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Introduction

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

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

Definitions

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

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

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

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

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

Role of Governing Sports Committee

The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the Division II 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 relating to the various activities related to the championship.

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

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

**Role of 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-field entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

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

**Alcoholic Beverages and Tobacco Products**

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

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

**Americans with Disabilities Act**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and 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 comply 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 comply, it shall immediately notify the NCAA national office staff member with responsibility for the event to discuss the issue.

**Awards**

**Champions Locker Room Program**

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker
The product is for team champions only. Individual championships are not a part of the locker room distribution.

Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.

The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.

All winning team inquiries about obtaining additional locker room product should be directed to Gear for Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

Championship Awards

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

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

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

Elite 90 Award Presentation

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

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

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be
At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s 90 championships.

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

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

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

In-venue presentation
The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete’s participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.
Other in-venue recognition
If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment (VWSE) will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the (2017 NCAA Division II Field Hockey Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

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

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

Participant Awards

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 mementos will NOT be permitted at preliminary rounds.

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

Band/Spirit Squads/Mascots
Spirit squad and/or dance team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform. A maximum of a 12 person spirit squad or dance team members shall be allowed during the progress of the match. The spirit squad shall be seated in the area designated by the tournament director.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for
supervising or monitoring routines performed by spirit squad at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament directors must inform participating institutions if the host competition site has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed between matches. It cannot be used to taunt competitors or block spectators’ view.

Band members, not to exceed 25 in number, who are in uniform and performing at the championships, will be permitted at the championships and will not be charged admission to the competition. Bands, or any component thereof, are allowed to play before and after the competition. Teams are prohibited from bringing their own music boxes to the completion site.

The logo restriction on student-athletes’ apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, spirit squad, dance team members and the institution’s mascot during the NCAA Division II championship events.

Live animal mascots are not permissible.

**Championship Merchandise/ Licensing**

**Administration**

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

**Availability**

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

**General policies**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
b. Locked and supervised storage adequate to accommodate all championship merchandise.

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public’s access to them.

h. Strict adherence to the merchandising and display standards as outlined below:
   - Merchandise made available for sale at all times during the event.
   - Each item neatly displayed with correct prices clearly marked.
   - Merchandise should be neatly folded at all times.
   - Neatly dressed personnel that are customer-oriented.
   - Skirted tables for display and checkout.
   - Display boards and grids to properly display product at all selling locations.
   - Selling locations located in high traffic and easily located locations.
   - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
   - Keeping selling areas clean and neat at all times.
   - Re-stocking of back-up inventory in a fast and efficient manner.
   - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
   - Providing electricity and phone line to support the merchandise sales effort at no cost.
   - Calling Event 1, Inc. to request re-orders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

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

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

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

### Championships Marketing

#### Contacts

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor’s bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

#### Expectations

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

#### Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championship Marketing contact prior to implementation.

#### Marketing Collateral

##### Online Marketing Website

The NCAA online marketing website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at [www.NCAACHAMPSPROMOTION.COM](http://www.NCAACHAMPSPROMOTION.COM).
Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates available on the marketing website include:

Print:

- Poster.
- Flyer.
- Print ad.
- Table tent.

Digital:

- Email blast.
- Banner.
- Social Media Graphics.

Outdoor:

- Billboard.
- Banner.

Resources:

- Marketing Best Practices.
- Social Media Guidelines.

If you have artwork needs and/or sizing which may not be available on the NCAA online marketing website, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

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

Collateral should not be created outside of the NCAA online marketing website. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

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

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

:30 Video/Television Spot

The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.
• All spots are available for download via the NCAA online marketing website.
• Spots may be 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, video boards, etc.).
• The video/television spot is available for download in the following file types:
  o HD: apple ProRes LT (104 mbps)
  o SD: dv25 (25 mbps)
  o Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

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

Social Media Guidelines

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

Applicable Marketing Bylaws

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, and local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

12.5.1.8 - Promotion of NCAA and Conference Championships. The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, and local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

13.4.4.2 - NCAA or Conference Championship Promotional Materials. The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to
any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships).

(b) Are not sent exclusively to prospective student-athletes.

(c) Are available to the general public.

(d) Do not promote the institution’s athletics program.

**Championships Presentation/Fan Engagement**

**Ancillary Events**

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

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

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

**Logos**

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

**Public Address and Text Board Scripts**

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

**Video Boards**
The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

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

Fred Bowen – Senior Producer
Van Wagner Sports & Entertainment, Inc.
Telephone: 574-807-5287
Email: bowen@vwbsn.com

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

Student-Athlete Autograph Sessions

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’ preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship).
- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate.
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated.
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it.

Guidelines

- The host staff will have primary responsibility or coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.
• The host staff should work with the NCAA championship manager to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.
• The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.
• NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.
• Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced.
• 30-60 minutes in length.
  o May be split so each team or different groups of individuals sign at separate 30-60-minute periods.
  o If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.
• Student-athletes should wear game apparel or matching team issued warm-up gear.
• Student-athletes should have easy access to autograph tables or be escorted by staff, volunteers or security to allow for ease of entry and exit.
• One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
• Photos with student-athletes is discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
• Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.
• LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.
• Any autograph materials provided to fans must be produced by or approved by the NCAA point person.
• No local sponsorship of student-athlete autograph sessions will be permitted.
• A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).
• Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

Checklist

• Autograph tables, including skirting (approximately 3 student-athletes per 8’ table).
• Chairs.
• Autograph card or poster (provided or approved by the NCAA).
• Pens (Sharpie’s recommended).
• NCAA provided branding items.
• Zip ties, tape and other necessary items for affixing banners and signage.
• Staff or volunteers (minimum of 2 per autograph area).
• Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked).
• Security (if appropriate).
• Pipe and drape backdrop behind autograph tables (if appropriate).
• Bike rack or Tensa barrier for lines (if appropriate).
• Easels or other free-standing directional or student-athlete/team identification signs (if appropriate).
• Individual name plate/table tent identifying each student-athlete (if possible and appropriate).
• Floor tape to create arrows or lines on the floor (if appropriate).
• Tents to shade student-athletes (if appropriate).
• Rubber bands for posters (if appropriate).
• Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate).

**Local Organizing Committee Partnerships**

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II’s strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often to foster great community partnerships and events in held within our National Championships.

**In-Venue Entertainment**

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA championship manager for suggestions and approval.

**Break in action contests or promotions**

Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
• NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National anthem singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

• Local groups or personal contacts that could provide this service at no cost are recommended.
• No bias toward or against any participating team (e.g., performers should not wear the jerseys of a participating team).
• A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
• Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Youth sport team recognitions

The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:

• Must be unobtrusive to the competition and allotted warm-up time for the student-athletes.
• Youth teams recognized should be younger than high school age to avoid any possible recruiting concerns
• Must not include any commercial recognition (unless approved by the NCAA).
• The youth group being represented must provide chaperones, transportation, permission forms and assume all supervision of the youth teams while they are at the championship.
• The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the stadium, meeting location, instructions for the presentation, seating after the presentation, etc.
• The host should provide on-field staff or volunteers to guide the youth group through the presentation.

Enhanced team introductions

Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

• Must be appropriate and in good taste.
• Must fit safely within given time constraints with no chance of interfering with the competition.
• No bias toward or against any participating team.
• Should be discussed with the NCAA point person in advance.

Musical entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pre-game, halftime or other breaks in the action or for greeting fans
in the stadium entrance or other congregating area.

**Affiliated award recognitions**

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches’ association player of the year winner, coach of the year, etc.). Please consult with the NCAA point person to determine appropriateness.

**Military involvement**

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pre-game, during halftime or other breaks in the action. These performances have included, but are not limited to: national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval.

