.

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

Seating.

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

Site Coordinator.

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide credential lists and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/health-and-safety/policy/drug-testing.
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to

student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Director.** The site coordinator will meet with the tournament director to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament director after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - Assistance. Assist the drug-testing crew chief during testing as directed.
 - Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - Credentials. Ensure that the host issues "Event Staff" credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
 - Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - Meet with Crew Chief. Meet with the drug-testing crew chief the day before the scheduled testing date.
 - Plans. Meet with the tournament director to finalize plans.
 - Report. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - Transportation. Pre-arrange for transportation for student-athletes from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

Refer to Appendix E for common drug testing questions and answers for coaches.

Section 9 • Equipment

The NCAA will provide certain championships equipment (hydration product and equipment, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

Cups, Coolers and Water Bottles.

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams will place any premix fluid replacement in the NCAA-issued coolers and water bottles

when applicable. No other cups, cans, coolers or water bottles may be used in the arena or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

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

Photocopy Machine.

At the arena, the host institution will provide at least one photocopy machine with capabilities for reproducing statistics and other materials. This copy machine shall be located in an area convenient to the media.

Pucks.

Preliminary Rounds. The NCAA will provide the host institution with one hundred (100) practice pucks and fifty (50) game pucks for each preliminary-round game.

Finals. The NCAA will provide the host institution with two hundred (200) practice pucks and 250 game pucks. The practice pucks will have the STX logo and the game pucks will have the 2018 ice hockey championship logo. The host should provide the commemorative game pucks to the members of each team's official travel party (28). This is usually done at the team tables at the student-athlete banquet.

Sideline Equipment Hydration Program.

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

Championship Finals Sites. All finals sites will receive POWERADE branded equipment and product. The championship manager will notify the host of the exact items and quantities that will be provided.

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

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

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

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

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

Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product. The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies in the bench areas and in competition areas, media areas or any other back-of-house areas). Taping over only the logo on Gatorade water bottles is not sufficient to satisfy this requirement.

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

Use of NCAA-Provided Coolers from Previous Years. The host may use previously supplied equipment from the NCAA, specifically red POWERADE, equipment; however, they must be used in areas not within television, webcast or photographer view (i.e., they may not be used in the bench areas or within the competition area).

Skate Sharpening.

The host is expected to provide skate sharpening services. This information should be communicated to the teams on the participant call before the championship.

Strobe Lights.

Requests for installation of strobe lights must be approved by the ice hockey committee, the host media coordinator and the NCAA championship manager. Refer to Appendix F for strobe light policies.

Section 10 • Facility

NCAA Space Requirements.

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel before and during the games and practice sessions.

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with

proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

Band/Cheerleader Warm-up Area. Provide space for cheerleaders/spirit squad members to dress and warm up. If possible, the area should be carpeted. In addition, provide an area for the bands to store their instruments. (An area under the stands would be sufficient.) This area should not be near the postgame interview area.

Committee Office (Finals Only). A room at the arena will be designated as the Division III Men's/Women's Ice Hockey Committee office. The room should be large enough to accommodate eight people comfortably and needs to be close to the competition rink, but not visible to the public.

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

- Team Personnel Entrance. An entrance (preferably near the locker rooms) must be identified for student-athletes, coaches and team personnel with credentials.

Hospitality Room (Finals Only). A tournament hospitality room should be available. Participating teams' officials (president, athletics administrators, coaches, sports information personnel and athletic trainers), host institution VIPs, media, ice hockey committee members and NCAA staff members usually are the invited guests. Only Dasani and Coke products should be provided in the hospitality room, and only NCAA, Dasani and/or generic drinking cups (devoid of commercial identification) should be used. On- and off-ice officials should be provided refreshments in a separate officials' hospitality area.

You may be able to get the refreshments donated; however, sponsors' banners are not allowed in an on-site hospitality room.

Interview Room (Finals Only). A separate interview room, situated in a low traffic area, should be set for 20 individuals. The dais should be elevated, accommodate six people, and have name cards available for all participants. The host will provide adequate TV lighting and sound equipment (microphones, amplifier, etc.). The NCAA will have final approval and direction of all sound and lighting equipment. "Dress" the room appropriately to reflect the prestige of the event by: (a) hanging the NCAA media backdrop behind the dais and placing NCAA logos on the podium and walls; (b) using skirting on the tables and other areas as necessary; and (c) providing a sound system, if necessary. An experienced moderator with ice hockey knowledge should conduct the press conferences. The host media coordinator should invite the webcast announcer(s) to the press conferences. Game officials should not be allowed in the interview room.

Scorer's Area. There should be enough seats in the scorer's area for the following individuals: scorer, public-address announcer, scoreboard operator, and video replay official (if applicable). It is the responsibility of the host to ensure the official scorer collects and records the starting lineups and roster according to NCAA rules. All scorer's area personnel should be directed to wear generic apparel (i.e., no institutional or conference logos).

Competition Ice.

The playing ice should meet all specifications as outlined in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations (see Rule 1). Refer to Appendix G for specific facility and ice condition recommendations.

Concessions.

Food and beverage prices will not be higher than similar events for primary tenants in the facility.

Facility Use.

Preliminary Rounds. Visiting teams must have access to one hour and 15 minutes of practice ice before 9 p.m. the day before competition and one hour of practice ice the day of competition. The facility (including locker rooms) must be available two hours before game time (i.e., entire building must be cleared).

Finals. Game and practice facilities must be reserved exclusively for the tournament starting at 6 a.m. the day before competition (Thursday) through midnight the day of competition (Saturday). All space will be available, and the facility set up (including covering of advertising signage) no later than noon on the day of the first practice.

Game Nets.

Practice nets should be used during all practice sessions. Game nets will be available for each contest. Game nets should be used in pregame warm-up sessions.

Goal Crease.

The specifications of the goal crease are outlined in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations. The crease will use only the markings indicated in the current rules book and will not use the rectangular crease markings. The goal crease area shall be painted a light blue color. Note: The area inside the goal will not be painted.

Ice Markings.

The ice surface will be arranged in accordance with the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations two days before the start of competition (Wednesday). The NCAA will supply stencils and paint to apply ice markings (finals site only).

Laundry.

The host of the finals is expected to provide laundry service for all participating teams at no charge to the teams.

Locker Rooms.

A minimum of four locker rooms (two locker rooms for preliminary-round games) with showers must be available for teams. Locker room space for game officials also must be available. Print signs for the team's locker room doors (with institutional logos and school colors) and officials' locker room doors.

- **Security.** Security or event personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the ice.

- Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, Dasani, POWERADE, soft drinks (Coke products), ice and grease boards, markers and erasers for all practices and competition.
- Supplemental Power. Hosts should be prepared to supplement power near the visiting team locker rooms(s) to power such things as skate sharpeners and glove drying machines brought by the team(s).

Locker Room Assignments. The ice hockey committees reserve the right to assign locker rooms.

Decorations. The ice hockey committees recommend that hosts decorate locker rooms. Often hosts provide this opportunity to local school/club teams.

Media Areas.

The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms to facilitate the media's work and access to coaches and student-athletes. The interview room should not be adjacent to a hospitality area.

- Access/Security. Event personnel should be stationed outside the media workroom and postgame interview room to check credentials. This individual should be instructed that only credentialed individuals may enter the area. Officials specifically are not permitted in this area.
- Backdrop (Finals only). The NCAA will provide a media backdrop to be hung behind the dais.
- Holding Area. An area adjacent to the interview room will be designated as a holding area for student-athletes and coaches waiting to be interviewed. The area should be situated so that student-athletes and coaches do not have to walk through the actual interview room to reach the holding area. Chairs and Dasani water should be provided.
- Press Conference Schedule. Press conferences should be arranged to take place in the interview room immediately following the completion of each game. Teams are allowed a 10-minute cooling-off period from the time the team enters their locker room following the game.

Head coaches, institutional representatives and members or representatives of the ice hockey committees are required to attend the press conferences. Representatives of the non-advancing team and the non-winning team in the third-place game (women's championship only) and the championship game will be interviewed first.

- Postgame Interview Room (also refer to NCAA Space Requirements – Interview Room). The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by (a) hanging an NCAA media backdrop behind the table; (b) placing NCAA championship signage and logos on the podium and walls; (c) using skirting on tables and other areas as necessary; (d) setting up a dais for the interviewees and moderator; and (e) providing a sound system. The NCAA staff will send Division III microphone flags to the host to be used during the postgame interviews.
- Workroom. The media workroom should be equipped with an adequate number of electrical outlets,

Internet access (preferably wireless) and other necessary supplies. Internet access codes should be clearly posted. NCAA logos should be displayed appropriately.

Parking.

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

Player Warm-Up.

If locker rooms are not large enough for teams to use as a stretching area, provide separate, equitable spaces for two teams to use for stretching and warm-up. Teams should not be permitted to warm up in the ice arena.

Scoreboard.

If the scoreboard is electronic, the names of the participating institutions (rather than their mascots) shall be displayed. If the scoreboard is not electronic, "Home" and "Visitors" signs will be posted. Corporate signage on the scoreboard should be covered with NCAA championship signage. The scoreboard clock should be used to time practice sessions.

Timing Device/Clock.

Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices. The host must provide two backup clocks at the scorer's table.

Video Screens.

If electronic video replay screens are available, they may be used at the facility's expense. The NCAA will provide video content to display on the screens. Replays of any game officials' calls are not permissible. Video screens may not display advertising.

Videotaping.

At preliminary rounds and at the finals site, the host institution will be required to videotape each game and provide a copy of the game tape to the two participating teams and the supervisor of officials within three hours of the conclusion of the game. Each game shall be taped in its entirety from warm-up through the conclusion of the game. The host institution will determine appropriate placement of the camera for videotaping.

Each participating institution also is permitted to use one camera to videotape only those games in which the institution competes. The videotapes must not be used for any commercial purposes. Institutional representatives should contact the host tournament director to arrange for camera space.

Section 11 • Financial Administration

Audit.

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

The NCAA will make its best effort to notify sites selected for audits within 30 days after the submission of financial reports but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums (finals site only) 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.

Drug-Testing Expenses.

The budget should be completed only if you have been notified that there is drug testing and returned to Drug Free Sport. The drug-testing budget and expenses are separate from the financial report. The drug-testing budget form is an appendix in the [drug testing manual](#).

Financial Report Deadline.

Host institutions must complete the online financial report, including payment of any 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 may be assessed a penalty.

Officials.

Refer to Section 19.

Participants.

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with NCAA [travel policies](#). Once the championship is completed, participating institutions should submit [online expense forms](#) to the travel group at the NCAA national office within 30 days of the competition.

Proposed Budget.

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

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

Site Representatives.

The NCAA site representative (preliminary rounds) and NCAA ice hockey committee members (finals site) will submit an online request for reimbursement of expenses. The hotel rooms and taxes for the site

representatives and committee members shall be paid via direct bill by the host institution and submitted on the financial report.

Transportation.

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

Section 12 • Game Management

Announcer.

Guidelines. All announcements should pertain only to the Division III Men's or Women's Ice Hockey Championship. If a special announcement is needed, it should only be made with approval by the committee/representative. Promotional messages and/or announcements at the championship shall be limited to NCAA activities (e.g., game scores from other championships, etc.). **At no time should commercial contributors be recognized.**

See Appendixes H,I and J for the announcer's scripts including team introductions, starting lineups and the crowd control statement. Additional material may be provided by the NCAA championship manager closer to the date of competition.

