



2020 HOST OPERATIONS MANUAL

The 2020 NCAA Division I Women's Basketball First and Second Round Host Operations Manual will be continually updated as new information becomes available. The most updated version will be available on Teamworks.



TIP: To easily search for terms or words within this document, right click, select “Find”, type the word or words you want to search for and hit “Enter”. The Find function will take you to the first use of this term, hit “Enter” to move to the next.

DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP

This manual outlines the responsibilities of an institution hosting the first- and second- rounds of the NCAA Division I Women's Basketball Championship and should complement the information contained in the championship bid portal. Additional information will be made available to the host on Teamworks, a collaborative website and mobile app. It is essential that each host institution staff member familiarize themselves with the information and policies included in this manual and available on Teamworks (Refer to Section No. 23).

The NCAA considers this hosting opportunity a partnership between the host institution, facility, 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.

Comments and suggested additions to this manual are always welcome. If you have any questions, please do not hesitate to contact the NCAA staff.

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NCAA Championships and Alliances

The mission of the NCAA championships and alliances group is to conduct each of the 90 NCAA championships in a manner which maximizes the quality of experience for student-athletes, member institutions and fans while also generating sufficient revenue for the national office and the NCAA membership.

NCAA Division I Women's Basketball Committee

The mission of the NCAA Division I Women's Basketball Committee is to administer the championship with the highest level of integrity. The committee's actions will be guided by its commitment to a fair and equitable championship while embracing sportsmanship, diversity, student-athlete welfare and education. The continued enhancement of the championship experience for student-athletes, coaches, administrators and fans shall be preeminent.

Guiding Principles.

- **Accountability:** Standardize administrative procedures with the primary focus of the championship being placed on the participating institutions, their student-athletes, coaches, administrators, alumni and followers.
- **Diversity:** Foster a championship that is committed to diversity in all elements of its operations including committee, games officials and site selections.
- **Education:** Educate student-athletes, coaches, administrators and officials on its commitment to following its policies and procedures to grow and enhance the championship experience and provide educational programs to its constituents.
- **Excellence:** Conduct a championship that provides a consistent and memorable tournament experience for its constituents across all rounds and sites.
- **Integrity:** Administer a championship according to its principles and procedures.
- **Sportsmanship:** Support the importance of complying with and playing within the written and unwritten rules of the game with the highest level of respect for the game and its impact on a fair and equitable championship.
- **Stewardship:** Commit to being stewards for growing the game of women's basketball while hosting a championship that is accessible to fans and communities while operating with fiscal integrity throughout the championship and in its selection of future sites for the event.
- **Student-Athlete Welfare:** Administer the championship with a positive and involved student-athlete experience as its highest priority.

NCAA Women's Basketball

NCAA Women's Basketball provides our student-athletes an opportunity to realize their full potential in pursuit of academic and athletic excellence, to compete for a national championship and to be recognized as role models for and engage in the local, national and global community.

Role of the NCAA Staff

The NCAA Division I Women's Basketball Championship staff (e.g., "women's basketball staff"), working in conjunction with the NCAA Division I Women's Basketball Committee (e.g., "women's basketball committee") and other NCAA functional groups, will lead the planning efforts, management and execution of the NCAA Division I Women's Basketball Championship.

The NCAA staff will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, and television programming, as well as many other aspects.

The women's basketball committee and women's basketball staff will work closely with the host institution, competition venue and city to ensure that the championship provides a positive and rewarding experience and serves as a showcase for the host institution and community.

NCAA Division I Women's Basketball Committees

The administration and conduct of the NCAA Division I Women's Basketball Championship is under the direction of the Division I Women's Basketball Committee and subject to review by the Division I Women's Basketball Oversight Committee to whom they report.

Division I Women's Basketball Oversight Committee

Link: [Roster](#)

Division I Women's Basketball Committee

Link: [Roster](#)

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Teamworks: To streamline communication with Women's Final Four teams, the LOC and NCAA will utilize Teamworks as a messaging, file sharing and form submission platform. Teamworks is a complete online resource for preliminary round hosts and all 64 participating teams. It provides direct links to all websites below, as well as team forms, references, checklists, schedules, key contacts, photos and updates from the NCAA staff.