**Guidelines**

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead team to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the military unit which has performed are encouraged (e.g., “Ladies and gentlemen let’s give a big round of applause for tonight’s performance from the United States Air Force Heartland of America Band and for all of the American service men and women who they proudly represent.”).
- Some military organizations may request a booth or other small presence on-site in conjunction with the on-field performance. This may be permitted if the space is available, reasonably sized (e.g., 10’x10’ or 10’x20’), reasonably branded and any recruiting done out of the space is passive.
- Requests for larger spaces, interactive elements, inflatables, giveaway items or space within an NCAA fan festival is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.

**Student-Athlete Banquet**

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.
The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. Please note, that a 60-minute event is ideal and the event should not last longer than 90 minutes.

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

**Run of show**

6:30 p.m.          Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair).

    Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional)

6:45 p.m.          Welcome/comments to student-athletes and guests from NCAA committee chair

    Welcome/comments to student-athletes and guests from city/host institution

6:50 p.m.          Dinner buffet lines open or plated dinner served

7:30 p.m.          Guest Speaker (optional)

7:40 p.m.          Comments by Head Coaches or Q&A with selected student-athletes (optional)*

    1.  Team 1
    2.  Team 2
    3.  Team 3
    4.  Team 4

7:50 p.m.          Presentation of Elite 90 Award

    Championship Video (if available)

7:55 p.m.          Closing Comments (emcee with talking points from NCAA or NCAA chair)

* Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

**Best Practices**

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

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

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

Sample Enhancements

- Unique venue – a skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners’ circle at Churchill Downs, overlooking city skyline, football stadium, etc.).
- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

Coaches’ association award guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should
never exceed 30 minutes).

- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association.
- All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches’ association as needed.

**Commercialism/Contributors**

**Space Requirements**

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

**Local Organizing Committee Hospitality.** If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC’s expense.

**Other Functions.** To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

**Premiums Guidelines**

Competition Venue shall provide to the NCAA a set of guidelines, like those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

**Laser Pointers.** Laser pointers of any kind.

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

**Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold by the NCAA or its agents, may not be distributed on the premises.

**Signs, Flags, Banners.** Large signs, flags or banners are not permissible. It is the facility personnel’s responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.
Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Video cameras are permitted on Final Four Friday for open practices. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA Corporate Champions/Partners

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link:

NCAA Corporate Champions & Partners

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

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

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

NCAA Local Contributor Program

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

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

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

**NCAA Trademarks**

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

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.

2. Click here for the most current list of NCAA licensed or owned trademarks.

3. Downloads of NCAA logos may be obtained through the NCAA Digital Library.

4. The NCAA’s position on inclusion of ® and ™ marks is first and most prominent use.

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

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

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

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

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

**Identification of commercially-named venues on NCAA materials**

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

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

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

**NCAA logo use by commercially-named venues**

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

The following conditions apply to this NCAA logo use:

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

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

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

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

- The logo provided by the NCAA championship staff cannot be modified in any way.
ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

**NCAA trademarked protection language:**

NCAA trademarks benefit from consistent “source identification” to the public through basic legal language attributing ownership.

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

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

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

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

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

**For blue disc and/or secondary (word) mark, please use:**

- NCAA is a trademark of the National Collegiate Athletic Association.

**For blue disc/secondary marks plus another NCAA trademark, please use (for example):**

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

**For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):**

- The NCAA, March Madness, Men’s Final Four and Women’s Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

**NCAA Licensed Trademarks:**

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All other licenses or trademarks are property of their respective holders.

Helpful Links:
The NCAA's Advertising and Promotional Standards
NCAA Trademarks
NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

Official Championships/Licensee Suppliers

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

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

For a list of NCAA licensees and official equipment suppliers, (http://www.ncaa.org/championships/marketing?division=d1).

Advertising/Signs/Look and Décor

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV’s, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired
numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commerically-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

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

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

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

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

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

**Community Engagement**

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II’s strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core
of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

**Drug Testing**

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

**Drug-Testing Expenses**

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

**Facility Specifications**

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

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

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

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

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

Media Obligations

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

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

Next-Day Testing

Team Championships Only. 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.

Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

Team Championships. 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.

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

Seating

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.
**Site Coordinator's Responsibilities (Host)**

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

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

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

**Equipment**

The NCAA will provide certain championships equipment (sidelines hydration, 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 shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, 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.

**Sideline Equipment Hydration Program**

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

**Championship Final Sites and Selected Preliminary Round Sites**

All final and selected preliminary round sites will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.

If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles branded with logos and graphics of a Coca-Cola competitor (e.g., Gatorade) brought by teams/student-athletes will not be allowed.

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

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

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

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

**Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product**

The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered
completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

**Use of NCAA-Provided Coolers from Previous Years**

The host may use previously supplied equipment from the NCAA, specifically red POWERADE, vitamin water revive and Dasani branded equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

**Financial Administration**

**Audit**

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

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

**Approval of the Budget**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA’s not for profit status under 501©3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

**Financial Report**
Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the “documents” tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

**Drug Testing Expenses**

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

**Participants**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams shall be responsible for their local transportation. Once the championship is completed, participating institutions should submit online expense forms to the travel group at the NCAA national office within 30 days of the competition. Championship travel information can be found [here](#).

**Officials**

Lodging will be paid by the host institution; all other expenses will be reimbursed through RefPay.

**Site Representatives**

The site representative will need to submit travel/per diem expenses online through the NCAA Travel Expense System (an email will be sent with the link following the round of competition). The NCAA representative’s hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report.

**Transportation**

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

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

**Insurance**
On Campus Event

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

Off Campus Event

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

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

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

Lodging

For all NCAA preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations. A total of 15 Double Rooms and two king rooms will be reserved for each team.

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

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

Merchandising
The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

**Media Services**

**All-Tournament Team**

An All-Tournament Team composed of 11 players will be selected from the championship participants. The announcement of the All-Tournament Team will be made after the presentation of awards.

**Broadcasting/Internet**

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

**Championship Records**

NCAA championship records are available in PDF format at NCAA.org. Once you are logged onto the site, hover over the “Championships” link at the top of the page. A drop-down menu will appear. Click on “Stats and Records.” Scroll down the page to the Championship Records section and click on the appropriate sport.

**Credentials**

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championship administrator to confirm who will produce credentials for preliminary sites. **Please contact Sahar Abdur-Rashid** (srashid@ncaa.org) **or Jenn Rodgers** (jrodgers@ncaa.org) **for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/credential terms, should also be visible at credential pickup.

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

- **All Access** – For event management-type people who need access to every area, including game surface.
- **Event Management** – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all access pass).
- **Media** – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- **Participant** – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- **Photo** – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
• SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
• Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

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

**Credential Qualification and Acceptance**

Final-Round Site - Approximately one month before the start of final site competition, the site 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 site 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 site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

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

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

**Credential Boards**

The NCAA will provide credential boards at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

**Final Results Books and Statistics**

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

**Flip Cards**

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

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

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

**Internet Live Statistics**

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

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

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

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

**Media Guides and Postseason Guides**

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site. The media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

**Media Accommodations**

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

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

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

**Work Room.** If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount if seating and electrical outlets.
Each school’s media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be in this area.

**News Film and Mini-Cams**

Please visit http://www.ncaa.com/broadcast for updated information related to television, video and ENG policies.

**Officiating Questions**

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

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

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they can answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

**Personnel**

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

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

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

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

News Conferences

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

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

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

1. Individual Championships with no Post-Event News Conference. Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

2. Individual Championships with a Formal News Conference. Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.

3. Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to
It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

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

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

**Moderator Duties**

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

2. Sports information representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.

3. The moderator should open the press conference by asking the head coach for his/her opening statement.

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

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

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

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

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

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

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
• Sufficient lighting for dais and work spaces.
• Mult box.
• Wireless microphones.