The announcer shall not be a "cheerleader" for the host team. The announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season. Fans should not be able to distinguish which team is the host team by the announcer's manner or voice inflection.

The announcer should be asked to: (1) prepare information beforehand; (2) work with each team's SID and the championship manager to learn the correct pronunciation of all individuals involved (student-athletes, coaches, institutional personnel, officials and NCAA committee members); (3) have team mascots, statistical information and tournament records on hand for easy reference; and (4) **maintain an unbiased demeanor.**

Meeting with Ice Hockey Committee. The announcer, scorer's area personnel and music director will meet with the committee during the officials' pregame meeting to review time schedules, starting lineups and playing of the U.S. national anthem.

Crowd Control. The announcer will review crowd control procedures with the committee and the tournament director. These procedures may include notes regarding intermission between semifinal games, awards ceremony, exits, seating, safety measures, first-aid stations and security measures after each game. The announcer will read the NCAA sportsmanship statement before each game and, under special circumstances, when requested by the committee/representative.

Music Policy. Music is permissible at the tournament, provided it is played equally for all teams competing. The committee reminds the host that all NCAA events are considered neutral sites; therefore, no preferential treatment should be given to the home team and warm-up tapes specific to the home team should not be played. The host institution must provide appropriate music of a general nature to be played throughout the

entire pregame period. Only the U.S. national anthem may be played before competition. Host institutions are encouraged to reach out to participating teams to obtain “goal songs.”

Administrative Meeting.

The NCAA committee member/site representative will conduct a mandatory administrative meeting before the start of competition to review policies and procedures governing the conduct of the championship and to introduce the games committee. It is mandatory that each institution’s head coach attend the meeting, and it is strongly encouraged that the athletics director, senior woman administrator or designated institutional administrator (other than a member of the ice hockey coaching staff) of each participating institution, as well as the sports information director and athletic trainer, attend the meeting. At preliminary-round sites, the meeting will be held two hours before the game and the meeting agenda is included in Appendix K. At the finals site, the meeting time and location on the Thursday prior to competition will be included in the participant manual; the meeting agenda is included in Appendix L.

Electronic Transmission.

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. It is permissible to gather statistical information from a designated area and to transmit statistical information to the bench. Computers may be used in the bench areas during games for statistical purposes only. Electronic video devices may be used as aids for postgame analysis.

Game Times.

Preliminary Rounds. The host institution will determine game times for preliminary-round competition. However, the NCAA ice hockey committees reserve the right to set game times if necessary. Institutions may host women's first-round games either Friday or Saturday. **New in 2018 for the women’s championship: One first-round site will include an opening-round game Friday night, and the winner will advance to play the host institution in a first-round game Saturday night.** For the men’s championship, institutions must host first rounds and quarter-finals on Saturday with a recommended start time of 7 p.m. local time for both rounds.

Finals. For the men’s championship, the national semifinals will start at 3 p.m. and 6:30 p.m. local time Friday; the women’s semifinal game times are 3:30 p.m. and 7 p.m. local time Friday. The committees will determine the order of games, with the host institution playing the late game (if applicable). For the women’s championship, the third-place game will start at 3:30 p.m. local time Saturday. The championship game for both the men’s and women’s championship will start at 7 p.m. local time Saturday.

All times and sequence of games are tentative and may be changed by the ice hockey committees.

Games Committee.

The ice hockey committee and the tournament director comprise the games committee at the finals site. If a committee member is associated with an involved team, he or she will remove himself or herself from all games committee responsibilities. The chair of the ice hockey committee will chair the games committee, and the NCAA championship manager will work with the committee in an advisory capacity.

For preliminary-round games, the games committee will consist of the NCAA representative and one administrator from each participating institution.

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

Game Conditions.

Refer to Appendix G for recommendations regarding facility and ice conditions for the ice hockey championships.

Lights. Lights must remain on at all times unless requested by the NCAA for pre-game introductions. Otherwise, light shows or anything that requires lights to be turned off are not permitted.

Game Clocks. Game clocks should be in operation at practice sessions to aid in communicating the allocated time to the participating team.

Rink Dimensions. The minimum area as described in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations will be the guidelines for determining the playable ice area.

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

Ice Readiness.

The ice should be set for competition at least two hours before each game time.

Medical Procedures.

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

Official Scorer's Personnel.

Scorer's Area. There should be enough seats in the scorer's area for the following individuals: official scorer, public address announcer, scoreboard operator, penalty timekeeper and video replay official (if applicable).

Neutrality. All scorer's area personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in a neutral manner. Personnel should report to the scorer's area no later than one hour before game time to meet with the game officials and committee.

Tournament Director. The tournament director may serve only in the capacity of tournament director and may not also serve as a scoreboard operator, timer, public address announcer, etc. This is to ensure that he

or she is available to oversee all aspects of the competition and be readily accessible to the ice hockey committee and NCAA staff.

Pregame Protocol.

Game officials, players, youth skaters (e.g., skate out before team introductions), and any other skaters associated with the championship must wear helmets anytime they are on the ice except during player introductions, the playing of the national anthem and postgame celebrations. During introductions, it is recommended that nonstarters leave their helmets on the bench and that starters leave their helmets on the goal cage.

The introduction procedure will be as follows: (1) upon returning to the ice, both teams must proceed directly to and remain on their designated half of the ice. The home team will enter the ice surface first, followed by the visiting team; (2) the visiting team starters will be introduced first, then the home team starters; (3) after being introduced, each starter will skate to the blue line; (4) after the introduction of each respective team's starting lineup followed by coaches, the remaining players will skate to the blue line; (5) the U.S. national anthem only will be played; and (6) after the anthem, the teams may have a short huddle at their respective goals before the face-off.

Practices.

All practices at preliminary-round sites will be closed. At the finals site, practices on Thursday will be closed and practices on Friday and Saturday will be open to the public. For closed practices, the expectation is that all reasonable accommodations are made to ensure that practices remain closed to all individuals, including host institution personnel.

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

Alternate Practice Site. The host institution is not obligated to arrange for an alternate practice facility for the visiting team(s) in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements.

Security. Security should be provided during practice sessions (including entrances to locker rooms).

Schedule.

- **Preliminary Rounds.** Visiting teams must have access to one hour and 15 minutes of practice ice before 9 p.m. the day before competition and one hour of practice ice the day of competition. All practices are closed.
- **Finals.** The practice times for the finals site are listed below.

Women's Championship

Thursday (closed practices)

10:30 – 11:45 a.m.	Semifinal 1 visitor
Noon – 1:15 p.m.	Semifinal 1 home
1:30 – 2:45 p.m.	Semifinal 2 visitor
3 – 4:15 p.m.	Semifinal 2 home (host institution, if participating)

The order is subject to change based on team travel and other factors.

Friday (open practices)

7:30 – 8:30 a.m.	Officials Skate
8:45 – 9:45 a.m.	Semifinal 1 visitor
10 – 11 a.m.	Semifinal 1 home
11:15 a.m. – 12:15 p.m.	Semifinal 2 visitor
12:30 – 1:30 p.m.	Semifinal 2 home (host institution, if participating)

Saturday

7:30 – 8:30 a.m.	Officials Skate
8:45 – 9:45 a.m.	Third-place game visitor
10 – 11 a.m.	Third-place game home
11:15 a.m. – 12:15 p.m.	Semifinal 1 winner
12:30 – 1:30 p.m.	Semifinal 2 winner

Men's Championship

Thursday

10 – 11 a.m.	Semifinal 1 (higher seed)
11:15 a.m. – 12:15 p.m.	Semifinal 1 (lower seed)
12:30 – 1:30 p.m.	Semifinal 2 (higher seed)
1:45 – 2:45 p.m.	Semifinal 2 (lower seed)

Friday

8:45 – 9:30 a.m.	Semifinal 1 (higher seed)
9:45 – 10:30 a.m.	Semifinal 1 (lower seed)
10:45 – 11:30 a.m.	Semifinal 2 (higher seed)
11:45 a.m. – 12:30 p.m.	Semifinal 2 (lower seed)

Saturday

11 – 11:45 a.m.	Semifinal 1 winner
Noon – 12:45 p.m.	Semifinal 2 winner

The scoreboard clock should be used to time practice sessions.

Timing. All practices will be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the ice. If a team arrives early, it may take the ice as soon as it is

available, but it is still limited to the scheduled amount of practice time. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

Results Reporting.

After each game at preliminary rounds and the finals site, the host media coordinator, sports information director or designee is responsible for reporting official results to the NCAA official website. Please email a copy of results to ncaa-content@turner.com. Please be sure to submit all information in the following manner:

- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email or attach a Word document to an email.
- Please convert photos to JPEG format and attach to the email.

In addition, after each tournament game, each host institution will email Mark Bedics (mbedics@ncaa.org) the Stat Crew packed file from each NCAA tournament game. 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 Mark Bedics, National Collegiate Athletics Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

Schedule of Events.

The NCAA representative will approve the schedule of events [Appendixes M and N].

Travel Party – Bench Size – Squad Size

Travel Party. The travel party is 28.

Squad Size. All teams are limited to 23 student-athletes (21 in uniform).

Bench Size. Up to 31 credentials will be provided to each team, 29 of which may be designated as bench personnel. Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation.

Practice. All student-athletes are permitted to practice.

Pregame Warm-up. A maximum of 22 student-athletes (19 players and not more than three goalkeepers) may participate in the pregame warm-up.

Competition. A maximum of 21 student-athletes (18 players and not more than three goalkeepers) shall be in uniform.

Section 13 • Insurance

Liability.

NCAA regulations (NCAA Bylaw 31.7.4 of the NCAA Division III 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. The certificate of insurance form must be submitted to the NCAA national office a minimum of 48 hours before the championship.)

Section 14 • Lodging

NCAA Committee/Representative Accommodations.

Host institutions must include lodging expenses for NCAA committee members/representatives as a budgeted line item in the games budget. For preliminary-round games, the host institution should reserve a hotel room for the NCAA representative, who typically arrives on the practice day and departs either immediately following the game or the day following the game. For the finals, the NCAA championship manager and the ice hockey committee will arrive at the finals site Wednesday afternoon before the semifinals. The host institution should reserve a total of six hotel rooms (women's championship)/five hotel rooms (men's championship) for the NCAA championship manager and the committee unless arrangements have already been made through the NCAA housing partner Anthony Travel. In all cases, the host institution should pay for the committee members' rooms (single room and tax, but not incidentals) and submit the expenses on the financial report. The NCAA championship manager should be included in the committee room block but will pay for his or her hotel room.

Officials.

Host institutions must include lodging expenses for on-ice officials required to stay overnight at the championship site as a budgeted line item in the games budget. For preliminary-round games and at the finals site, the host institution must reserve rooms for the on-ice officials at a hotel separate from the participating teams. (Officials may be housed at the same hotel as the NCAA committee members/representatives). For the finals, the host institution should reserve rooms for the officials unless arrangements have been made through the NCAA housing partner Anthony Travel. In all cases, hotel expenses (single room and tax, but not incidentals) for will be paid by the host institution and later reimbursed by the NCAA.

Team Hotels.