Site: www.teamworks.com

Division I Women's Basketball Sport Landing Page: Contains sport specific information.

Site: <http://www.ncaa.org/championships/division-i-womens-basketball>

Division I Women's Basketball Website: Visit NCAA.com for all your women's basketball needs including headlines, statistics, scores, rankings and the championship bracket.

Site: <http://www.ncaa.com/sports/basketball-women/d1>

Short's Portal Link: This website will provide tournament managers with travel information on teams, women's basketball committee representatives, women's basketball staff, timeout coordinator and game officials in order to coordinate airport transportation. Tournament managers will be responsible for updating the portal with host contact information.

Site: <https://www.shortstravel.com/ncaaChampsLocations/index.cfm>

NCAA Championships Bid and Profile System: Budget adjustments are permitted, if approved in advance in writing by the NCAA staff. Host institutions/conferences must complete the online financial report, including amount due to the NCAA, within 60 days after the final date of competition at the site.

Site: championships.ncaa.org

Championship Tickets: Host institutions/conferences must include NCAA regional round details on their websites for fans to access ticket sales information. The NCAA will establish a link from its website (<http://www.ncaa.com/sports/basketball-women/d1>) to the host institution/conference website.

NCAA Women's Final Four: The official site of the NCAA Division I Women's Basketball Championship.

Site: www.NCAA.com/womensfinalfour

Women's Basketball Strategic Plan. The NCAA Women's Basketball community has created a progressive and comprehensive strategic plan that will guide Divisions I, II, and III for the next five years (2019–2024).

Site: www.ncaa.org/WBBStrategicPlan

Women's Basketball Rules: The rule book for 2019-20 is now available.

Site: <http://www.ncaapublications.com/productdownloads/WBR20.pdf>

Division I Manual: The Division I Manual is now available.

Site: <http://www.ncaapublications.com/productdownloads/D120.pdf>

POLICY REVISIONS/REMINDERS

Please note the following new or revised championship policies for the 2020 championship. Refer to the appropriate section in this manual for additional information on these policies.

Ball Girls/Boys. The six ball girls/boys must be at least 12 years old, shall not be prospective student-athletes and must have regular-season experience in the role. A supervisory adult must be stationed at each end of the playing floor with ball kids to advise them as to when to approach the court and game officials for assistance. Each ball girl/boy shall be dressed in khaki pants and athletic shoes. Diversity and recruitment of female ball kids is highly encouraged. (Refer to Section Nos. 9.10 and 10.3)

Conference Network Credentials. This credential is intended for conference network affiliates and provides the same access as the MEDIA credential plus extended access courtside until 15 minutes prior to the start of the first game of a session.

Cooling-Off Period. The length of cooling-off periods have changed. The winning coach and designated players will be escorted to the postgame news conference room first; the non-advancing coach and designated players will follow at the conclusion of the winning team's interview. The cooling-off period is 10 minutes for the winning team and 20 minutes for the non-advancing team. (Refer to Section No. 13.9)

General Public Entrances. General public entrances shall open 60 minutes prior to game time. If the facility is accustomed to opening doors 90 minutes prior to tip, the facility may be permitted to do the same for the championship, if approved in advance by the NCAA. (Refer to Section No. 5.13)

Game Day Shootarounds. Each game will have two predetermined time slots available for shootaround. Teams will choose their shootaround time in the following order: High Seed Game No. 1 (Low Seed Game No. 1 will be assigned the remaining time slot); High Seed Game No. 2 (Low Seed Game No. 2 will be assigned the remaining time slot). The higher seeded team must select their time slot before their First Practice Day practice time ends or the committee representative on site will assign shootaround slots for the following day. (Refer to Section No. 17.1)

Signage Kit. The signage kit has been enhanced for the championship. (Refer to Section No. 5.6)

Ticket Age Limit Policy. Every individual two (2) years of age or older, must have a game ticket for admission to the first and second rounds and regionals. Children younger than two (2) years of age do not need a ticket provided that they sit on a lap of a ticketed adult. For Women's Final Four, every individual, regardless of age, must have a game ticket for admission. *(New for 2020)* No standing-room-only tickets shall be sold, except in private viewing suites, if approved in advance by the NCAA. Every ticket purchaser must have an assigned seat. (Refer to Section No. 25.1)