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

Photography Area Policies

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

Programs

All digital programs can be located at http://www.ncaa.com/gameprograms.

Content/Editorial

IMG College Responsibilities

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

Host Responsibilities

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

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

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA’s Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

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

Best Practices

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

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

Supplemental Handouts

At championships sites where a digital program is available, IMG College allow the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:
Do not include any advertisements, local sponsor logos, etc.
Include the QR code and URL to the digital program.
Include the NCAA Corporate Champions and Partners imagery.

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

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

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

Radio/Internet Audio Coverage

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2015-16 Audio Policy.”

Scout Video Coordinator

A scout video coordinator is permitted to film the game from an upper video position. (A credential also may be issued to a team videographer; see Section 14.24.) The scout video coordinator will receive a media credential, and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

Seat Assignments

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

Security

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

Statistics Reporting to the NCAA

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

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, www.NCAA.com. After each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results and provide a brief game/event summary.

Institutions should send all information as follows:
• Email the information to ncaa-content@turner.com.
• Specify the division, sport, round and region in the subject area.
• Paste the text (official results, including date of competition, round, etc.) directly into the message box.
• Attach HTML box score, if available.

**Strobe Lights**

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

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

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

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

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

**Team Videographer**

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

**Telephones/Internet**

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, 800-, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional “hookup fee” to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.
**Television**

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

**Webcasting**

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host SID will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or webcasting must do all games at the site and not just the host team’s games.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.).

Apply for NCAA Internet streaming rights online at NCAA.com/rights-request.

**Micro-Site Guidelines**

NCAA Championship hosts and LOC’s are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

*Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.*

**Dining, Shopping and Attractions**

The following topics are permissible to house within your microsite:
- Local Fan Gathering and Entertainment Locations
- Shopping and Dinning
- Special Attractions

**Local News**

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

**Venue and Transportation Information**

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:
- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

**Volunteer Information**

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.
**Travel Information**
Hotel, car rental and other travel accommodations should link to: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

**Selections, Preliminary Rounds and Broadcast Schedule**
All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

**Email Sign Up**
Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [http://www.ncaa.com/newsletter-signup/sports](http://www.ncaa.com/newsletter-signup/sports)

**Logo Usage**
For championship logos, please submit a request to access the NCAA Digital Library at [https://sportgraphics.widencollective.com/t5/login](https://sportgraphics.widencollective.com/t5/login).

**Copyrights, Licensing, Trademarks and Corporate Marks**
The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site’s framework, exceptions will be made at the NCAA’s discretion.
- Photos from previous years’ championships can be accessed by submitting a request form here: [http://commerce.wazeedigital.com/license/home/ncaa.do](http://commerce.wazeedigital.com/license/home/ncaa.do)
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by clicking here.

**Social Media**
All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](http://NCAA.com/Social)

**Mobile Version**
The NCAA championship information pages will be mobile friendly. For the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

**Metrics**
Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers
Local Contributor Recognition
The LOC/host institution can recognize their local contributors under the following guidelines:
- In text form only
- The NCAA’s logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled “Local Contributors”.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all the CC/Ps are listed within that text.

Microsite Examples
If you would like to review an approved championship microsite please reference one of the following pages:
- Utah March Madness First & Second Round: http://www.uteathletics.com/ncaa/
- San Antonio Final Four Microsite: http://finalfoursanantonio.com/
- Oklahoma City Women’s College World Series Microsite: https://www.visitokc.com/wcws/

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org

Photography
NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sale on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

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

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit http://on.ncaa.com/NCAAonGetty.
Social Media Guidelines

The official NCAA social media pages and official hashtags can be found here: http://www.ncaa.org/socialmedia.

Host Promotion of Championships

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

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

Top 9 considerations when planning for social media event marketing:

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

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

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

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

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

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

7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

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

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

### Medical Procedures

**Ambulance Service**

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

**Biohazard Cleanup**

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

**General Public**

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

**Hospital**

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

**Participants**

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

**Supplies**

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

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

Sports medicine providers should be trained to use emergency supplies.

**Locker Rooms**

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

**Communication**

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

**Teams’ Physicians**

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. (Refer to Section No. 15-3)

**X-Ray Technicians**

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

**Concussions**

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

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

**Medical Staffing**

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

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

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

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

**Portable Baths**

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

**Safety and Security**

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


when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security is 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 events, not all Best Practices will be reasonable or applicable.

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejections 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.

**Ticketing**

1. **Ticket Design/Printing.** The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

**Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue
shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk up sales and day of event issue resolution in the box office.

3. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

   The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

   The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

4. **Suites.**

   a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.

   b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

   c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

   d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue’s box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

5. **LOC/Host Ticket Policies.**

   a. **Allocation.** For all championships other than Division I men’s basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

   b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.

   c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host’s ticket allocation.

6. **Competition Venue Responsibilities.**

   a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue’s configuration and cooperate fully with any NCAA ticketing partners.

   b. **Broadcast Partner Site Survey.** The NCAA’s broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for “seat kills.” [only include if applicable]

   c. **Final Manifest.** Upon completion of the site survey and determination of “kill” seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

   d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office’s responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must follow all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

   e. **Participating Institutions’ Shipments.** The competition venue’s box office shall send the tickets allocated to the participating institutions to the host tournament managers by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution’s tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship these tickets.

   f. **Sales Reports.** The competition venue’s box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided monthly, unless directed otherwise by the NCAA. The competition venue’s box office shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners in providing the reports.

   g. **Final Ticket Database.** The competition venue’s box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please provide both customer and purchase information in an excel file, be sure to include at minimum: First/Last Name, Street Address, Email Address, and phone number. If easier, please pull an event audit report with corresponding customer and purchase tables, as this would also suffice.

---

**2017-18 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](mailto:jlogan@ncaa.org)) and Chris Termini.
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.

DATES AND TIMES ARE SUBJECT TO CHANGE

Transportation

Participating Institutions

The NCAA has contracted with GO Ground to provide ground transportation management for all 90
championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

**Parking**

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

**Video Exchange**

Following selection of the NCAA Division II Field Hockey Championship field all teams chosen shall make video of their last game available to the rest of the field within 48 hours. This can be done using open video exchange through Team XStream or other means if necessary.

The NCAA Championship First Round host institutions are responsible for providing video of their game to all teams in the Championship field. Again, this should be done within 48 hours and can be done using open video exchange through Team XStream or other means if necessary.

Once at the final site, the Championship host, will be responsible for providing video of the semifinal and final games to the remaining participating institutions.

If a problem occurs or questions arise, coaches should contact Meggan Dulude, chair of the Field Hockey Committee as soon as possible (mdulude@smcvt.edu).

**Volunteers**

**Goal and Recruitment**

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

- Provide and enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.
- Contribute to the general excitement surrounding the championship.
- To assist the LOC with championship operations.

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

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

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

**Apparel**

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2017-18 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.
The championship logo and the licensee’s mark shall be embroidered on the apparel. The licensee’s logo may appear on the right chest or sleeve. The licensee’s logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer’s commitment. When ordering uniforms, the LOC shall ensure that apparel includes women’s styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection and distribution of volunteer apparel.

Waivers

Each volunteer must sign a waiver of liability before the start of the championship. If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

Weather

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the Weather Sentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

For detailed lightning and weather guidelines refer to Appendix K.
Field Hockey
Field of Play

60 YDS.

26 YDS.

4.4 YDS.

20 YDS.

16 YDS.

4 YDS.

R=16 YDS.

P=21.47 YDS

6 in.

7 YDS.

5.47 YDS.

10.85 YDS.

55
Appendix B

PUBLIC ADDRESS ANNOUNCER

The public-address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Division II Field Hockey Committee representatives and NCAA liaison at the site.