For preliminary-round games, the host institution will reserve a block of rooms at a local hotel (not more than 30 minutes from the competition venue) for each competing team (16 rooms per team) and advise the team(s) of the assignment. **Confirmation of the team room block for the dates of the championship (e.g., a**

hotel contract or the reservation outlined on hotel letterhead from the hotel manager) must be submitted with the bid materials. Providing the visiting team(s) a list of hotel properties in the locale is insufficient. Failure to make lodging arrangements could negatively affect the host institution's future hosting opportunities. Additional hotel accommodations may be reserved upon the request of the participating teams. If an institution does not wish to stay at the designated hotel, it must (1) obtain a written release of the reserved rooms from the hotel management; or (2) utilize the rooms for persons accompanying the official travel party. Institutions that fail to make satisfactory arrangements will be financially responsible for the room charges.

For the men's finals, Anthony Travel will secure a block of rooms at a local hotel(s) and the host will work with the team hotel(s) directly to manage the reservations and rooming lists once the advancing teams are determined.

Section 15 • Marketing and Promotions

For the finals site, a member of the NCAA marketing staff will provide oversight for the development and execution of the championship marketing plan.

Banners.

Any signage promoting alcohol, tobacco or gambling within the competition area, as well as any commercial identification of competitors of NCAA corporate champions or partners, must be covered at the host institution's cost. The NCAA championship manager/representative will determine whether any additional advertising within the competition area must be covered.

Materials Sent to High Schools or Two-Year Colleges.

Per Bylaw 13.4.1.2, a host for an NCAA or conference championship may provide printed materials promoting the championship and send it to a high school or two-year college coach or administrator. It is not permissible to send such materials directly to prospective student-athletes.

Promotional Assistance.

Host institutions WILL NOT receive any promotional materials (e.g., posters, flyers and print ads) from the national office. Promotional assistance for championship hosts is now available online. Host institutions are able to customize and download all the necessary artwork for championship promotional items from the online championships promotions website. Television and radio spots are also available through the promotions website.

Each host promotions/marketing contact and tournament director will receive an email with the promotions website address, username, password and specific promotional budget allocated for their respective championship. **The reimbursement amount is separate from the marketing/promotions amount included on the host institution's games budget approved by the championship manager.** Additional assistance is available by contacting the promotions staff at ncaachampspromotions@ncaa.org.

Championship Logo. The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote

the championship. NCAA Championship logos are available online in the NCAA logo library at <https://ncaa.widencollective.com/>. Hosts should contact Durenka Robie (317-917-6825; drobie@ncaa.org) to obtain a password or for answers to any questions concerning the logo library.

Promotional Products.

Downloadable artwork items available at no cost on the website include:

- Poster
- Flyer
- Print Ad
- Email Blast
- Banner
- Web Banner
- Billboard
- Table Tent

Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage package will include numerous championship banners in a variety of sizes.

NCAA signage should be displayed at the championship site, especially in the competition area within webcasting camera angles, and in the facilities for all related championship functions. Signage should always be displayed during postgame press conferences and at the student-athlete banquet.

NCAA-produced signage may be reused at other championships. Materials containing NCAA marks and logos may not be sold.

Television/Video and Radio Ticket Spots. The NCAA has developed several platforms for effectively promoting NCAA championships. One of these platforms is technology. The promotions website allows championship hosts to download video and radio spots for immediate use. There are several file options available to hosts. The video and radio spots can be easily uploaded to websites, burned onto discs, used on videoboards or sent via email.

:30 Video/TV Spot. The NCAA creates video/TV spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA online championships promotions website.
- Spots may be uploaded to websites, burned onto discs or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g., websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

The online video spot is not intended to be used for television; however, the quality of the video spot allows its use on websites and videoboards. Hosts that would like to order a television broadcast quality version of the championship spot (BETA tape) should contact Sean Ward at 317-917-6222 and provide the name, telephone number and physical shipping address (no P.O. boxes) of the individual who should receive the tape. Three file formats are available for download: QuickTime, Real Player and Windows Media.

The video spots are also posted on the NCAA YouTube channel, which can be accessed at www.youtube.com/ncaa.

:30 Radio Spot. The NCAA will provide a radio spot for all predetermined championship sites that are not sold out.

The radio spots can be used on radio stations, websites, burned onto discs or sent via email. The file format available for download is .wav.

Promotional Ideas.

Following are ideas to stimulate hosts' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks before the championship, with increased advertising during the final few days.

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

Billboards. Display championship information on billboards throughout the city if they are considered to be an effective advertising medium in the area.

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

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

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

Electronic Message Boards. Run championship information on electronic message boards on campus and in the locale.

Fax Cover Page. Include championship information on your athletics department's fax cover page and on athletics department answering service recordings.

Flyers. Distribute ticket flyers at home ice hockey contests and also send to:

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

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

Internet. Provide championship information on your institution's Web page.

Mailings to Ticket Holders. Include notice of the championship on all lists and mailings to your institution's regular-season events (both athletics and general).

NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

"NCAA Week." Request your community to declare "NCAA Championship Week" before the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Newspapers. Alternate morning and evening papers in the metropolitan area and surrounding communities. Be sure to include specific information about how to obtain tickets.

Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events.

Public Speaking. Establish community support by:

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

Radio and Television. Purchase advertising if permitted within the online championships promotions budget or the approved games budget and attempt to solicit promotional messages as free public service announcements. Also, consider purchasing tickets to be used as trade-outs for promotional spots on local radio and television stations.

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

Street-Pole Banners. Display the banners on key streets of the city and on campus.

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

Telephone Solicitation. Conduct a "phone-a-thon" to reach booster club members, corporations, season ticket holders, area high school coaches, members of the chamber of commerce, faculty and staff to encourage ticket sales.

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

Ticket Purchases. The NCAA does not allow complimentary or discounted tickets for its championships; all tickets must be purchased. However, the NCAA will permit the purchase of championship tickets to use for championship promotional efforts, such as giveaways by radio stations and during halftime promotions. The tournament director should obtain approval from the NCAA for any ticket promotions.

Section 16 • Media Coordination and Credentials

Credentials.

Credentials. Each team should complete a credential list to identify the 28 individuals who shall receive admittance to the arena without charge. Instructions for completing the form will be communicated to the teams via the selections memorandum and participant manual.

The band members, cheerleaders and mascot will be admitted via a gate list. Each participating institution may request up to three additional credentials for team personnel. Two of the three additional credentials **must** be used for medical personnel (e.g., athletic trainer). The team personnel credential will allow access to the championship venue, locker room and interview area. Individuals not included in the official travel party of 28, in the three team personnel or on the gate list **must purchase a ticket for admission to the venue.**

The host institution will be responsible for producing credentials for preliminary-round games. NCAA staff will provide a template to tournament directors to use to produce the credentials. The NCAA will produce all credentials for the finals site.

Drug-Testing Team. In the event of drug testing, "Event Staff" credentials should be provided to the drug-testing team. A minimum of five nonmedia seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament director at each site by the NCAA championship manager/representative.

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

Interview Room.

A separate interview room, situated in a low traffic area, should be set for 20 individuals. The dais should be elevated, accommodate six people, and have name cards available for all participants. The host will provide adequate TV lighting and sound equipment (microphones, amplifier, etc.). The NCAA will have final approval and direction of all sound and lighting equipment. "Dress" the room appropriately to reflect the prestige of the event by: (a) hanging an NCAA media backdrop behind the dais; (b) using skirting on the tables and other areas as necessary; (c) placing NCAA seals and logos on the walls and table skirting; and (d) providing a sound system, if necessary. Game officials should not be allowed in the interview room.

Live Scoring.

Refer to the NCAA broadcasting policies at ncaa.com/media.

Media Credentials.

The host media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The host media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the host media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location and information on media parking.

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

Credentials List. The host media coordinator must submit a list of all individuals receiving media credentials and their affiliation to the NCAA site representative (preliminary-round games) or championship manager (finals).

Criteria. A media agency for purposes of these media criteria means an authorized representative of a single daily, weekly or monthly publication, cable system, radio station/network or television station/network. The host media coordinator may authorize more than one representative per publication. Subject to limitations of space, credentials shall be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent all campus-related publications and departments.
2. A media agency at the site of the competition that has staffed the games of the host institution on a regular basis throughout the season.
3. A media agency in the geographical area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season and each of its games in the championship.

4. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program, and daily circulation newspapers that do not otherwise meeting the criteria listed above.
5. Representatives of other weekly or college newspapers, telephone reporting services, professional sports organizations and personnel, and public television stations will not be issued media credentials.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets,” “tip sheets” or other advertising designed to encourage gambling on college sports events. Hosts of NCAA championship competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to broadcast games during the regular season. However, in no case will more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association. [NCAA broadcasting policies are available at ncaa.com/media.]

Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Media Hotel.

The host media coordinator will provide information regarding lodging to participating media.

Media Hospitality.

Media hospitality is encouraged but not required. Disbursements for these items will be guided by the budget that was originally submitted by the tournament director and approved by the championship manager. The media hospitality room should be separate from the committee/VIP hospitality room and the officials’ hospitality room.

Media Parking.

Media parking is desired, but the host must make this decision. If media parking is provided, it is the responsibility of the host media coordinator to print parking passes, if necessary.

Postgame Interviews.

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its locker room), an interview area will open to all certified members of the news media. Any coach and student-athletes requested by the media must be made available for interviews. The coach and players of the non-winning team will be scheduled in the interview area first, followed by the winning team. If a team is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), participating head coaches are obligated to the entire covering media during the championship and must report to the interview room immediately after

their respective 10-minute cooling-off period. A coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted rights to broadcast the championship. (The host media coordinator or designee will have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media covering the championship, the coach and student-athletes may participate in special interviews.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the locker room before the 10-minute cooling-off period has ended, the locker room will be opened to all other media representatives desiring access to the area.

Press Conference Schedule.

Press conferences should be arranged to take place in the interview room immediately following the completion of each game. Teams are allowed a 10-minute cooling off period from the time the team enters their locker room following the game. The coach and selected student-athletes from the non-winning team will be interviewed first.

Head coaches, institutional representatives and members or representatives of the Division III ice hockey committee are required to attend the press conferences.

Equipment. The host institution will provide all the necessary equipment (microphones, adequate lighting, etc.) for the interview room. The NCAA will provide microphone flags for the finals site.

Moderator. The host media coordinator will identify a moderator for the press conferences who will ask informed, game-specific questions and keep the conference on schedule. The moderator should ensure that questions are asked of the student-athletes as well as the head coach.

Security.

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

Working Press Room.

The host media coordinator is responsible for supervising the working press room and for organizing workers to assist in the press operation of the championship. The number of workers will depend on the media demand for each game at the site. The tournament director and host media coordinator should assign press runners, quote takers, stat crews, copy machine personnel, etc., as needed.

Equipment. The host should provide wireless Internet access (preferably wireless) and clearly post Internet access information in the working press room.

Team Information. The host media coordinator shall contact each SID representing a participating team at the site and request that the SID provide media guides, statistics and other updated information to place in the press room the day the team arrives at the site.

Section 17 • Merchandising/Licensing

Exclusive Rights.

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

Hosts will be entitled to a 20 percent commission rate of net sales on site. Net sales are defined as gross sales minus sales tax and credit card fees.

Team Orders.

Teams selected to participate in NCAA championships will have the opportunity to preorder merchandise for first rounds through the official NCAA souvenir merchandiser, Event 1, Inc. NCAA staff will email each team selected for the championship a memorandum outlining how to pre-order championship apparel. Orders will be shipped directly to the institution the week after first rounds. For teams advancing to the finals site, NCAA staff will email an additional memorandum regarding the opportunity to purchase merchandise for the finals. All orders will be shipped directly to the institution the week after the finals. Questions regarding the online team ordering process should be directed to Whitney Claycamp at Event 1 at 888-745-3058.