Reminders of policies implemented for the 2018-19 championship:

Concessions. In August 2018, the NCAA removed legislative restrictions on the sale of alcoholic beverages at NCAA championship events. Certain alcoholic beverages (i.e., beer and wine) may be sold for public consumption at NCAA championships on dates of competition, subject to policy requirements established by the NCAA national office. Concession sales of alcohol may only be conducted in venues which have done so for other events, and only after signing agreements in advance with the NCAA as a part of the bid process. As a designated host, if you are able to adhere to the policy terms outlined below, the NCAA asks that you sign and return the policy agreements regarding the sale of alcohol during the tournament through the bid portal. Please contact Rachel Kay with any questions.

Spirits, or hard alcohol, may only be sold or dispensed in privately-owned suites or private hospitality areas and may not leave these areas. Alcohol vending in the stands at any time is prohibited. (Refer to Section 5.2)

Head Coach Attendance at Administrative Meeting. The head coach attendance is OPTIONAL at all rounds of the championship and therefore may be represented by an assistant coach or the director of basketball operations. The meeting is mandatory for each institution's primary team administrator, director of basketball operations and sports information contact. (Refer to Section No. 7.1)

Statistics Crew. The host institution/conference shall designate its regular-season statistics crew to provide all necessary equipment and will be responsible for official game statistics. The host statistics crew is required to use NCAA LiveStats software during all predetermined site tournament games. In addition, the statistics crew will be required to provide an online live statistics feed to NCAA approved agencies. The statistics crew will be provided a maximum of four seats on the official scorer's table. If space does not permit, the statistics crew will be set up either across from the official scorer's table or on the row behind the official scorer's table. (Refer to Section No. 9.10)

Vending in Seating Areas. Food and beverage may be vended or dispensed in the seating areas, except during the last two minutes of a half, if approved in advance by the NCAA. (Refer to Section No. 5.3)

1.1 Commercial Identification.

Band members must wear their institutional band uniform that may bear only a single manufacturer's or distributor's label or trademark, not to exceed 2 ¼ square inches in area. Bands may not perform routines that are affiliated with any professional sports team or commercial product.

1.2 Communication.

The facility shall provide a means of communication between the two band directors, the game producer and the house control system. This will facilitate the performances of bands and spirit squads during timeouts, breaks between quarters and halftimes and assist in coordinating these performances with the required public-address announcements and videoboard displays.

1.3 Electronic Amplification.

Bands are permitted to use electronic bass with amplification equipment. The NCAA reserves the right to control the volume of the bass instrument. Host facilities must be able to accommodate the needed power source, as well as space needed without impeding fire codes/exit, for amplification equipment on both ends of the playing court. No other electronic musical instruments or equipment are permitted.

1.4 Entrance/Seating.

Entrance to Facility. A maximum of twenty-nine band members and one director shall be admitted to the facility for their team's sessions only. Admission for the band will be through a designated entrance, via a pass gate list. Each participating team's primary administrator must submit the pass gate list via Teamworks. A tablet or laptop with internet access will be required at all pass gate areas to assist with the management of team, band and cheer pass gate lists. (See Section 5.13 for more information.)

Band Director. The band director will be issued a credential for his/her use only for the sessions in which his/her band is participating. The band director shall accompany and supervise the band at all times.

Seating When Competing. The facility shall create two areas with 31 individual chairs, 29 for the band of each participating team, one for the institution's band director and one for the institution's cheerleading coach. The seating areas shall be in the baseline areas, in two rows and must be at least 30 feet wide by 10 feet deep, plus space for the band's drum set and bass amplifier, if applicable. The perimeter will be constructed of three-foot black pipe and drape for a finished appearance. Bands will be seated at the same end of the floor as its team bench.

Band members are not permitted to exit the designated seating area and play anywhere in the facility at any time during the game, including halftime, breaks between quarters or during the pregame warm-up quarters.

The band sections may not be on the "court side" of the barriers surrounding the playing floor. However, directors may stand on the court side of the barrier while the band is playing, if necessary. Once the band has concluded playing, the band director must be seated inside the band corral.