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

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

3. The announcer shall:
   a. Identify the score and all substitutions.
   b. Announce the team taking a timeout.
   c. Announce official timeout and injury timeout.

4. When a visible clock is being used, the time should count down to zero and the horn will signify the end of a period. The half or period ends on the official's whistle.

5. The announcer shall meet with the committee representatives prior to the games to review time schedules, coordination of the national anthem, starting lineups, award ceremonies, etc.

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

7. In the event debris is thrown on the field or other incidents interfere with the conduct of the game; the game official may remove the teams from the playing field. In such event, the announcer shall make the following announcement:

   "The game officials and the personnel of both teams have been directed by the NCAA to remain off the playing field until playing conditions are proper for continuance of the game. Let's afford the participants the championship sportsmanship they deserve."

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

9. All emergency calls and announcements must be approved by the tournament committee representative at the site.

10. At the conclusion of the warm-up, teams will return to their respective benches for introductions via international walk-out and national anthem. Teams are led onto the field in two lines by the three umpires. The umpires are the first to be introduced. The captain of each team heads the line of players (both starters and non-starters). The umpires will stop at midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single file line at center field facing the direction as determined by the venue. The announcer then introduces the visiting team’s non-starters, followed by the starters, assistant coach (es) and head coach. The announcer then introduces the “home” team using the same format. After both teams have been introduced the national anthem has been played the players should return to their respective benches to prepare for the start of the game.
ANNOUNCER’S SCRIPT

(Begin according to pregame timetable, unless otherwise notified.)

LADIES AND GENTLEMEN, WELCOME TO FIRST-ROUND COMPETITION [semifinal game] OF THE 2017 NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP.

GAME ONE WILL SHOWCASE THE

__________________________________________ AND ________________________________

AND IN GAME TWO [IF APPLICABLE] WE HAVE THE

__________________________________________ TAKING ON ________________________________;

FIRST, THE LINE-UPS FOR [TODAY’S OR TONIGHT’S] GAME.

FOR THE VISITING TEAM, THE ________________________________

NONSTARTERS (list alphabetically or numerically, include jersey number, year in school, hometown, followed by student-athlete name):

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

STARTERS (list alphabetically or numerically, include jersey number, year in school, hometown, followed by student-athlete name):

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________
ASSISTANT COACH(ES): ________________________________

HEAD COACH: ________________________________

THE LINEUP FOR THE HOME TEAM, THE ________________________________

NONSTARTERS (list alphabetically or numerically, include jersey number, year in school, hometown, followed by student-athlete name):

______________________________
______________________________
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STARTERS (list alphabetically or numerically, include jersey number, year in school, hometown, followed by student-athlete name):

______________________________
______________________________
______________________________
______________________________
______________________________
______________________________
______________________________

ASSISTANT COACHES: ________________________________

HEAD COACH: ________________________________

THE OFFICIALS FOR GAME ONE ARE:

______________________________
______________________________
______________________________

*Use the list provided by the NCAA representative. All additions and deletions must come from the NCAA representative only. A total of 24 players and the coaching staff will be introduced for each team for a maximum of 30 total.
At this time, we would like to present the Elite 90 Award. This 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 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s 90 championships.

The recipient of the Elite 90 Award for Division II women’s field hockey with a GPA in (major) is (name) from (Institution).

To honor America and those who support our freedom at home and abroad, we ask that you please rise, gentlemen remove your hats, and join ________________, with the singing of our national anthem.

CROWD CONTROL STATEMENT SHALL BE READ AT THE CONCLUSION OF THE NATIONAL ANTHEM AND BEFORE THE START OF EACH GAME AND AFTER HALFTIME.

CROWD CONTROL STATEMENT

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

PLEASE ANNOUNCE THAT NCAA CHAMPIONSHIP MERCHANDISE IS ON SALE AT VARIOUS INTERVALS THROUGHOUT THE CHAMPIONSHIP

Read during all rounds of competition

Championship Merchandise. Officially licensed championship merchandise is on sale now. Look for the N-C-A-A tag when purchasing your officially licensed championship merchandise.

Read during FIRST-ROUND COMPETITION

Semifinal competitions at the __________ Stadium; __ and __, Friday, November 17. The championship game will take place at 11 a.m., Sunday, November 19. The #1 seed in the Atlantic region will compete against the winner of the East region #2 and #3 seed, and the #1 seed in the Atlantic region will compete against the East region #2 and #3 winner.

Read during SEMIFINALS only.

During game one: As a reminder, game two will begin at __ p.m. with the _____________[team name] taking on ________________ [team name].

Championship action continues Sunday, November 19 at 11 a.m.
**Overtime Procedures**

A tied game will be broken to determine the winner by playing up to two 15-minute "sudden victory" periods of teams consisting of six field players and a goalkeeper. There will be a five-minute break between the end of regulation and the first overtime period, and a two-minute timeout between the overtime periods. If the score remains tied at the end of the second extra period, a series of penalty strokes will be taken.

**Semifinal Awards Ceremony**

Wait for cue from NCAA Rep on the field after teams shake hands and return to benches.

Ladies and gentlemen, please direct your attention to the center of the field for the presentation of the SEMIFINALIST trophies in today’s 2017 N-C-A-A Division II Field Hockey Championship. Announce that fans are not allowed on the field.

The individual trophies will be presented by ________________________________; members of the NCAA Division II Field Hockey Committee, to the student-athletes from _________________.

Please come forward when your name is called and remain on the field until your entire team has been announced.

Read list from NCAA roster provided by the NCAA representative.

**AFTER SEMIFINAL 1:**

Finishing with a record of ___________ the (Team Name/Mascot).

Announce individuals:

__________________________________
__________________________________
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__________________________________
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__________________________________
__________________________________

ASSISTANT COACH(ES): ____________________________
HEAD COACH: _____________________________

At this time, we would like to present the team trophy to _____________________________.

AFTER SEMIFINAL 2 - Wait for cue from NCAA Rep on the field after teams shake hands and return to benches.
Ladies and gentlemen, please direct your attention to the center of the field for the presentation of the SEMIFINALIST trophies in today’s 2017 N-C-A-A Division II Field Hockey Championship. Announce that fans are not allowed on the field.

The individual trophies will be presented by _____________________________; members of the NCAA Division II Field Hockey Committee, to the student-athletes from _____________________________.

Please come forward when your name is called and remain on the field until your entire team has been announced.

Read list from NCAA roster provided by the NCAA representative. Finishing with a record of ___________ the (Team Name/Mascot).

Announce individuals:

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
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________________________________________

ASSISTANT COACH(ES): _____________________________

HEAD COACH: _____________________________

At this time, we would like to present the team trophy to _____________________________.
Ladies and gentlemen, this concludes today’s awards ceremony. Thank you for your support of the NCAA Division II Field Hockey Championship. We hope you will join us Sunday for the championship game BETWEEN ________________ AND ________________ at ________________ p.m. Please drive home safely.

**Championship Day Awards Ceremony**

Awards presentation to begin on NCAA rep cue after teams shake hands and return to their bench area.

Ladies and gentlemen, please remain at the stadium for the presentation of the championship trophies. The awards ceremony will begin shortly. We will announce the runner-up team first, followed by the presentation of the national championship trophy and conclude with the announcement of the All-Tournament team. **As a reminder, fans are not allowed on the field.**

And now, the second-place team, finishing with a record of ______________, the *(Team Name/Mascot)*.

List individuals.

____________________________________
____________________________________
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____________________________________
At this time we would like to present the runner-up trophy to ___________________________.

And now the 2017 N-C-A-A national field hockey champions, finishing with a record of ____________, the Team Name/Mascot.

List individuals.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Congratulations to __________________________on a fantastic season.
And now the announcement of the 2017 Division II Field Hockey All-Tournament Team.