Section 18 • Neutrality

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

Confidentiality.

Coaches of participating teams will be advised of the officials assigned to their games at the administrative meeting. The NCAA committee member/representative will meet with the officials (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches.

Fees and Expenses.

Fees, per diem and mileage (if necessary) for referees and linesmen will be paid by the NCAA online through ArbiterPay. Officials must register for ArbiterPay at www.arbiterpay.com and provide their contact information. ArbiterPay is free to officials. Hosts will need to include lodging for officials as a budgeted games expense.

Referees will receive a fee of \$225 and linesmen will receive a fee of \$170 for each game officiated. Referees and linesmen shall also receive a \$45 per diem and mileage reimbursed at the IRS reimbursement rate for actual ground transportation expenses incurred (maximum of 1,000 miles roundtrip, excluding local transportation). A video replay official (**new in 2018** for the finals site only) will receive a stipend of \$300 for the men's championship and \$400 for the women's championship (due to the third-place game). In addition, a supervisor of officials (at finals site only) will receive a stipend of \$250. Both the video replay official and supervisor of officials also will receive per diem and mileage (excluding local transportation).

A 2-2 officiating system will be used for preliminary rounds and the finals. No back-up official will be assigned for preliminary rounds. If an official is unable to complete a game, a 2-1 officiating system will be used for the remainder of that game. At the finals site, a back-up referee and a back-up linesman will be assigned for each game (three games at the men's championship and four games at the women's championship). The back-up referee will receive a fee of \$110 and the back-up linesman will receive a fee of \$85.

Hosts for all rounds should recommend to the ice hockey committee and the national assignor of officials goal judges and penalty box attendants from the local area. The national assignor will confirm assignments. Goal judges and penalty box attendants will receive a fee of \$50 per game and mileage reimbursed at the IRS reimbursement rate for actual ground transportation expenses incurred, excluding local transportation (i.e., mileage must be 50 miles or more roundtrip to be reimbursed). Goal judges and penalty box attendants will not receive per diem or lodging. **Goal judges and penalty box attendants shall be impartial and retired or active on-ice officials and wear apparel without any institutional or conference logos.**

The host should submit the lodging expenses for the referees/linesmen (if necessary) and the fees and mileage for the goal judges and penalty box attendants through the online financial report within 60 days of the conclusion of competition. The NCAA will pay the supervisors of officials directly. **Referees, linesmen, the video replay official and the supervisor of officials should complete the officials fees worksheet at the officials meeting and the supervisor of officials should scan and email the worksheet and the chart of assignments for all games to the designated NCAA staff (for the women's championship, Barb Hallam at bhallam@ncaa.org) Monday morning following each round of competition.**

Lodging.

Refer to Section 14 (Lodging) for information regarding officials' lodging.

Officials Meeting.

The host must schedule an officials meeting for the on-ice and off-ice officials with the site representative (preliminary rounds) or the championship manager and ice hockey committee (finals site). This meeting should be conducted 90 minutes before each game in the committee hospitality room, the officials' locker room or in a nearby room that accommodates approximately 20 individuals. Refer to Appendix O for the agenda.

Parking.

A maximum of eight parking passes will be provided for game officials. The NCAA will provide the names of officials needing parking passes to the tournament director.

Selection.

Preliminary Rounds. The NCAA men's and women's ice hockey national coordinators of officials recommend officials for all preliminary-round sites, subject to the approval of the ice hockey committees.

Finals. The NCAA men's and women's ice hockey national coordinators assign officials for the finals site, subject to the approval of the ice hockey committees. Up to three on-ice officials may be approved to fly to the championship finals site. All other officials must be confirmed from the local region (i.e., within 500 miles one-way).

Notification. The NCAA staff will provide the assigned officials' contact information to the tournament director and the tournament director should contact the officials to obtain arrival times, provide information regarding the officials meeting time/location and lodging arrangements, and determine whether they wish to purchase championship tickets for family members or friends.

Social Events.

Game officials shall not be included in tournament social functions (e.g., the student-athlete banquet at the finals site).

Uniforms.

Officials will wear uniforms outlined in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations. NCAA staff will send hosts jackets and officials' patches for each on-ice official. Officials who did not work a preliminary round will receive a jacket at the finals site.

Transportation.

Travel expenses for the officials will be paid according to the actual mode of transportation and are not to exceed jet coach airfare or mileage reimbursed at the IRS mileage reimbursement rate. Travel expenses for referees and linesmen will be paid by the NCAA through ArbiterPay. Rental cars are not reimbursable unless approved by the NCAA championship manager before the rental. Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-655-9215.

Prechampionship Teleconferences.

The NCAA representative (preliminary rounds) and the NCAA championship manager (finals site) will conduct a teleconference with the head coach, director of athletics (or other institutional administrator) and sports information director of the participating teams before the teams travel to the competition site. See Appendixes P and Q for the agendas for these two teleconferences.

Admittance to Facility.

Each team should complete a credential list to identify up to 28 individuals who will receive admittance to the arena without charge. Instructions for completing the list will be communicated to the teams via the selections memorandum and participant manual. Each participating institution may request up to three additional credentials for team personnel. Two of the three additional credentials must be used for medical personnel (e.g., athletic trainer). The team personnel credential provides access to the championship venue, locker room and press conference area.

Band members, cheerleaders and a mascot will be admitted via a gate list. Individuals not included in the official travel party of 25, in the three team personnel or on the gate list **must purchase a ticket for admission to the venue**. Any exceptions to this list must be approved by the NCAA.

Local Transportation for Teams.

New in 2017-18: For teams that fly to the site of competition, the NCAA will pay the cost of the bus from the institution's campus to the airport and return. In addition, the NCAA will pay for the cost of the team's bus at the site of competition for the duration of the team's stay. Institutions are required to use GO GROUND, the NCAA charter bus transportation provider, for all ground transportation paid by the NCAA. For more information, please go to <http://www.ncaa.org/championships/travel/championships-travel-information>.

Participant Manual.

The tournament director shall provide a participant manual to the participating institutions.

Contents. A template for the preliminary round participant manual will be posted on the respective sport landing page on ncaa.org (men's championship – click [here](#); women's championship – click [here](#)). Hosts should customize the template by adding information specific to the host institution. For the finals site, a separate template will be provided to the tournament director by the NCAA championship manager. A final version should be prepared no later than the first week of February for the men's championship and no later than Sunday, March 12 for the women's championship.

Distribution. Following the online selection show Monday, March 5 at 10 a.m. Eastern time on ncaa.com, the tournament director for each preliminary-round site will email the participant manual to the director of athletics and head coach of each team assigned to the respective preliminary-round site, the NCAA representative and the NCAA championship manager. **The manual should be provided before the teleconference with the preliminary-round participants.** For the finals site, the NCAA championship manager must review and approve the participant manual before it is made available to the participating teams on ncaa.org.

Team Host.

The tournament director should assign a team host to welcome each team and assist the team as needed during the championship.

Travel Reimbursement.

Championship travel reimbursement policies and forms are available at <http://www.ncaa.org/championships/travel/championships-travel-information>. Participating institutions must submit the forms online within 45 days of the conclusion of the competition.

Section 20 • Participation Gifts

Participant Mementos.

Preliminary Rounds. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, **banquets and participant mementos are NOT permitted at preliminary rounds.**

Finals. Participation awards (one per participant) are permissible 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 (MainGate)**. The NCAA championships and alliances group will be responsible for selecting the participation awards each year. Participation awards will be provided to each member of the official travel party (25) of the eight teams that advance to the championship final sites. For 2017-2018, an online gift-suite will serve as the participation awards provided to the teams. Following the championship, MainGate will email each head coach the ordering process details, along with a unique certificate code, for the coach to order the selected awards. Participation gifts will be shipped directly to each participating team's campus.

Section 22 • Programs

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

Content/Editorial. IMG College will be responsible for all program production, including editorial content, layout and design, and advertising.

Some programs include editorial pages with information about the host institution/venue. Should space be allotted, IMG College will notify the media contact from the host's online key contact form regarding deadlines and specifications for text and photos; these editorial pages will not display advertisements and are subject to approval by the NCAA and IMG College.

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

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

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

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

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

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 the link with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

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

Questions. If you have any questions, contact the NCAA championship manager, Michelle Forkner (mforkner@ncaa.org) or Bonnie Johnson (bjohnson@ncaa.org) at the NCAA.

Section 23 • Safety and Security Plan

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility

managers and local public safety personnel should consider the current national threat level, the nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Submit your final safety and security plan, including the NCAA Championships Safety and Security Team Contact Information form, with your bid materials. These documents must be on file with the NCAA for all institutions confirmed as hosts.

Crowd Control. The tournament director must review crowd control policies with the NCAA committee member/site representative (preliminary rounds) or NCAA championship manager (finals site). The tournament director is responsible for strict enforcement of these policies. [See Appendix J for the Crowd Control Statement.]

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.

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

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA committee member/representative and tournament director should meet with security personnel to discuss existing security procedures, review potential security threats, review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with facility management and federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Prohibited Items. Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups or laser pointers. The facility may have additional restrictions on items that may not be brought into the arena. The tournament director and facility staff are responsible for enforcing the NCAA policies in this regard.

- Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at a championship event sponsored by or administered by the Association unless specifically approved by the NCAA, nor shall any such beverages be brought to the site during the championship.
- Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee member/representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is

appropriate for all audiences and whether items should be prohibited.

- **Tobacco.** The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, athletic trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

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

Section 24 • Signage

Commercial Identification, Signage and Official Marks.

Banners inside facility. The following banners are permissible inside the facility:

- Banners recognizing NCAA broadcast partners
- NCAA banners

Note: These banners may be used to cover impermissible signage.

Covering. Advertising banners, signs or displays of any kind are not permitted to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing surface or seats), including the scoreboard, during the championship session or practices, other than NCAA and TV banners, as specified by the NCAA. No local/school radio banners are allowed.

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

Directional Signage. Directional signage should be posted in all areas used by the participants and the media. A template to create directional signage may be requested from the NCAA.

NCAA Signage. Opportunities for NCAA-branded signage will be discussed with the tournament director at the finals site (e.g., in-ice logo, dasher boards, press box, etc.). The NCAA championship manager will order championship signage packages for each preliminary-round site. Refer to Appendix R for the dasher board layout (finals site only).

Videoboards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: promotional messages and scripting specifically provided by the NCAA; announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; and public-service announcements specifically approved by the NCAA championship manager. The NCAA will provide content and scripting for the videoboard production as

needed (preliminary rounds and finals). Hosts with videoboards are encouraged to display team information (e.g., head shots and statistics) during team introductions.

Section 25 • Tickets

The ticket information and policies are applicable to all rounds of competition unless otherwise noted.

Ticket Allocations.