Band members must be seated and must not block the view of fans or media while the game is in progress.

Courtside band corrals are only available to the band when their team is competing. When their team is not competing, band members must remain in the back of house areas or be provided a ticket from the institution's allotment to be seated within the bowl. If available, the competition venue shall make a monitor available in the band holding area on the first game day to allow band members in the second game to view the first game.

Water Cooler. The games management staff shall place an NCAA water cooler, trash can and NCAA drinking cups near each band's seating section for use by band members and cheerleaders.

1.5 Maximum Number.

Bands are limited to a maximum of 29 individuals and one director.

1.6 National Anthem.

In the event an outside performance is not arranged, the National Anthem will be played by the lower seeded team's band prior to the first game of a session. Confirmation on who will be playing the National Anthem shall take place at the administrative meeting.

1.7 Playing While Game is in Progress.

Bands or any component thereof (including drums) may not play while the game is in progress. Bands may play during dead balls. Bands and cheerleaders of the two participating institutions will alternate and coordinate performances, as determined by the game producer. The game producer will also be responsible for confirming the performance schedule with the band directors and band liaisons in advance of the start of the game and coordinating the schedule with the public-address announcer.

1.8 Storage.

If available, the facility shall provide an area where band members may store their equipment during games. The band/cheerleader liaison shall inform the band director of the space availability prior to the band's initial entrance into the facility. This space shall not be located in close proximity to the team locker rooms. The NCAA, host institution and facility are not responsible for the security of these stored articles.

1.9 Substitute Band.

An institution may contract or "rent" a band at the institution's expense if the institution's band is unable to travel or the institution does not have a band of its own.

An institution may hire a band comprised of prospect-aged individuals to perform at post season home or away-from-home contests, provided the band is paid commensurate with the going rate in that locale for similar services and the organization providing the band is located within 150 miles of the competition site. A prospective student-athlete ("prospect") is a student who has started classes for the ninth-grade year. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not generally provide to prospective students.

"Rented" bands must follow the same championship guidelines regarding commercial identification, maximum number, credentialing and pass gate lists. Chaperones and additional guests should purchase a ticket through the participating institution's allotment or the host institution's ticket office.

1.10 Tournament Policies.

If a band does not comply with tournament policies, the tournament manager/band liaison shall ask the primary team administrator to rectify the situation. If the issue is not resolved, the tournament manager and/or band liaison shall report the incident to the women's basketball committee representatives and the Division I Women's Basketball Committee will consider it as failure to adhere to tournament policies.

The tournament manager shall assign two individuals to serve as a liaison with the participating institutions' cheerleaders. These individuals shall inform these groups of their designated entrance and storage area, ensure that they comply with NCAA Division I Women's Basketball Championship policies and serve as an escort for the cheerleaders at all times when they are in the facility.

2.1 Dance Squads.

If an institution's dance squad is designated as its primary spirit squad, these members shall adhere to the same policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc. If an institution elects to bring its dance squad in addition to the designated cheerleading squad, these individuals must be provided a ticket from the institution's allotment and be seated in the general public seating area. Additional members of the cheerleading/dance squads seated in the general public seating area may not rotate with the 12 individuals seated at the end of the playing floor.

Dance squads may perform at halftime of their institution's game and will be allowed a maximum of four minutes for their performance. There is no limit on the number of performers who may represent a participating institution at halftime. If an entertainment group has been scheduled to perform at halftime by the host institution, they will be given priority over participating institutions' dance teams. The host institution must inform participating institutions prior to them making travel arrangements, that a performance has been scheduled and therefore they will not have time on the court.

2.2 Entrance/Seating

Entrance to Facility. A maximum of twelve cheerleaders, one mascot and one cheerleading coach shall be admitted to the facility for their team's sessions only. Admission will be through a designated entrance, via a pass gate list. Each participating team's primary administrator must submit the pass gate list via Teamworks. A tablet or laptop with internet access will be required at all pass gate areas to assist with the management of team, band and cheer pass gate lists. (Refer to Section No. 5.13)

Seating. When play is in progress, all cheerleading squad members and the mascot must sit or kneel on their team's end of the court, on the side of the basket opposite the photographers. These individuals will have access to this area only when their team is playing. They will be allowed on the playing floor only during full timeouts breaks between quarters and halftime. They must not block the view of participants, patrons or media during competition. Cheerleading squads are not allowed to enter into the general public seating area or position themselves behind the team benches or courtside media seating areas to lead cheers at any time. Squads are restricted to the designated baseline area, except when performing during full timeouts, breaks between quarters or halftime. All individuals seated around the court must be aware that a 3-foot runoff lane must be maintained on either side of basket stanchion when teams are on the playing floor.