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Player
__________________________________________from____________________________________

Congratulations to these outstanding student-athletes.

* 10 minute cooling off period begins after awards ceremony.

Highlights of this championship will be aired as part of the NCAA CBS Seasonal Show _____________________(date) at _____________________(time).

Ladies and gentlemen, thank you for your support of NCAA Field Hockey and the student-athletes. Please drive home safely.
Please type this form for each game that you will be competing in and turn in SIX copies at the administrative (coaches) meeting. Please place an asterisk (*) in the designated column to indicate starting lineup.

INSTITUTION: ________________________________ NICKNAME: ________________________________

Uniform colors: ________________________________ Color of goalkeepers shirts: ________________________________

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Head Coach: Staff
Asst. Coach: Staff
Staff: Staff
Appendix D

2017 NCAA DIVISION II
FIELD HOCKEY CHAMPIONSHIPS

COACHES PACKETS ISSUED AT COACHES MEETING

1. Welcome message from the tournament director and/or director of athletics.
2. Administrative (coaches) meeting agenda.
3. Pregame timing schedule.
4. Team roster form (6 copies).
5. Championship bracket.
6. All-tournament team ballot. (Finals only)
7. List of key phone numbers of tournament staff and NCAA committee representatives.
8. Official evaluation form.
9. Championship evaluation form.
10. Directions.
11. Campus map.
12. Restaurants.
13. Locker room assignments.
AGENDA

2017 NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP

MEETING WITH COACHES

An Administrative (pregame) meeting involving the coaches, NCAA committee representatives and staff liaison, and tournament director will be held prior to the championship. After introductions of persons present, the tournament director may have remarks. Either the NCAA staff liaison or the national committee chair will conduct this meeting.

1. Welcome and congratulations.
2. Introductions (name, title, affiliation).
3. Review schedule of activities, including game schedule and pregame itinerary.
4. Questions regarding NCAA Rules Modifications, as needed.

Uniforms

Game shirts must have a minimum of three-inch numbers on the front and six-inch numbers on the back. The numbers must be of a color clearly contrasting with the uniform top. Goalkeepers shall have their own uniform number. The color of the jersey must be different in color from field players of both teams; goalkeepers on opposing teams may wear the same colored jersey.

Game shirts worn by designated home teams must be predominately dark in color, and game shirts worn by designated away teams must be predominately light or white.

A team whose game shirts do not meet the above requirements will be given the opportunity to change game shirts. A team that is unable or chooses not to change will be assessed a yellow card. During NCAA championship play, a yellow card will automatically be assessed. The penalty shall be served by the team captain.

Turtlenecks and/or tights worn by team members must be identical in color. Turtlenecks worn by designated home teams must be dark in color (e.g., black turtlenecks with navy game shirts) and turtlenecks worn by designated away teams must be light in color (e.g., white turtlenecks with yellow game shirts). Headgear (i.e., hats, headbands) worn by team members must be identical in color.

Team members must wear like-colored socks and/or shin guards that cover the back and front of the lower leg (ankle to knee).

The color of the socks and/or shin guards must be consistent with team uniform colors and of a contrasting color of the opposing team. It is the responsibility of the home team to wear socks and/or shin guards in clear contrast to those worn by the visiting team. In the event that the colors are not contrasting the home team will be required to change.

Red Card:

A player, bench personnel or coach receiving a red card shall be ejected from the game, shall leave the premises of the field of play and shall sit out the next regularly scheduled game, including postseason games. Should a player, bench personnel or coach receive a red card in the last game of the season (including post season games) the suspension would carry-over to the first game of the following season (exhibitions and/or scrimmages do not satisfy the suspension). A coach serving a game suspension shall be restricted to the designated spectator area and
prohibited from any communication or contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel from the start of the contest to its completion.

**Visible Clocks**

The Visible Clock will be the Official Game Clock. The On-Field Officials or Alternate Official shall keep a back-up clock. The time kept by the On-Field Officials or Alternate Official will become the official time in the event of a clock malfunction.

**Game Ball**

The game ball should be white unless there are special circumstances and both coaches agree to use a different-colored ball. If an agreement cannot be reached, the color of the game ball shall be white.

**Walk-Out**

Teams are led onto the field in two lines by the three umpires. The umpires are the first to be introduced. The captain of each team heads the line of players (both starters and non-starters). The umpires will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single file line at center field facing the direction as determined by the venue. The announcer then introduces the visiting team’s non-starters, followed by the starters, assistant coach(es) and head coach. The announcer then introduces the “home” team using the same format. After both teams have been introduced and the national anthem has been played, the players should return to their respective benches to prepare for the start of the game.

5. Review uniform policy including logos. *(Student-athletes should remain in uniform until they return to the locker room.)*

**12.5.4 Use of Logos on Equipment, Uniforms and Apparel.** A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame news conferences), provided the following criteria are met. (Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, they shall not affect the student-athlete’s eligibility): *(Revised: 1/11/94, 1/10/95, 1/9/96 effective 8/1/96)*

Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

The student-athletes institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. *(Revised: 1/11/94, 1/10/95)*

6. Determine uniform colors and bench assignments.

7. Review misconduct policies.

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics. **Criticism of Officials.** Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

8. Review squad size (24) and traveling party (30) policies. Collect the travel party form and team roster.

Review pass gate procedures/stick check.
9. Review locker room assignments.

10. Warm-up music. Pre-selected music will be used for warm-up.

11. Review interaction with officials pregame.

12. Review information regarding game balls and ball runners.

13. Obtain lodging information and cell phone numbers from each team (coaches and athletics administrators’ lodging information).

14. A brief meeting will take place with advancing coaches following practice to discuss distribution of awards.

15. Explain awards program.

   - Trophies and individual awards.
   - All-tournament team (plaques mailed to institution).
   - Awards ceremony.
   - Elite 90.

16. Review policy on filming and videotaping.

17. Review policy on postgame interviews/cooling off period.

18. Review policy on alcoholic beverages and products.


20. Drug testing. Please read the following drug-testing announcement at pre-championship meetings.

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

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

   Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championship, drug-testing couriers will be instructed to remind selected student-athletes of such.

   In addition to reading the statement, he/she must ask each participating team to designate a representative who will assist the drug-testing crew in the event drug testing is conducted. The name of the representative and their cell number must be submitted at the conclusion of the meeting.

21. Announce official assignments.

22. Review parking procedures, cost for fans.


24. End of game bench decorum.
25. Members assigned to a team during the semifinals and final must monitor the bench area and will have a presence with one minute remaining in the game to prevent student-athletes and staff from entering the field of play before the clock expires.


27. Adjournment.
A G E N D A

2017 NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP

MEETING WITH GAME OFFICIALS

A pregame meeting involving the officials, NCAA committee representatives and staff liaison, and tournament director will be held prior to the championships. After introductions, the tournament director may have remarks. Either the NCAA staff liaison or the national committee chair will conduct this meeting.

1. Review bracket, game times, and post-game ceremonies.
2. Review official assignments. Designate Head Official.
3. Review uniform requirements for officials. (NCAA patches worn over left chest on the uniform shirt. No other patches will be worn.)
4. Review NCAA Rules Modifications and international rules as necessary.

Uniforms

Game shirts must have a minimum of three-inch numbers on the front and six-inch numbers on the back. The numbers must be of a color clearly contrasting with the uniform top. Goalkeepers shall have their own uniform number. The color of the jersey must be different in color from field players of both teams; goalkeepers on opposing teams may wear the same colored jersey.

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Team members must wear like-colored socks and/or shin guards that cover the back and front of the lower leg (ankle to knee).