2018 NCAA DIVISION III ICE HOCKEY CHAMPIONSHIPS SEAT/TICKET ALLOCATION BREAKDOWN	
<u>Group</u>	<u>Tickets</u>
NCAA	Five (5 – men’s championship); Six (6 – women’s championship)
Hosts	TBD (for key personnel, etc.)
Participating Institutions (men's championship only)	200 per team at finals site; for preliminary rounds, the host will receive two-thirds of the facility capacity and the visiting institution is guaranteed a minimum of one-third of the facility capacity.
Teams	28 per non-competing team (applicable to finals only)
American Hockey Coaches Association (ACHA)	TBD (finals site only)
Officials	Credential provides access to venue (option for each official to purchase two tickets)
Bands	25 (women’s championship) or 20 (men’s championship) per team via gate list
Non-participating teams (men’s championship only)	28 per team
Drug testing crew	Five (5)

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

Participating Schools (men's championship only). The visiting school must notify the host institution in writing (via email) if any portion of its ticket allotment has not sold by noon local time on the day before competition. (Note: If the host is not notified by the visiting team by the prescribed times, the visiting team may be financially accountable for its total ticket allotment.)

Ticket Backs.

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

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

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

Standard Ticket Back Disclaimer Language. Refer to Appendix S for language that must be included on the ticket back.

Ticket Sales.

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

- No complimentary tickets may be issued.
- Standing-room only tickets are not permitted unless approved in advance by the NCAA championship manager. In such cases, the visiting institution is guaranteed a minimum of one-third of both the seated and standing-room tickets available (men's championship only).
- Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved by NCAA staff in advance.
- Minimum ticket prices are as follows; host institutions may charge more if appropriate for the locale.

Women's Ice Hockey

Single Session (First Rounds)

\$6 – Adults

\$4 – Students with ID/Seniors

\$3 – Children under 12

Single-session (day pass)

\$15 – Adults

\$10 – Students with ID/Seniors

\$7 – children under 12

All-session (four games)

\$25 – Adults

\$15 – Students with ID/Seniors

\$10 – children under 12

Children two years old and under are admitted free with a paying adult. No complimentary tickets will be issued.

Men's Ice Hockey

Preliminary Round(s)

\$6 – Adults

\$4 – Students with ID

\$3 – Children under 12

Championship

\$25 – All-session

\$15 – championship game (day of sales)

Children two years old and under are admitted free with a paying adult, if facility policy allows. No complimentary tickets will be issued.

Student Sections. Experience has proven that it is best not to allow students of the host team to sit immediately behind the visiting team's bench. Hosts shall create a buffer zone between students and the visiting team's bench, either with adults or fans of the visiting team.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities **MUST** be 25 years of age or older.

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

Goals. The LOC volunteer program should strive to accomplish the following goals:

1. Provide an enthusiastic and warm welcome to guests visiting the area;
2. Answer questions and provide information to visitors; and
3. Contribute to the general aura of excitement surrounding the championships.

Waivers. Each volunteer must sign a waiver of liability (Appendix T) before the start of the championship. If a written volunteer agreement exists, a release component must be added to it if one is not already included. The host should collect all waivers before the championship and keep them on file.

Recognition. Following the championship (finals only), the NCAA staff will request that the tournament director submit a list of key volunteers (maximum of 25 individuals). The NCAA shall prepare an appreciation certificate for each volunteer included on the list. This process may be initiated at any time to allow the host to present the certificates at a volunteer recognition event.

Awards Ceremony Procedures

At the finals site, the mini-trophies (and watches for the championship team) should be arranged on two appropriately draped tables, and event personnel should be available and ready to carry the tables onto the ice immediately following the championship game. Carpet strips should be placed in front of the tables for the NCAA ice hockey committee members and NCAA staff to stand on as they present the awards. The same procedures should be followed after the women's third-place game with the semifinalist mini-trophies and team trophies. Following the conclusion of the men's semifinal games, the team trophies and mini-trophies should be placed in the non-advancing teams' locker rooms.

As each individual listed on the awards recipient list is announced, he or she will proceed to the awards table to receive the award and shake hands with the committee member(s) and NCAA staff. Both teams will remain on the ice until all awards have been presented. Following the championship game, the all-tournament team will be announced first, followed by the awards presentation to the second-place team, and then the awards presentation to the national champions. Both teams will remain on the ice until all awards have been presented.

AWARDS CEREMONY SCRIPT - FINALS SITE

FOR WOMEN’S CHAMPIONSHIP ONLY

"Ladies and gentlemen, please direct your attention to the center of the rink for the presentation of the championship trophies and awards.

"Presenting the awards are Katie Boldvich, chair of the NCAA Division III Women’s Ice Hockey Committee, _____ and _____, members of the Division III Women’s Ice Hockey Committee, and Jan Gentry from the NCAA Championships staff.

"First, the fourth-place team, finishing with a record of _____, the (mascot) _____ from _____. Please come forward as your name is read to accept your award. [Read the list of individuals who will receive awards in the order listed on the awards recipient form.]

"Will _____ (listed on awards recipient form) please come forward to accept the trophy?

"Congratulations to _____ for a great season.

"And now the awards for the third-place team, finishing with a record of _____, the (mascot) _____ from _____. Please come forward as your name is read to accept your award. [Read the list of individuals who will receive awards in the order listed on the awards recipient form.]

"Will _____ (listed on awards recipient form) please come forward to accept the trophy?

"Let’s give a big round of applause to both of these teams for their performance this weekend and throughout this season."

FOR BOTH MEN’S AND WOMEN’S CHAMPIONSHIP

"Ladies and gentlemen, please direct your attention to the center of the rink for the presentation of the championship trophies and awards.

"Presenting the awards are _____ from _____, chair of the NCAA Division III [Men’s/Women’s] Ice Hockey Committee, _____ from _____,

_____ from _____, and _____ from _____
_____, members of the Division III [Men's/Women's] Ice Hockey Committee, and
_____ of the NCAA championships staff. We will announce the members of the all-
tournament team to be followed immediately by the presentation of the team awards.

"Here are the members of the 2018 all-tournament team (announce name, institution, number and position):

- | | |
|----------|------------------------------------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) (Most Outstanding Player) _____ |

"And now to the team awards. First, the second-place team, finishing with a record of _____, the (mascot) _____ from _____. Please come forward as your name is read to accept your award. [Read the list of individuals who will receive awards in the order listed on the awards recipient form.]

"Will _____ (listed on awards recipient form) please come forward to accept the trophy?

"Congratulations to _____ for a great season.

And now, the 2018 national champion, finishing with a record of _____, the (mascot) _____ from _____! Please come forward as your name is read to accept your award. [Read the list of individuals who will receive watches and award trophies in the order listed on the awards recipient form.]

"Will _____ (listed on awards recipient form) please come forward to accept the trophy?

"Congratulations to _____, the 2018 NCAA Division III [Men's/Women's] Ice Hockey national champion!

"Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA [Men's/Women's] ice hockey. Please travel home safely."

Elite 90 Award Presentation (Finals Site Only)

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria, including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship.

Each participating institution is responsible for submitting the name of its student-athlete that has the highest GPA and meets all the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the winner's information to the NCAA championship manager as well as the host media coordinator before the championship. The winner's name should not be released to the public until after he or she is publicly recognized. If appropriate, the NCAA championship manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance at the banquet. However, the coach should not inform the student-athlete.

Each championship should provide an appropriate forum to recognize and celebrate the Elite 90 award winner among their peers and fans of the championship. For both the men's and women's ice hockey championship, the winner will be announced at the student-athlete banquet. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or videoboard announcements during the championship.

Award Presentation. The standard award script is listed below.

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

The recipient of the Elite 90 Award for the 2018 NCAA Division III (Men's/Women's) Ice Hockey Championship, with a GPA of X.XXX in _____ (major), is _____ (student-athlete name) from _____ (institution).

Presentation at the student-athlete banquet. This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting the award 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 the NCAA championship manager or the NCAA committee chair.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see Student-Athlete Banquet page for sample run of show).
- If video screens are available, a PowerPoint slide of the winning student-athlete should be displayed after the individual is introduced.
- 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.
- If the award winner is recognized primarily at the student-athlete banquet, public address and videoboard announcements should be made when the award winner's team is competing for additional promotion to fans who do not have access to the banquet.

In-venue recognition. If the Elite 90 award winner is not introduced at the competition venue, public address and/or videoboard announcements recognizing the winner should be played during the championship to recognize this individual. Hosts will be provided the following standard PA announcement, sometimes accompanied by a videoboard slide:

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

The recipient of the Elite 90 Award for the 2018 NCAA Division III (Men's/Women's) Ice Hockey Championship, with a cumulative grade-point average of _____ in _____ (Major/Degree Program), is _____ from _____."

Press release. On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send a standard press release to the sports information director of the winner's institution and to the championship manager. For selected championships, this press release will also be provided to national media by the NCAA public relations staff. If appropriate, this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award, log on to <http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>.



Video

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

Network Connection

To deliver a high quality video production, we require 10 Mbps sustained upload speed, with more preferred, dedicated to one wired internet connection. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues during setup.

Equipment

The producer and equipment will need to be located within 100' of the network ports. All equipment can be set on one or two 8' tables. Please provide four chairs for announcers and production crew. Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

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

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

Equipment Receiving/Shipping

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

Crew/Announcers

Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Raycom and Turner Sports.

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

Event Specific Accommodations

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

For additional information, please contact Tupelo Raycom Director of Production Andrea Crawford at acrawford@tupeloraycom.com



Stats

Turner and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance and support is greatly appreciated in making this possible.

Latest Version of StatCrew Required

All NCAA hosts will need to have the 2017 version of StatCrew Software for their sport installed on their scoring computer prior to the championship you are hosting.

If you are using StatCrew Next Generation or StatCrew Sync for scoring, please contact Turner (contact information below) for alternate instructions, including FTP configuration for the StatCrew Cloud.

Please note: StatBroadcast is not affiliated with StatCrew software.

Downloading NCAA Broadcastr 8.0

StatBroadcast's latest version of the Broadcastr FTP software 8.0 is required for setup. If you have a lower version installed from last year, you will need to update in order to continue.

Please visit <http://ncaa.com/statbroadcast> for all information on downloading, setting up, and testing StatBroadcast on your StatCrew computer.

****Note: You will need Administrator Access to your computer to install this software. If you are receiving errors overwriting files, you may need your Campus IT staff to temporarily unlock your computer****

Live video streaming rights requests (early round only)

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain 3rd parties may request permission to stream select championship events. All non-commercial requests will be free of charge while those that have commercial ads will incur a \$1,000 per stream fee.

Note: Host sites are encouraged to make streaming requests at least 2 days in advance of the first event they wish to stream.

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493

1. **Where is the drug testing facility for this championship?**
Check with the tournament director, drug-testing site coordinator or the NCAA championships staff member for the specific location.
2. **How long does drug testing take?**
The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arriving at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.
3. **What is an institutional representative?**
At team championships, an institutional representative is an individual from the participating institution (designated by his or her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.
4. **When is the institution notified of drug testing?**
At team championships, an institutional representative from each team will be notified no sooner than two hours prior to the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.
5. **When are student-athletes notified of their selection for drug testing?**
 - At team championships, immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
 - In all cases, at the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.
6. **When do student-athletes need to report to drug testing?**
At team championships, within one hour after the student-athlete has been notified.
7. **What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
 - A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
 - If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
 - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
 - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

8. **Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**

No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

9. **What if we play a late-night game (10 p.m. or later start, local time)?**

- The NCAA's late night drug testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if their game begins at 10 p.m. or later local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

10. **Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**

At team championships, yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

The strobe lights are administered and pooled at the discretion of the NCAA or host media coordinator.

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

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championship manager will grant final approval relative to the installation of strobes.