Cheerleading Coach. The cheerleading coach will be issued a credential for his/her use only for the sessions in which his/her squad is participating. The cheerleading coach shall accompany and supervise the cheerleaders at all times. The cheerleading coach will be seated in the band seating area and will not be allowed in the designated cheerleader area while the game is in progress.

2.3 Mascot.

Each institution is permitted to have only one mascot on the playing floor at any given time. Mascots shall adhere to the same policies identified for the cheerleading squad regarding location, activities permissible while the game is in progress, timeout policies, etc. At no time shall the mascot converse or interact with the game officials. Mascots are restricted to the designated half of the baseline area, except when performing on the court during full timeouts, breaks between quarters or at halftime. During play, mascots must be seated on the designated baseline area away from the goal standard. At no time shall a mascot enter the general public seating areas.

Live Mascot. Per NCAA Championship policy, live mascots are not permitted in venue during the first and second rounds or regional rounds of competition.

2.4 Maximum Number.

Each institution is permitted a maximum of 12 cheerleaders or spirit squad members, one mascot and one cheerleading coach.

2.5 Performance Guidelines.

All cheerleading squads must conform to the guidelines established by the American Association of Cheerleader Coaches and Advisors (AACCA) and can be viewed at <http://www.cheerrules.org/aacca-college/>. The NCAA, host institution or facility shall not be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Supervision of cheerleading squads, their activities, yells and stunts are the participating institution's sole responsibility.

The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.

Tournament managers must inform participating institutions if the facility has more stringent requirements than those set forth by the AACCA and the primary team administrator of each participating institution must apprise his/her cheerleading squad and coach of such policies and ensure compliance.

- **Artificial Noisemakers.** Artificial noisemakers of any kind including, but not limited to air horns, electronic instruments, cow bells, inflatable noisemakers, etc., are not permissible. Facility staff members are responsible for confiscating prohibited items at the entrance points or removing such items from the facility.
- **Commercial Identification.** Cheerleader, spirit squad or mascot uniforms may bear only a single manufacturer's or distributor's label or trademark, not to exceed 2 ¼ square inches in area. These groups may not perform routines that are affiliated with any professional sports team or commercial product.
- **Contact with Game Officials.** Cheerleaders and mascots shall not converse with or approach game officials.
- **Flags.** Flags of any size may only be displayed or waved on the court during pregame activities and halftime. Flags will not be permitted on the court during timeouts.
- **Game in Progress.** Cheerleaders and the mascot are required to be seated or kneeling at all times when the game is in progress.
- **Halftime.** Participating institutions' representatives may perform at halftime. Each institution may perform for a maximum of four minutes. However, if other activities are scheduled at halftime by the host institution, those activities will be given priority over participating institution's dance teams.
- **Megaphones.** Cheerleading squads may use megaphones for voice amplification, but not as a distraction. This includes pounding them on the floor, making distracting noises during game play, striking them with the hand(s) or other objects or waving them in any way.
- **Laser Pointers.** Laser pointers are not permissible.
- **Pregame Introductions.** During pregame player introductions, cheerleading squads are restricted to the area between the baseline and the free throw line extended on the end of the playing floor where their team's bench is located.
- **Recorded Music.** In the event a squad uses recorded music as part of its halftime performance routine, such music shall be permitted only during halftime. Squads must provide the music to the band/cheerleader liaisons prior to the start of the game in which the squad will be performing. The liaisons shall inform the women's basketball committee representative that a squad will perform to recorded music during halftime. The liaisons and the women's basketball committee will review and test the recorded music in advance of the start of the game.
- **Signage.** Any signage or "props" used by cheerleaders must be stored behind each squad, off the playing surface, while not in use.
- **Throwing Items.** Cheerleading squads may not throw items (e.g., t-shirts, souvenir basketballs) into the general public seating area unless asked to do so by NCAA personnel.