The color of the socks and/or shin guards must be consistent with team uniform colors and of a contrasting color of the opposing team. It is the responsibility of the home team to wear socks and/or shin guards in clear contrast to those worn by the visiting team. In the event that the colors are not contrasting the home team will be required to change.

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A player, bench personnel or coach receiving a red card shall be ejected from the game, shall leave the premises of the field of play and shall sit out the next regularly scheduled game, including postseason games. Should a player, bench personnel or coach receive a red card in the last game of the season (including postseason games) the suspension would carry-over to the prohibited from any communication or contact, direct or indirect, with his or her team, assistant coaches first game of the following season (exhibitions and/or scrimmages do not satisfy the suspension). A coach serving a game suspension shall be restricted to the designated spectator area and is and/or bench personnel from the start of the contest to its completion.
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Walk-Out

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5. Review substitution and overtime procedures.

6. Determination of home team.

7. Review pregame schedule for each day of competition (warm-up, stick check, coin toss, introduction of players, national anthem). [Timing sheet.]

8. Review interaction with coaches (Pregame, it can only occur at the scorer’s table with a NCAA representative present).

9. Alternate Official: (1) meet with the ball runners before the game; (2) ensure that substitution cards for each team are at the scorer’s table; and (3) review other duties.

   The alternate official shall supervise the scorers’ and timers’ table, ball runners and the team bench area.

10. Report to the field one hour and 15 minutes before the game.

11. Player behavior/bench decorum.

12. The tournament director will perform the following duties:

   a. Explain security escort plan.

   b. Distribute credentials and explain parking and access to competition site (hand out same competition site diagram that was in coaches packets).

13. Identify officials’ locker room and refreshment arrangements.

14. Distribute NCAA patches, and evaluation forms. Evaluation forms will be collected by the tournament director or may be faxed to the NCAA liaison as indicated.
2017 NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP

GAME ONE
Friday, November 17 at 10 a.m.

____________________________________________________________________ vs. ______________________________________________________________________

Head Official: ____________________________________________________________________________

Official: _________________________________________________________________________________

Alternate Official: ________________________________________________________________________

GAME TWO
Friday, November 17 at 1 p.m.

____________________________________________________________________ vs. ______________________________________________________________________

Head Official: ____________________________________________________________________________

Official: _________________________________________________________________________________

Alternate Official: ________________________________________________________________________

CHAMPIONSHIP GAME
Sunday, November 19 at 11 a.m.

____________________________________________________________________ vs. ______________________________________________________________________

Head Official: ____________________________________________________________________________

Official: _________________________________________________________________________________

Alternate Official: ________________________________________________________________________
2017 DIVISION II FIELD HOCKEY CHAMPIONSHIP

ALL-TOURNAMENT BALLOT

An All-Tournament Team composed of 11 players (more than one goalkeeper may be selected) will be selected from the championship participants. The announcement of the All-Tournament Team will be made after the presentation of awards. A selection committee will be appointed at the championship site. At the conclusion of each semi-final, coaches will have the opportunity to submit or identify names of individuals from any of the final four teams for consideration.

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FIELD HOCKEY STATISTICS

With the rapid growth of the sport of field hockey, it is important that the recording of the statistics of the game, which serve as a permanent record of the contest, be accurate and be meaningful to anyone who reads them. To this end, it is important to have a compilation of the terms used in statistics. The purpose of this work is to address this need of nomenclature for the statistics currently used. In addition, this work will help to establish some guidelines for consistency.

Consistency is a fundamental part of the taking of statistics. Consistency is important not only from game-to-game for an individual team but also from team to team so that statistics can be compared across teams. There are a number of situations in which players are compared on a statistical basis; it is crucial to a fair comparison that the statisticians that are with the various teams be of the same mindset.

In each of these explanations below, a number of examples are given as possible scenarios that a statistician might encounter. They are by no means exhaustive nor are they all-inclusive. They simply provide a means to demonstrate some situations and provide a guideline for the recording of the statistics. In each of the examples, members from team A all have names that begin with the letter "A" and players on the opposing team all have names that begin with the letter "B."

Following the description of each of the statistics, two special situations (penalty stroke competition and a substitute keeper) are described. Finally, a list of formulas is provided to reacquaint the statisticians with the method of determining such statistics as scoring offense, scoring defense, save percentage and goals against average.

The statistics described below are as follows:

SHOT
GOAL
ASSIST
SAVE (GOALIE SAVE, DEFENSIVE SAVE) The special situations are:

PENALTY STROKE COMPETITION
SUBSTITUTE KEEPER

SHOT. A shot is any attempt made by a player to score a goal. The player, regardless of her playing position on the field, must be playing the ball in such a manner that her actions could result in her scoring on the opposing team's goal. Where she is on the field, the speed of the shot, and the placement of the other players, both on her team and the opposing team, are irrelevant—as long as she can LEGALLY score a goal from her spot on the field.

A shot—one that is deemed to be "legal"—can have four outcomes: a goal, a save (for the opposing goalie or a defender on the opposing team), it can go wide, or a foul can be assessed to the opposing team.

If a player takes a shot that is blocked by a player who is in front of the goalie, the shot still counts and is just considered wide. If the player is behind the goalie or the goalie is out of position, the player who stops the ball from going in the net shall be credited with a defensive save (see below).

It is important to note that a "shot" taken outside the circle should not be credited as a shot because if it goes in the cage untouched, it would not count as a goal.

Also, a shot that is deemed lifted (on a direct corner) or not from a stopped ball (again, direct corner) is not a shot since it cannot score.

GOAL. A goal should only be recorded if the signal for such has been given by the umpire. There are situations in which the ball might go into the cage but the goal is disallowed for various reasons, including a dangerous shot. Thus, it is crucial that a goal not be recorded until the umpire gives the signal.

The time of the goal should be recorded as time INTO the match.
ASSIST. An assist is a play made by an offensive player that directly results in a goal being scored by the attacking team.

The assist is usually a pass made by one teammate to another who in turn scores a goal; however, a few exceptions do exist. It is imperative that the statistician exercise consistent and clear judgment in awarding an assist. It should be noted that an assist does not detract from the player who scored a goal; that is, an unassisted goal is no better statistically than an assisted goal. However, not every goal needs to be assisted. Consistency remains the underlying principle with this statistic, as with all statistics.

The guidelines for the awarding of an assist include two parts: the action of the passer and the actions of the recipient. An assist shall be awarded a player following a pass that is converted to a goal provided that:

a) The recipient does not take more than five steps or take longer than five seconds:

EXCEPTIONS TO a)

1) A breakaway situation: Amanda, a forward, is playing at the midfield stripe. Her teammate Abbie, a back, intercepts a pass and Amanda takes off downfield uncontested. Abbie slots the ball through to Amanda 30 yards from the goal and Amanda dribbles and scores without a defensive player marking her. Even though Amanda took more than three steps, Abbie set up the play that allowed her team to score. The yardstick is the defensive pressure that Amanda faces in her scoring run. If Amanda must outrace/perform excessive defensive pressure, she will record an unassisted goal.

2) An odd-woman rush: Amanda picks up a loose ball and races downfield with Alix on her side. The only defensive pressure is Barbara, at goalie, who must cover both players. Barbara moves out to play the ball, leaving Alix free. Amanda passes Alix the ball and Alix takes 4 or 5 steps before shooting. If Alix scores, Amanda is awarded an assist.

b) The recipient does not maneuver around defensive pressure that is excessive:

obviously, excessive is a relative term that is subject to subjective reasoning. For this reason, it is imperative that a statistician not only is consistent with his or her recording but also has a good understanding of the game and its play.

An assist is NOT awarded to a player that shoots and has her shot rebound off the post or the goalie and the ball is picked up by a teammate and shot in the goal.

Example: Agnes shoots and her shot caroms of the pads of the goalie. Amory collects the ball and scores on a scramble in front of the cage. Agnes is not awarded an assist; she is credited with a shot and Amory gets a shot and a goal.