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

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

Appendix G • Facility and Ice Condition Recommendations

All buildings are different and the suggestions below are general guidelines for facility operators. Each facility operator needs to know and understand how their building is operated and how the building reacts to outside and inside conditions. Outside weather conditions need to be factored into how the facility adjusts its HVAC and ice settings. The size of the crowd will be a factor also.

Control over building temperature and humidity are critical to a good ice surface. Preparation of the building before game time is also an important part of the process as building temperatures and humidity change with the crowds coming in. Anticipating these changes will allow the conditions to still be good by the end of the game. If multiple games are to be played, proper time must be allowed between games to prepare the building and ice surface. Extra time also will be needed before and after the games or practices to maintain proper ice thickness and conditions.

Ice thickness should be maintained at 1" to 1½". If painting over existing ice, the ice should be cut down to approximately ½" to ¾" inches before repainting for the new event. Then the total ice depth should be built up to and maintained to approximately 1½" during the competition.

The ice should be maintained so that at the END of the period the ice surface temperature should be approximately 20-22 degrees Fahrenheit for hockey. *** These temperatures may need to be lower if humidity and water quality can't be met. Building temperature should be maintained at 55-60 degrees Fahrenheit with a relative humidity (RH) of 50 percent.*

If your building temperature is 60 degrees Fahrenheit or higher, the RH should be at 40 percent. If your building humidity goes above 50 percent, the ice surface temperature will promote more snow, chipping and cuts in the surface. If the building equipment will not maintain the proper humidity, portable dehumidifiers should be used.

The quality and temperature of the ice making water should be tested and maintained. While many things go into quality ice making water, the following items should be checked. Hot water (140 to 160 degrees Fahrenheit) is required to keep the air out of the ice making water. Total Dissolved Solids (TDS) should be at 100 ppm or less of all solids in the water content.

The building engineers need to know what the system can support during a full house. Spectators do add humidity and temperature to a building, which makes it harder to maintain the above settings and more critical to have the systems set up to monitor your surface temperature, building temperature/humidity and water quality/temperature (i.e., infrared sensors or thermometers, portable thermometer/hygrometer and water testers). The building engineers need to experiment to determine what their system can handle to maintain a high quality ice surface.

Others items to consider:

1. It is recommended that buildings that have a water quality problem (more than 125 ppm TDS) use water treatment to improve the water and ice quality. Good ice making water will allow the ice to be run at higher temperatures with much improved ice quality and clarity.
2. Two Zambonis should be used for all ice makes during a game.

3. Spectator netting should also be established for the end of the rink areas.

Equipment Recommendations.

Digital Indoor Thermometer/Hygrometer

Using a separate meter aside from the building system is critical. This unit should be at ice level outside the boards to give you a good idea regarding the conditions in that part of the building. A higher quality unit is preferred; however, less expensive units (e.g., Radio Shack model 63-1036 for approximately \$20) are available.

TDS/Temperature Tester

Hanna Instruments model number DIST5 or equivalent (approximately \$80) is a great way to check your water quality on a regular basis. The unit will provide TDS and temperature readings.

Infrared Thermometers

The Raytek ST60 or equivalent is a good choice for an accurate infrared thermometer (approximately \$250). Sears also offers an infrared thermometer for approximately \$60.

Arena Ice Thickness Chart

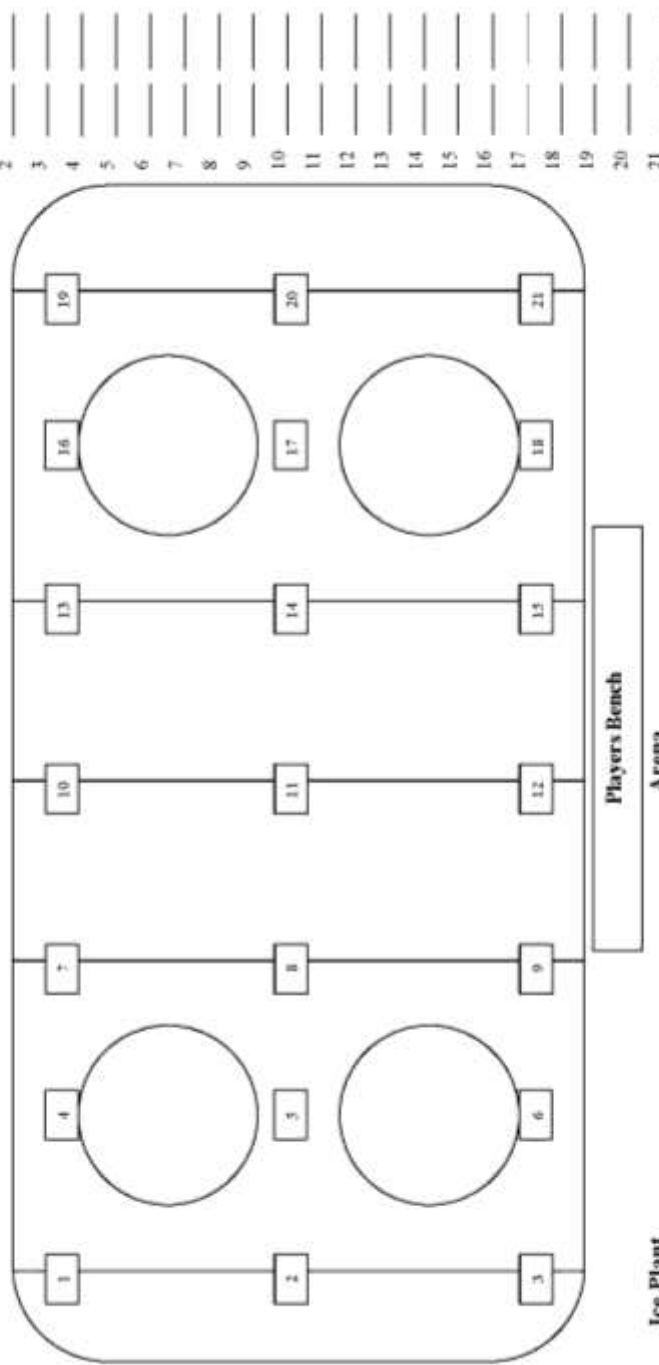
Date: _____

At each of the 21 spots, please record the ice thickness and the ice surface temperature.

Thickness range: 1" to 1 1/2" - minimum 3/4" over highest spot on the floor.

Surface temperature range (before ice cut): 18° to 22° depending on air temperature and humidity

* the lower the humidity the higher the surface temperature can be



Ice Plant

Supply Temp. _____

Return Temp. _____

Arena

Humidity: _____ Should be below 50%

Temperature: _____ Should not be above 59°

* Taken up to 10ft above the ice

** If temp is 60° or above - humidity should be 40% or lower

PUBLIC-ADDRESS ANNOUNCER GUIDELINES AND EXPECTATIONS

The public-address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Division III Ice Hockey Committee representative(s) at each site.

1. No special announcements shall be made without the committee representative approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships and other announcements provided by the NCAA.
2. The announcer shall not be a “cheerleader” for any team. Fans attending a game should not be able to identify the host team based on the announcer’s delivery. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
3. Prior to the start of competition, the public-address announcer shall read the crowd control statement (See Appendix J).
4. The announcer shall do the following:
 - a. Identify the score and all substitutes.
 - b. Announce the team taking a timeout.
 - c. Identify student-athletes involved in significant plays.
5. The announcer shall meet with the committee representative prior to the game to review time schedules, coordination of the national anthem (U.S. anthem only) and lineups.
6. The announcer also should review crowd control procedures with the committee representative and the tournament director (e.g., emergency exits, evacuation procedures, first-aid station, etc.).
7. An announcer shall not recognize corporate contributors or tournament sponsors other than the official NCAA corporate champions and partners included in the provided PA scripts.
8. All emergency calls and announcements must be approved by the committee representative at the site.
9. The announcer should introduce the national anthem as follows: "Ladies and gentlemen, please rise and remove your hats to honor America and those who support our freedom at home and abroad for the playing/singing of our national anthem."

During introductions, players shall take off their helmets. It is recommended that nonstarters leave their helmets on the bench and that starters leave their helmets on the goal cage.

The introduction procedure shall be as follows:

1. Upon returning to the ice, both teams must proceed directly to and remain on their designated half of the ice. The home team shall enter the ice surface first, followed by the visiting team.
2. The designated visiting team starters will be introduced first, then the designated home team starters.
3. After being introduced, each starter shall skate to the blue line.
4. After the introduction of each respective team's starting lineup, the remaining players shall skate to the blue line and face center ice.
5. The U.S. national anthem shall be played. No other national anthems may be played.
6. After the anthem, the teams may have a short huddle at their respective goals before the face-off.

STARTING LINEUP SCRIPT

"Good [afternoon/evening] ladies and gentlemen and welcome to the 2018 NCAA Division III Men's/Women's Ice Hockey Championship. Today's [round] game is between [institution] and [institution].

"Let's meet the starting lineup for the [mascot] of [institution].

At left wing, a [class] from [hometown], number [uniform number], [player name].

At right wing, a [class] from [hometown], number [uniform number], [player name].

At center, a [class] from [hometown], number [uniform number], [player name].

At left defense, a [class] from [hometown], number [uniform number], [player name].

At right defense, a [class] from [hometown], number [uniform number], [player name].

And in goal, a [class] from [hometown], number [uniform number], [player name].

"The head coach of _____ is _____.

"Assistant coaches are _____.

"And now, the starting lineup for the [mascot] of [institution].

At left wing, a [class] from [hometown], number [uniform number], [player name].

At right wing, a [class] from [hometown], number [uniform number], [player name].

At center, a [class] from [hometown], number [uniform number], [player name].

At left defense, a [class] from [hometown], number [uniform number], [player name].

At right defense, a [class] from [hometown], number [uniform number], [player name].

And in goal, a [class] from [hometown], number [uniform number], [player name].

"The head coach of _____ is _____.

"Assistant coaches are _____.

"The officials for [today's/tonight's] game are _____.

"And now to honor America and those who defend our freedom at home and abroad, please rise for the playing/singing of our national anthem."

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER AT THE BEGINNING OF EACH SESSION)

"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 or sexist 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 and the use of tobacco products by participants or any other individuals is prohibited at the competition venue during competition and other championship activities. The NCAA thanks you for your cooperation."

Appendix K • Preliminary Round Administrative Meeting Agenda

Attendees for the onsite administrative meeting include: the head coach from each team (required); directors of athletics or designated institutional administrator (strongly encouraged), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

NCAA Committee Member/Representative

1. Introductions.
2. Identify games committee (NCAA site representative and an administrator from each participating institution).
3. Game management.
 - a. Participant credentials (maximum of 28)/team personnel credentials (maximum of three; two of which may only be used for medical personnel). SID credential will be issued separately.
 - b. Confirm submission of the credential list (due the day before competition).
 - c. Squad size – 23 (no limit on student-athletes permitted to practice; up to 22 in uniform for pre-game warm-up, including 19 players and two or three goalkeepers; and up to 21 in uniform for competition, including 18 players and two or three goalkeepers); Bench size – 29.
 - d. Band/cheerleaders/mascot (submit gate list if applicable).
 - e. Team introductions and starting lineup procedures.
 - f. Pucks. (The NCAA will provide all practice and game pucks.)
4. Pregame protocol.