Timeouts/Breaks Between Quarters. Cheerleaders and mascots shall alternate performances at timeouts and breaks between quarters. They shall depart the floor when the first horn sounds at the conclusion of a full timeout. Cheerleaders and mascots shall not perform on the floor during 30-second timeouts. The game producer will be

responsible for confirming the timeout performance schedule with the cheerleading coach and cheerleader liaison in advance of the start of the game and coordinating the timeout schedule with the public-address announcer.

2.6 Warm-up and Storage Space.

A space at least 300 square feet, carpeted and free of furniture or other obstructions should be provided for cheerleader warm-up and storage. Ceiling height of the warm-up space should also be considered. This area should not be in close proximity to the team locker rooms. The games management staff shall provide NCAA cups, soft drinks and water in this area.

The host institution, the NCAA and the facility are not responsible for the security of stored articles.

2.7 Substitute Squad.

An institution may contract or “rent” cheerleaders at the institution’s expense if the institution’s cheerleaders are unable to travel or the institution does not have cheerleaders of its own.

An institution may hire a spirit squad comprised of prospect-aged individuals to perform at post-season home or away-from-home contests, provided the squad is paid commensurate with the going rate in that locale for similar services and the organization providing the squad is located within 150 miles of the competition site. A prospective student-athlete (“prospect”) is a student who has started classes for the ninth-grade year. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual’s relatives or friends) any financial assistant or other benefits that the institution does not generally provide to prospective students.

“Rented” spirit squads must follow the same championship guidelines regarding commercial identification, maximum number, credentialing and pass gate lists. Chaperones and additional guests should purchase a ticket through the participating institution’s allotment or the host institution’s ticket office.

2.8 Tournament Policies.

If a cheerleading squad or mascot does not comply with tournament policies, the tournament manager/cheerleader liaison shall ask the primary team administrator to rectify the situation. If the issue is not resolved, the tournament manager shall report the incident to the women’s basketball committee representatives and the Division I Women’s Basketball Committee will consider it as failure to adhere to tournament policies.

3.1 Credential Program.

The credential program provides access to the building and within the building via pass gate lists, credentials (worn around the neck), credential pins (worn on the lapel), wristbands and armbands.

- **Pass Gate Lists.** Pass Gate Lists will be utilized for daily entry to the building for Teams and Band and Cheer. Pass Gate Lists will be completed daily as needed and submitted electronically through Teamworks.
- **Credentials.** All credentials will be authorized and issued by the NCAA and worn around the neck. Credentials are non-transferable and are required for access to all restricted areas beginning when the building opens at 9 a.m. on the first practice day until 9 a.m. the day following competition at the site. Except TEAM credentials, all credentials issued will include the name of the individual and the appropriate media agency or entity only. Credentials without proper names and agencies will not be valid, except for participating teams. TEAM credentials will either include the name of the individual or the team name and will have a number associated with it. Participating teams are required to provide the name of the individuals using all credentials daily on their Team Personnel Credential List, submitted via Teamworks. (Refer to Section No. 3.2 for a listing of the credential types available.)
- **Credential Lockdown.** Credentials should be worn when in the venue to assist security in identifying guests associated with the women's basketball championship, including prior to credential lockdown. Credentials will be strictly enforced by venue security beginning on the first practice day through completion of the second-round game.
- **Credential Pins.** Credential pins will be provided on game days to the 25 individuals included on the Bench Pass Gate List for each round. All 25 individuals except student-athletes in official team practice attire or game uniform must wear a bench credential pin at all times while inside the arena for games.
- **Armbands (GAME DAYS ONLY).** Armbands provide access to assigned photoboxes. All individuals with armbands, must also have a credential.