DOUBLE ASSISTS. There is only ONE instance in which two people can be awarded an assist on a goal. If a player scored on a direct corner, then both the person who started the corner and the player who was the stick stop for the striker may be credited with an assist. If there is any other kind of play, then only the person with the final pass may be credited with an assist. Examples of single assists include, but are not limited to:

a) A flip from either the striker or the stick stop to a player on either side of the battery

b) A tip in to the usher or an on-rushing player

Note that if the striker’s DIRECT SHOT is deflected into the cage by a defender, then both the pusher and the stick stop can be credited with assists.

SAVE. The save records each time a player stops a ball from going in her goal that if she did not stop, would result in a goal for the opponent.

Obviously, each time the ball passes the plane of the goal line a goal is scored assuming there is not a violation by the offense (dangerous shot, etc.). However, there are situations in which a ball which advances in a scoring manner and the goalie does not record a save. In looking at the definition of a goal, in which an offensive player has played the ball inside the scoring circle, one finds the basis for the definition of a save. A goalie should get credit for a save if an offensive player has touched the ball inside the circle and the goalie next plays the ball.

There cannot be more saves recorded than shots for the opponent; in fact, the number of saves is usually fairly less than the number of shots taken by the opponent, which reflects shots that sail wide. In addition, a shot that hits the crossbar or cage is NOT recorded as a save for the goalie.

Examples:

a) Amanda takes a shot that would go in. Brittany, the goalie, blocks the shot. Brittany records a save; Amanda records a shot.
b) Agnes is the striker on a penalty corner. Her shot, which is ruled "safe," is saved by Brittany from going in the cage. Brittany's save, however, pops up and the umpire rules a lifted or dangerous ball and awards team A another corner. Brittany's save is still a save, as she prevented the ball from going into the goal.

c) Ammie is on a breakaway and dribbles into the circle. Brittany comes out to play her and blocks the ball after Ammie has taken it into the circle. Because an offensive player has touched the ball inside the circle, Brittany gets credit for the save.

DEFENSIVE SAVE:
a) on a corner Amory shoots the ball in the corner away from the goalie. Barb, who is on the post, legally stops the ball from going in the cage. Amory gets credit for a shot, and Barb records a defensive save

NOTE that a defensive player who is playing in front of the goalie who blocks a shot IS NOT credited with a defensive save. The defensive save must be the FINAL ABSOLUTE last line of defense

Examples of situations in which the goalie plays the ball but there is NOT a save:
b) on a long hit coming across the mouth of the cage the goalie punches the ball out of the circle (or away from play)
c) the goalie blocks a crossing pass from outside the circle (long hit, eg) that is not directed towards the goal as a shot

The only judgment call that should be made in the recording of a save is whether the ball would have gone in the cage. It is rare for a team to have 100% accuracy in shot placement; thus, it would be unusual for a team to have as many saves (and goals against) as the opponent has shots. Again, a crucial point is that a shot that hits the pipe is not considered a save.

It is important that a statistician keep careful account of all of the shots during a game; for this purpose a table has been provided for recording shots that hit crossbars and posts and go wide as well as far as totals for a team.

SPECIAL FIELD HOCKEY SITUATIONS. The strokeoff competition:

In the case that Team A and Team B are tied following the mandatory, sudden-victory 15 minutes overtime periods, a penalty strokeoff competition is held to determine a winner of the contest. The team that wins the contest, either in the first, mandatory and complete series, or in the sudden-victory series that follow, will be awarded a "team goal" to be added to the score of that team. The result is recorded as such: Team A defeats Team B in penalty strokes OR "A, 2-1 PS" or something akin to this statement.

It is important to note that each team is only held accountable for the one goal scored in regulation. The final goal is a stroke goal—NOT given to anyone NOR is the goalie accountable for any of the strokes that went in. Record it as a GWG: PS (team) or something similar.

A SUBSTITUTE KEEPER.

In the case that Team B pulls their goalie in favor of a field player, the question arises as to who is then "responsible" for the goal. Because the rules of field hockey state that each team MUST have a dressed keeper on the field, a team will have a field player don a different color jersey and protective headgear to serve as the keeper. Yet this person is designed to assist the team on attack more than they are in the game for their goalkeeping skills. As a result, should Team A score while this substitute keeper is on the field, it should be recorded as an "empty net" goal (en). The only change occurs in the statistical recording of the goal for Team B. Brittany, who was in goal for Team B, should not have the goal charged against her, and her minutes in the game should reflect ONLY her time actually on the field.

Should Betsy make a save, it needs to be recorded as a goalie save and not a defensive save. The save, though, should be credited to Betsy and not to Brittany.

For example: Team A leads 1-0 and Team B pulls their keeper with 4:00 to play. Brittany comes off the field while Betsy enters with the protective headgear and the different color jersey. Team A scores with 2:00 to play. Brittany is charged with only one goal against in 66 minutes of play, while Team B overall has two goals against in the course of the 70-minute game. Team A's goal should be listed as an (en) goal to reflect the actual situation, because to list the goal against what is basically a field player is a misleading statistic.
THE SHUTOUT.

For a goalkeeper to record a shutout, she must play the entire game in the cage. Should she split time with anyone else, then she cannot get credit for a shutout.

This is not to say that a team cannot record a shutout with more than one keeper playing in the game. For example, a team can platoon its goalies and have each player in the cage for 35 minutes each, during which time the team allows no goals. The team goals-against average would be 0.00, and the GAA for the individual goalies would be 0.00, but neither would have any shutouts to their credit. Furthermore, if a goalie plays for 65 minutes and her teammate comes in the last five minutes and the team records a shutout, again, neither goalie records a shutout. A shutout is only to be awarded for a complete game.

By no means are any of these examples given in the game scenarios perfect nor are they exhaustive. They only represent some of the more common situations and give an idea of how a statistician should record the play. In any situation where a question arises, it is crucial that the statisticians of both teams discuss the situation so that both teams’ statistics are identical.

STATISTICAL FORMULAS

SCORING AVERAGE: Number of goals x 70
(Scoring offense) Number of minutes played

Team A has played 15 games (one overtime of 5 minutes) and scored 60 goals.
60x70=4200
15x70+5=1055
4200/1055=3.98 gpg
Team A has a scoring offense of 3.98 gpg

SCORING DEFENSE: Number of goals allowedx70
Number of minutes played

Team A’s opponents have scored 25 goals.
25x70=1750
1750/1055=1.66
Team A has a scoring defense of 1.66

SCORING MARGIN: Scoring Average-Scoring Defense=Scoring Margin

SAVE PERCENTAGE: Number of saves
Number of saves+ Number of goals

Anna has made 180 saves and has allowed 75 goals.
180+75=255
180/255=.706
Anna’s save percentage is .706

GOALS AGAINST AVERAGE: Number of goals allowed x 70
Total minutes played

Anna has allowed 20 goals while playing in 985 minutes.
20x70=1400
1400/985=1.42
Anna has a GAA of 1.42.
Notice that the team has played 1055 minutes; she has played 93.4% of the team’s minutes. Her GAA is very close to the scoring defense.
# OFFICIAL NCAA/NFHCA FIELD HOCKEY SCORING SHEET

**TEAM:**

**DIV** · **Score** · **Date** · **Site**

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<th>TO TAKEN:</th>
<th>PER:</th>
<th>SHOTS</th>
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**PER:**

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**Umpires’ Signatures:**

_________ ___________
TOT 1
PENALTY CORNERS: 1: 2: 1ot: 2ot: J

Umpires' Signatures: ____________________  ____________________
OFFICIAL NCAA/NFHCA FIELD HOCKEY SCORING SHEET