<u>Activity</u>	<u>Time of Day</u>	<u>Clock Time</u>
a. On- and off-ice officials meeting with NCAA representative.	_____	90:00 (women’s championship) 80:00 (men’s championship)
b. Officials on ice.	_____	39:00
c. Home team on ice.	_____	38:00
d. Visiting team on ice.	_____	37:50
e. Captains meeting with officials.	_____	24:00
f. Teams leave ice. (the team closest to the ice entrance will leave first)	_____	23:00
g. Starting lineups submitted.	_____	15:00

h. Crowd control statement read.	_____	14:00
i. Officials notify teams to return to ice (three-minute warning).	_____	10:00
j. Home team returns to ice.	_____	7:00
k. Visiting team returns to ice.	_____	6:50
l. Introduction of teams at respective blue lines and U.S. national anthem.	_____	5:00
m. Face-off.	_____	0:00

[Note: Higher-seeded team is home team.]

5. Awards. Participant medallions (23) will be placed in the non-advancing team’s locker room after the game.
6. Championship policies.
 - a. Drug testing statement.
 - b. Misconduct statement (NCAA Bylaws 31.02.3 and 31.1.8).
 - c. Logo policy (NCAA Bylaw 12.5.3)
 - d. Hydration product/water bottles.
 - e. Alcohol and tobacco policy.
 - f. Banners, signs and noisemakers.
 - g. Championship signage to be provided to teams after the championship.

Tournament Director

7. Facility information.
 - a. Skate sharpening.
 - b. Bench and warm-up areas.
 - c. Ice entrances.
 - d. Emergency procedures.
 - e. Tickets.
 - f. Hospitality.
 - g. Security.

Athletic Training

8. Athletic training room location and hours of operation.

Sports Information Director

9. Sports information.
 - a. Webcasting.
 - b. Statistics.
 - c. Ten-minute cooling-off period after game before press conference.
 - d. Interview area/procedures. Respective participating team's SID or institutional representative is responsible for bringing coaches and student-athletes to the interview area.
 - e. Institutional representatives are reminded that public comments regarding the officials that are deemed inappropriate will be reviewed under NCAA Bylaw 31.1.8.3 (misconduct).
 - f. All team members and institutional personnel must wear institutional apparel to all press conferences.
 - g. Questions of the officials by the media regarding clarification of call(s) will be directed to the chair of the games committee, who will meet with the officials and respond to the question.

Supervisor of Officials

10. Intermission.
 - a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
 - b. Notification of teams three minutes before face-off (home team followed by visiting team)
 - c. Officials on ice followed by home team and visiting team.
11. Overtime procedures. Refer to pages 80-81 (Rule 91 – Tied Games) in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations.
 - a. Ties will be broken by 20-minute, sudden-death overtime periods.
 - b. The ice will be resurfaced upon completion of regulation play.
 - c. Teams shall change ends at the end of each period.
12. Assignment of officials and back-up officials.

NCAA Committee Member/Representative

13. Questions.

Appendix L • Finals Administrative Meeting Agenda

Time: To be determined by Ice Hockey Committee.

Attendees include: the head coach from each team (required); directors of athletics or designated institutional administrator (strongly encouraged), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee members; NCAA championship manager; and pertinent host institution staff.

Committee Chair

1. Introductions.
2. Identify games committee (NCAA Division III Ice Hockey Committee and tournament director).
3. Game information.
 - a. Confirm game times and seeds.
 - b. Confirm participating teams' uniform colors (home and visitor).
 - c. Confirm practice schedule and whether teams will skate Friday morning.
 - d. Participant credentials (maximum of 28)/team personnel credentials (maximum of three; two of the three may only be used for medical personnel). SID credential will be issued separately.
 - e. Confirm submission of the awards recipient list and credential list.
 - f. Squad size – 23 (no limit on student-athletes permitted to practice; up to 22 in uniform for pre-game warm-up, including 19 players and two or three goalkeepers; and up to 21 in uniform for competition, including 18 players and two or three goalkeepers); Bench size – 29.
 - g. Pucks. (The NCAA will provide all practice and game pucks.)
 - h. Band/cheerleaders/mascot (submit gate list if applicable).
 - i. Team introductions and starting lineup procedures.
4. Pregame protocol (subject to change).

	<u>Activity</u>	<u>Clock Time</u>
a.	On-and off-ice officials meeting with NCAA committee (Friday only).	90:00
b.	Officials on ice.	39:00
c.	Home team on ice.	38:00
d.	Visiting team on ice.	37:30
e.	Captains meeting with officials.	24:00
f.	Teams leave ice. (Team closest to the ice entrance will leave first)	23:00
g.	Starting lineups submitted to official scorer.	15:00
h.	Crowd control statement read.	14:00
i.	Off-ice officials notify teams to return to ice (three-minute warning)	10:00
j.	Home team returns to ice.	7:00
k.	Visiting team returns to ice.	6:50

- l. Introduction of teams at respective blue lines and U.S. national anthem. 5:00
 - m. Face-off. 0:00
5. Awards ceremony protocol and all-tournament team.

Tournament Director

6. Facility information.
- b. Team parking.
 - c. Skate sharpening.
 - d. Bench and warm-up areas.
 - e. Ice entrances.
 - f. Emergency procedures.
 - g. Tickets.
 - h. Seating for noncompeting teams.
 - i. Hospitality.
 - j. Laundry.
 - k. Security.

NCAA Championship Manager

7. Championship information.
- a. Drug testing statement.
 - b. Misconduct statement (NCAA Bylaws 31.02.3 and 31.1.8).
 - c. NCAA patches (if left chest is not possible, then left sleeve).
 - d. Logo policy (NCAA Bylaw 12.5.3).
 - e. Participation gifts.
 - f. Hydration product/water bottles.
 - g. Alcohol and tobacco policy.
 - h. Banners, signs and noisemakers.
 - i. Championship signage to be provided to teams after the championship.

Sports Information Director

8. Sports information.
- a. Webcasting.
 - b. Statistics.
 - c. Ten-minute cooling-off period.
 - d. Interview area/procedures. Respective participating team's SID or institutional representative is responsible for bringing coaches and student-athletes to the interview area.
 - e. Institutional representatives are reminded that public comments regarding the officials that are deemed inappropriate will be reviewed under NCAA Bylaw 31.1.8.3 (misconduct).
 - f. All team members and institutional personnel must wear institutional apparel to all press conferences.
 - g. Questions of the officials by the media regarding clarification of call(s) will be directed to the

chair of the games committee, who will meet with the officials and respond to the question.

Supervisor of Officials

9. Intermission.
 - a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
 - b. Notification of teams three minutes before face-off (home team followed by visiting team).
 - c. Officials on ice followed by home team and visiting team.
10. Overtime procedures. Refer to pages 80-81 (Rule 91 – Tied Games) in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations.
 - a. Ties will be broken by 20-minute, sudden-death overtime periods.
 - b. The ice will be resurfaced upon completion of regulation play.
 - c. Teams shall change ends at the end of each period.
11. Video replay (if applicable).
12. Assignment of officials and back-up officials.

Committee Chair

13. Questions.

Appendix M • Women's Schedule of Events and Practice Times

Thursday, March 15

10:30-11:45 a.m.*

Noon-1:15 p.m.

1:30-2:45 p.m.

3-4:15 p.m.

6 p.m.

7 p.m.

Practice – Semifinal 1 visitor (closed)

Practice – Semifinal 1 home (closed)

Practice – Semifinal 2 visitor (closed)

Practice – Semifinal 2 home (closed)

Administrative meeting

Championship banquet

Friday, March 16

7:30-8:30 a.m.

8:45-9:45 a.m.

10-11 a.m.

11:15 a.m.-12:15 p.m.

12:30-1:30 p.m.

2 p.m.

3:30 p.m.

Immediately following

7 p.m.

Immediately following

Officials' skate

Practice – Semifinal 1 visitor (open)

Practice – Semifinal 1 home (open)

Practice – Semifinal 2 visitor (open)

Practice – Semifinal 2 home (open)

Officials meeting

Semifinal 1

Post-game interviews

Semifinal 2

Post-game interviews

Saturday, March 17

7:30-8:30 a.m.

8:45-9:45 a.m.

10-11 a.m.

11:15 a.m.-12:15 p.m.

12:30-1:30 p.m.

1:30 p.m.

2 p.m.

3:30 p.m.

Immediately following

Immediately following

7 p.m.

Immediately following

Immediately following

Officials

Practice – Third-place game visitor (open)

Practice – Third-place game home (open)

Practice – Semifinal 1 winner (open)

Practice – Semifinal 2 winner (open)

Facility cleared for game preparation

Officials meeting

Third-place game

Awards ceremony

Post-game interviews

Championship game

Awards ceremony

Post-game interviews

*All times listed are local.

Appendix N • Men's Schedule of Events and Practice Times

Thursday, March 22

10-11 a.m.

11:15 a.m.-12:15 p.m.

12:30-1:30 p.m.

1:45-2:45 p.m.

4:45 p.m. (time tentative)

6:30 p.m. (time tentative)

Team A practice

Team B practice

Team C practice

Team D practice

Administrative meeting (TBD)

Championship banquet (TBD)

Friday, March 23

8:45-9:30 a.m.

9:45-10:30 a.m.

10:45-11:30 a.m.

11:45-12:30 p.m.

4 p.m.

Ten minutes after game

Note: 40 minutes allocated between games.

6:30 p.m.

Ten minutes after game

Team A practice

Team B practice

Team C practice

Team D practice

Semifinal 1

Team A vs. Team B

Press conference

Semifinal 2

Team C vs. Team D

Press conference

Saturday, March 24

11-11:45 a.m.

Noon-12:45 p.m.

7 p.m.

Ten minutes after game

Winner Semifinal 1 practice

Winner Semifinal 2 practice

Championship game

Press conference

*All times listed are local.

Time: Ninety minutes (women's championship)/eighty minutes (men's championship) before opening faceoff.

Place: The officials' locker room unless otherwise specified by the tournament director.

Materials: 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations.

In Attendance: Referees, linesmen, game timekeeper, penalty timekeeper, penalty box judges, official scorer, goal judges, announcer, music director, tournament director and NCAA ice hockey committee members/representatives/staff.

The following items should be discussed and/or reviewed with the various game officials:

On-Ice Officials - Referees and Linesmen (Supervisor of Officials)

1. On-ice discussions with captains, players and coaches.
2. Meeting with captains.
3. Disallowed goals (report to scorer).
4. Teamwork of officials.
5. Relationship to news media (direct questions of the officials by the media to the chair of the games committee).
6. Video replay, if applicable.

Off-Ice Officials. Minor officials are appointed to act as game officials and must cooperate at all times with the referees. Minor officials are part of a team assigned to officiate a game and must know all the rules of the game. **When requested, minor officials should give their version of a situation only to the proper authority.**

Goal Judges

1. Signaling a goal.
2. Providing advice (upon request).
3. Communication with players (disputed goals).
4. Checking working order of red and green lights.

Official Scorer

1. Official game program review (digital program).
2. Crediting goals and assists.
3. Penalty report and recording.
4. Definition of shot on goal.
5. Postgame procedures (required signatures, copies to coaches).
6. Responsible for collecting team rosters and starting lineup according to NCAA rules.
7. Neutrality – no attire with institutional or conference logo.

Game and Penalty Timekeeper

1. Fifteen-minute pregame warm-up.
2. Required materials (2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations, stick-measuring

device, tape measure, alternate timing device, penalty work sheet, note pad).

3. Clock-malfunction procedures.
4. Penalty situations.
5. Overtime procedures.
6. Intermission length (15 minutes).
7. Three-minute notification before expiration of intermission period to officials/teams.