3.2 Credential Type.

The credential system has been designed to provide identification of individuals involved in the championship and receiving credentials that are worn around the neck. All media credentials are authorized and issued by the NCAA media coordinator. The following are the credential types for the championship:

- **ALL-ACCESS.** For women's basketball committee representatives, NCAA staff and event management-type personnel who need access to every area, including playing court, locker rooms and all other backstage areas. All-Access credentials should be provided to selected host staff, including facility liaison, locker room attendants, sports medicine and tournament physicians, game officials, game officials' evaluator, scorer's table personnel, timeout coordinator and drug testing personnel.
- **CONFERENCE.** A maximum of four staff members from a conference office will be credentialed. Conference credentials provide access only to their team's closed practice, media areas and locker rooms during "open" locker room time. If a conference has two (2) or more teams competing, four (4) additional credentials may be issued for each additional team, but courtside seating will remain at a maximum of four (4) seats. Conference credentials should be applied for online through the NCAA website at <http://www.NCAA.com/media> and will be available for pickup at credential distribution.

CONFERENCE NETWORK. This credential is intended for conference network affiliates and provides the same access as the MEDIA credential plus extended access courtside until 15 minutes prior to the start of the first game of a session.

- **ESPN.** For ESPN personnel to access television compound, interview rooms, host set and ESPN dining areas. The ESPN credential does not provide access to any NCAA back of house areas including The NCAA shall issue a maximum of 75 credentials to ESPN. The producer (or designee) will secure these credentials and distribute them to ESPN personnel. ESPN credential also allows for on-air talent, producer and director to view closed practice sessions.

- **EVENT MANAGEMENT.** For facility and event management staff that do not require all-access but need to be back of house to perform duties.
- **MEDIA.** For members of the media, including photographers, providing access to all press areas including courtside media seating, interview room, locker rooms during “open” locker room time, etc.
- **TEAM.** For those 28 individuals identified on the Team Personnel Credential List, which typically includes team personnel, team photographer, team content providers and administrative staff. The institution’s band director and cheerleading coach will also receive TEAM credentials and do NOT need to be listed as one of the 28 individuals on the Team Personnel Credential List. (Refer to Section No. 3.3 for additional information.)

Restricted Areas. Refer to the chart below to review which credential type provides access to each back of house space.

CREDENTIAL PROGRAM

Event Credential	Backstage Areas	Media Buffet	Team Locker Rooms	Athletic Training Room	Basketball Committee Room	Drug Testing Space	Game Officials' Locker Room
ALL-ACCESS	X	X	X	X	X	X	X
CONFERENCE	X	X	Select times				
CONFERENCE NETWORK	X	X	Select times				
ESPN	X		Select times				
EVENT MANAGEMENT	X	X					
MEDIA	X	X	Select times				
TEAM	X	X	X	X			
CREDENTIAL PIN	X		X	X			
FACILITY-ISSUED	X						

3.3 Participating Institution Credentials.

Admittance. Admittance at the team entrance is restricted to the 25 individuals on the Bench Pass Gate List and the 28 individuals on the Team Personnel Credential List (with TEAM credentials).

Bus Driver Admittance. If bus parking is available within the loading dock area, bus drivers will be admitted to the facility through the team entrance and should remain in the bus driver holding area. Bus drivers WILL NOT be allowed to sit with teams during practices or games and WILL NOT be provided a credential. This space will be provided by the facility for all team bus drivers in the event they must return to their buses immediately. If bus parking is not available in the loading dock, bus drivers must remain on their buses.

Official Team Travel Party. The team should identify 25 individuals on the Bench Pass Gate List to serve as the official team travel party, including student-athletes, coaches, managers, etc. These 25 individuals will be provided credential pins, which must be worn at all times while inside the arena, including practices, shootarounds and games.

Credential pins provide a seat on the bench during the game in which that team is participating. The Bench Pass Gate List must be submitted via Teamworks no later than 5 p.m. local time Tuesday prior to the championship. The primary administrator may revise the Bench Pass Gate List each day and submit the changes via Teamworks.

TEAM Credentials. The 28 individuals from the participating institution included on the Team Personnel Credential List, will receive TEAM credentials and may access the arena through the team entrance. The primary administrator and sports information contact must be identified on the Team Personnel Credential List. These are non-transferrable credentials. The remaining credentials can be used at the team’s discretion and these individuals will receive a credential with the institution name on it and do not need to include the name of the individual in possession of the credential. If requested by the participating institution, the host may add the credential-holder’s name and title to the credential if that individual will retain it for the duration of their time at that site.