TEAM: ____________________________ Art Grass ____________________________

TO TAKEN: ____________________________ PER: ____________________________

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<tr>
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<th>NAME</th>
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PENALTY CORNERS: 1: 2: 1ot: 2ot: TOT

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Umpires' Signatures:___________________________  ___________________________
# NCAA Field Hockey Card and Score Form

<table>
<thead>
<tr>
<th>(Date)</th>
<th>1st</th>
<th>2nd</th>
<th>OT</th>
<th>2OT</th>
<th>Shootout</th>
<th>Final</th>
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<tbody>
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<td>(Home)</td>
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</tr>
<tr>
<td>(Visitor)</td>
<td></td>
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</tbody>
</table>

## Home Cards

<table>
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<tr>
<th>Circle Cards Received</th>
<th>Time on Clock</th>
<th>Release Time</th>
<th>Circle Half</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player #</td>
<td>G Y R</td>
<td>1 2</td>
<td></td>
</tr>
<tr>
<td>Player #</td>
<td>G Y R</td>
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<tr>
<td>Player #</td>
<td>G Y R</td>
<td>1 2</td>
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</tr>
</tbody>
</table>

## Visitor Cards

<table>
<thead>
<tr>
<th>Circle Cards Received</th>
<th>Time on Clock</th>
<th>Release Time</th>
<th>Circle Half</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player #</td>
<td>G Y R</td>
<td>1 2</td>
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<tr>
<td>Player #</td>
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<tr>
<td>Player #</td>
<td>G Y R</td>
<td>1 2</td>
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</tbody>
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*Note: The table above represents a simplified version of the NCAA Field Hockey Card and Score Form.*
Appendix I

2017 NCAA Division II Field Hockey Championship
Schedule of Events

**Thursday, November 16 (closed practices Owsley B. Frazier Stadium)**

- Teams arrive
- 9:30 a.m. to 10:45 a.m. Higher seed of semifinal game one
- 11 a.m. to 12:15 p.m. Lower seed of semifinal game one
- 12:30 p.m. to 1:45 p.m. Higher seed of semifinal game two
- 2 p.m. to 3:15 p.m. Lower seed of semifinal game two
- 6:45 Banquet – Churchill Downs

**Friday, November 17 (Owsley B. Frazier Stadium)**

- 9 a.m. Warm-up
- 10 a.m. Semifinal #1
- Noon Warm-up
- 1 p.m. Semifinal #2

**Saturday, November 18 (closed practices Trager Stadium)**

- 9 a.m. to 10:15 a.m. Winner Semifinal 1
- 10:30 to 11:45 p.m. Winner of Semifinal 2

**Sunday, November 19 (Trager Stadium)**

- 9:50 a.m. Warm-up
- 11 a.m. Championship
## PREGAME SCHEDULE FOR THE CHAMPIONSHIPS

<table>
<thead>
<tr>
<th>Prior to game</th>
<th>Time</th>
<th>Activity</th>
<th>Scoreboard</th>
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</thead>
<tbody>
<tr>
<td>60 minutes</td>
<td>9 a.m.</td>
<td>Official Pregame Warm-up Begins</td>
<td>52:00</td>
</tr>
<tr>
<td>8 minutes</td>
<td>9:52 a.m.</td>
<td>Clear the field</td>
<td>00:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Captains and Officials meet at centerfield</td>
<td></td>
</tr>
<tr>
<td>6 minutes</td>
<td>9:54 a.m.</td>
<td>Introduction of Teams via international walk out</td>
<td>00:00</td>
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<tr>
<td>2 minutes</td>
<td>9:58 a.m.</td>
<td>National Anthem</td>
<td>00:00</td>
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<tr>
<td>0 minutes</td>
<td>10 a.m.</td>
<td>Game begins</td>
<td>00:00</td>
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### Second Game of Session (if applicable)

Field cleared and bench areas shall be prepared for participates in game 2. Put 52 minutes on clock.

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<thead>
<tr>
<th>Prior to game</th>
<th>Time</th>
<th>Activity</th>
<th>Scoreboard</th>
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</thead>
<tbody>
<tr>
<td>60 minutes</td>
<td>Noon.</td>
<td>Official Pregame Warm-up Begins</td>
<td>52:00</td>
</tr>
<tr>
<td>8 minutes</td>
<td>12:52 p.m.</td>
<td>Clear the field</td>
<td>00:00</td>
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<tr>
<td></td>
<td></td>
<td>Captains and Officials meet at centerfield</td>
<td></td>
</tr>
<tr>
<td>6 minutes</td>
<td>12:54 p.m.</td>
<td>Introduction of Teams via international walk out</td>
<td>00:00</td>
</tr>
<tr>
<td>0 minutes</td>
<td>1 p.m.</td>
<td>Game begins</td>
<td>00:00</td>
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</table>
The following schedule should be used for the National Championship Game.

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<tr>
<td>8 minutes</td>
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<td>Clear the field</td>
<td>00:00</td>
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<tr>
<td></td>
<td></td>
<td>Captains and Officials meet</td>
<td></td>
</tr>
<tr>
<td>6 minutes</td>
<td>10:54 a.m.</td>
<td><strong>Introduction of Teams</strong> via international walk out</td>
<td>00:00</td>
</tr>
<tr>
<td>0 minutes</td>
<td>11 a.m.</td>
<td>Game begins</td>
<td>00:00</td>
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Guidelines for Ball Retrievers at Field Hockey Games

General:
- All ball people start with at least one ball in their hands. (two is better)
- Don’t have anything in your hands except the ball(s).
- When sending a ball onto the field ROLL it in, never throw it.
- When placing a ball for a sideline hit, place it on the sideline where the other ball left the field...then retrieve the other ball.
- When the ball leaves the field after a foul has been called look for the player holding her hand up for the ball and ROLL the ball to her.
- When watching the game stay away from the sideline so you don’t interfere with the movement of the officials.
- Listen to what the officials tell you to do and NOT the players.

Procedure
- One person goes behind each goal.
- The other four people move along the sidelines from the center of the field down to the end line.

Responsibilities
- People behind the goals NEVER send a ball onto the field.
- Their job is to retrieve balls that have left the field over the end line and roll them to the people on the sidelines.
- People on the sidelines feed the ball into the game based on where it left the field or where play is to restart.
- If the ball leaves the field over the end line to the right of the cage, the person on the sideline on that side of the cage feeds the ball in.
- If the ball leaves over a sideline, the closest ball person to where it left feeds the ball in. (or places it on the sideline)
Appendix L

NCAA FIELD HOCKEY RESERVE (TABLE) OFFICIAL’S DUTIES

1. Prior to start of the game:
   - Instruct the timers and scorers of their responsibilities. The timer will be responsible for timing team time outs. (Reserve umpire will run her own watch during the game) If there is a discrepancy on the game clock (visible clock) the reserve umpire will determine what the proper time will be to set on the clock.
   - Assist the game management personnel (if needed) in giving instructions to the ball people.

2. Oversee the teams’ bench area:
   - Ensure coaches and players remain behind the five yard restraining line.
   - Card coaches or bench personnel if necessary.

3. Monitor players who receive green and/or yellow cards.

4. Ensure that substitutions are properly executed/ advise field umpire of goalkeeper substitution.

5. If needed tell the field umpire a team is requesting a time out.

6. If available the table umpire may use a communication device to contact the on field umpires with the following information:
   - Goal keeper substitution.
   - Team requesting a time out.
   - Information needed about carding situations.

7. The reserve umpire should not act as a rules interpreter for the coaches. Be tolerant of questions from the coaches and act as a link between the coaches and field umpires.

8. The reserve umpires main responsibility is to be focused on the game itself and be ready to enter the game in the event of a field umpire being injured. The replacement of the field umpire should happen with as little disruption to the game as possible.