Announcer.

1. Pregame introduction procedures (neutrality).
2. Announcement (play in progress, end of period).
3. Announcement of roster changes.
4. Procedures for goal/penalty announcements.
5. Awards ceremony.
6. All-tournament team announcement after championship game before trophy presentation (finals only).

Music Director

1. U.S. national anthem only.
2. Appropriate and neutral music for pregame warm-up and in-game music. Home team warm-up tapes from regular season are not permitted.

Payment of Fees, Travel and Per Diem

1. Referees and linesmen will be paid through ArbiterPay. Officials should register at <https://ncaaicehockey.arbitersports.com> as soon as possible if you have not registered. All other officials and table personnel will be paid by the host.
2. Referees will be paid a \$225 game fee, \$45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals site only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.
3. Linesmen will be paid a \$170 game fee, \$45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals site only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.
4. **NEW in 2018** (finals site only): A video replay official will receive a stipend of \$300 for the men's championship and \$400 for the women's championship (due to the third-place game) and per diem and mileage (excluding local transportation).
5. **NEW in 2018** (finals site only): A back-up referee and a back-up linesman will be assigned for each game (three games at the men's championship and four games at the women's championship). The back-up referee will be paid a \$110 game fee and the back-up linesman will be paid an \$85 game fee.
6. **NEW in 2018** (finals site only): A supervisor of officials will receive a stipend of \$250 and per diem and mileage (excluding local transportation).

7. Goal judges will be paid \$50 per game and mileage if greater than 50 miles roundtrip. No per diem or lodging will be provided. Fees should be paid by the host and included on the financial report.
8. ArbiterPay/RefPay calculates mileage based on the center point of your ZIP code to the center of the ZIP code of the championship site. Local transportation (e.g., from the hotel to the venue) is not reimbursed.
9. Per diem is paid for the day of arrival through the day of departure.
10. A rental car will be provided for officials who fly to the site (finals site only). The rental charge will be direct billed to the NCAA. Email gas receipts to the attention of the NCAA championship manager.

Purchasing Game Tickets. Each official will receive a credential for access to the venue. Each official will also be provided an opportunity to purchase two tickets. These are not complimentary tickets; all tickets must be purchased.

Appendix P • Preliminary Round Teleconference Agenda

Participants: directors of athletics (or designated representatives), head coaches and sports information directors of competing institutions; NCAA Division III Ice Hockey Committee representative; and key host institution personnel.

NCAA Committee Member/Representative

1. Introductions.
2. Schedule of events.
 - a. Film exchange requirement.
 - b. Submission of championship forms.
 - c. Date and time of game.
 - d. Practice times on practice day and game day.
 - e. Administrative meeting.
3. Travel. (See the NCAA [championship travel policies](#) for specific information regarding travel reimbursement, per diem and the NCAA charter bus program.)
 - a. Transportation arrangements.
 - b. Estimated arrival time.
 - c. Ground transportation expenses for teams that fly to the preliminary-round site.
4. Travel party/squad size.
 - a. Travel party – 28.
 - b. Squad size – 23.
 - 1) No limit on the number of student-athletes permitted to practice.
 - 2) Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 - 3) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - d. Bench size – 29.
5. Credentials/tickets.
 - a. Participants – 28 (maximum of 23 student-athletes).
 - b. Team personnel – three (two must be for medical personnel).
 - c. Any additional individuals (beyond the up to 31 that may be provided credentials) must purchase a ticket for access to the venue.
 - d. Credential for SID provided separately.
 - e. Bands/cheerleaders/mascots (gate list).
 - f. Tickets.
6. Championship policies.
 - a. Uniforms – higher seed wears light-colored jerseys.

- b. Logo policy (NCAA Bylaw 12.5.3).
 - c. Drug testing.
 - d. Sideline product/water bottles.
 - e. Pucks – all practice and competition pucks provided by the NCAA.
 - f. Championship signage to be provided to teams after the championship.
 - g. Misconduct provisions (NCAA Bylaws 31.02.3 and 31.1.8)
7. Awards. Participant medallions will be provided to the non-advancing team.

Tournament Director

8. Lodging arrangements.
9. Game management.
- a. Team parking.
 - b. Skate sharpening.
 - c. Facility specifics.
 - d. Locker room assignments.

Sports Information Director

10. Sports information.
- a. Webcasting.
 - b. Statistics.
 - c. Media/interview room and cooling-off period.
 - d. Videotaping procedures.
 - e. Radio rights and arrangements.

Athletic Trainer

11. Athletic training room location and hours of operation.

NCAA Committee Member/Representative

12. Questions.

Participants: directors of athletics (or designated representatives), head coaches and sports information directors of competing institutions; NCAA Division III Ice Hockey Committee members; the NCAA championship manager; and key host institution personnel.

Committee Chair

1. Introductions.
2. Schedule of events.
 - a. Film exchange requirement.
 - b. Submission of championship forms.
 - c. Practice times.
 - d. Game times.
 - e. Administrative meeting.
3. Travel. (See the NCAA [championship travel policies](#) for specific information regarding travel reimbursement, per diem and the NCAA charter bus program.)
 - a. Transportation arrangements.
 - b. Estimated arrival time.
 - c. Ground transportation expenses for teams that fly to the finals site.
4. Travel party/squad size.
 - a. Travel party – 28.
 - b. Squad size – 23.
 - 1) No limit on the number of student-athletes permitted to practice.
 - 2) Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 - 3) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - c. Bench size – 29.
5. Credentials/tickets.
 - a. Participants – 28 (maximum of 23 student-athletes).
 - b. Team personnel – three (two must be for medical personnel).
 - c. Any additional individuals (beyond the up to 31 that may be provided credentials) must purchase a ticket for access to the venue.
 - d. Credential list must be emailed to the tournament director by noon local time on the day before competition.
 - e. Credential for SID provided separately.
 - f. Bands/cheerleaders/mascots (gate list).
 - g. Tickets.
6. Officials – 2-2 system.

7. Game management.
 - a. Uniforms – higher seed wears light-colored jerseys.
 - b. Pucks – all practice and competition pucks provided by the NCAA.

Tournament Director

8. Lodging arrangements.
9. Facilities/services.
 - a. Team parking.
 - b. Skate sharpening.
 - c. Facility specifics.
 - d. Locker room assignments.
 - e. Laundry.
10. Student-athlete banquet.
 - a. Date, time and location.
 - b. Student-athlete representative from each team to speak.
 - c. Team pictures.
 - d. Team banner/flag and team jerseys.
 - e. Ticket prices for individuals outside of official travel party.

Sports Information Director

11. Sports information.
 - a. Webcasting.
 - b. Statistics.
 - c. Press conferences.
 - d. Videotaping procedures.
 - e. Radio rights and arrangements.

Athletic Trainer

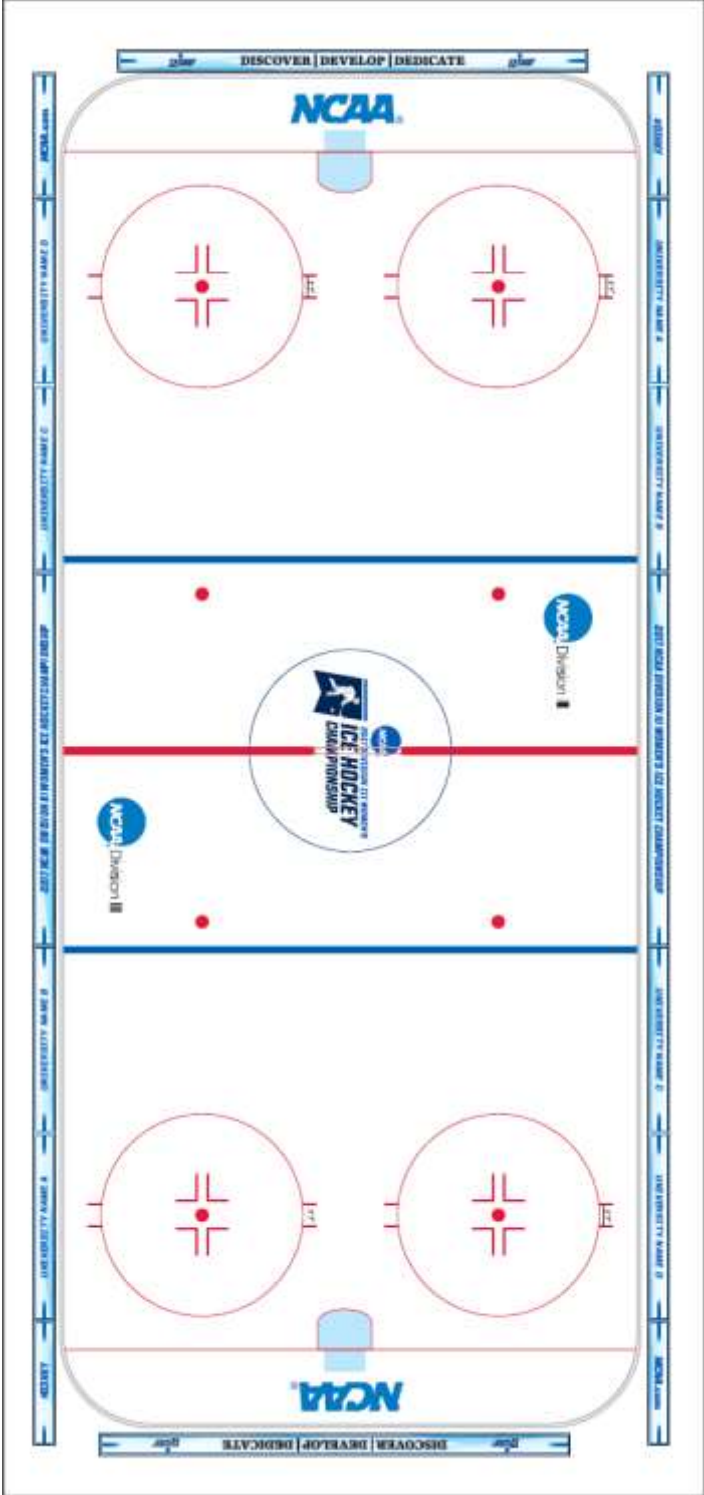
12. Athletic training room location and hours of operation.

NCAA Championship Manager

13. Championship policies.
 - a. Logo policy (NCAA Bylaw 12.5.3).
 - b. Sideline product/water bottles.
 - c. Drug testing.
 - d. Championship signage to be provided to teams after the championship.
 - e. Misconduct provisions (NCAA Bylaws 31.02.3 and 31.1.8)
14. Questions.

DIVISION III MEN'S AND WOMEN'S ICE HOCKEY ICE AND DASHER LAYOUT

Team name dashers in alphabetical order = 19 feet wide. All dashers = 30 inches high.



Appendix S • Standard Ticket Back Disclaimer Language

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 (ctermini@ncaa.org) on any correspondence. In addition, if the championship uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Chris on any correspondence.

NOTE: Child admission policy – 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, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the “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 authorized by the NCAA. 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, for any purpose, including promotional purposes, without further authorization or consideration. 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 FOR VOLUNTEERS**

Event: _____ (the “Event”)

Volunteer’s Name (Please print): _____ (the “Volunteer”)

Volunteer’s Age: _____

In consideration for permitting Volunteer 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 Volunteer 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, Volunteer’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, Volunteer’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, Volunteer’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, Volunteer’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.