Seating. A maximum of six (6) courtside seats, two (2) courtside photo boxes and one (1) reserved space in the upper video position will be provided for those institutions competing in that particular game. All other individuals with TEAM credentials must be provided tickets from the institution’s allotment and be seated in the general public seating area.

Team Photographer and Team Content. Each participating institution may designate two individuals to capture photo and/or video content.. If included on the Team Personnel Credential form, these two individuals will each receive a TEAM credential and a TEAM PERSONNEL armband (provided at sports information contacts meeting) and will be permitted to photograph and film their game ONLY from a designated photo box on each end of the playing floor apron. If included on the Team Personnel Credential List, a team content provider will also receive a TEAM credential and will be provided a designated upper video position to film the game their team is competing in ONLY. The sole purpose of this position is for the institution to record a “scout” tape. The team content provider will not be given access to the courtside photo boxes. (Refer to Appendix No. 22)

With a TEAM credential, therefore included on the Team Personnel Credential form, the team photo/video content providers will have full courtside access to closed practices and shootarounds. This DOES NOT open closed practice/shootaround to other members of the media.

Courtside Media Seating Access. A participating institution may be provided courtside media seating access or a position in the audio/video distribution area to create “scout clips.” This is permissible, based on space availability. Representatives of participating institutions may also tape the ESPN telecast of any game at its site, using a video distribution outlet outside the ESPN truck compound or in the media workroom. The institution must provide its own recording equipment.

Radio Crew. Members of the participating team radio crew should be included on the team media list being submitted through the online credential application system. If a team wishes to have the radio crew included in the closed practice or shootaround, they must be included on the Team Personnel Credential List. This DOES NOT open the practice/shootaround to all members of the media.

3.4 Credential Recipients.

The NCAA will issue credentials to those individuals who meet the credential criteria. Issuance of credentials to other individuals is prohibited unless approved in advance by the NCAA.

DVSPORT Replay System. Individuals representing DVSPORT shall receive All-Access credentials. One (1) seat next to the standby official will be assigned for an individual from DVSPORT Replay. A second seat, if space is available, would be assigned on the media row behind the scorer’s table.

Facility Management. All facility personnel, including management, event personnel, ushers, ticket takers and concession workers, shall utilize the facility’s standard credential.

Game Officials. The NCAA will issue All-Access credentials to the game officials and the game officials’ liaison. Additional liaisons will not be issued credentials. Game officials are required to wear their credentials for admittance into the facility.

Host Institution. Only host institution staff members involved in games management or media coordination shall be issued appropriate credentials based on their role. It is **NOT** permissible to credential members of the host institution's athletic department who do not have game management or media coordination responsibilities.

NCAA.com/NCAA Social Media. Individuals representing NCAA.com, Turner Sports and NCAA social media sites shall be credentialed by the NCAA.

NCAA Representatives. Women's basketball committee representatives and NCAA staff will be issued All-Access credentials by the NCAA that will provide full access at any time while the NCAA occupies the facility.

Photographers. Floor photographers must wear armbands, which will be distributed by a member of the host media staff. These colored armbands must be worn on the arm (either right or left). The color of the armband will change each day and shall be distributed by the floor photo stewards at the facility 60 minutes prior to the first game of a session.

Professional Scouts. Scouts for professional teams and organizations will not be issued credentials.

Special Requests. All additional requests for credentials must be approved in advance by the NCAA.

3.5 Issuing Credentials.

Credentials will not be mailed. Recipients must present a driver's license, passport or a government issued photo ID to pick up credentials. The following are the credential distribution times for each day of the championship:

First Practice Day	8:30 a.m. – 4 p.m.
First-Round Game Day	3 hours before tipoff of first game until halftime of last game
"Off" Day	10:30 a.m. – 3:30 p.m.
Second-Round Game Day	3 hours before tipoff until halftime

3.6 Media Credential Requests.

All media agencies shall apply for credentials by accessing the NCAA website at [NCAA.com/media](https://www.ncaa.com/media).

Participating Institution's Media. Media covering a particular team must apply for credentials through the online system prior to each round of the championship. A link to the site will be provided to the sports information contact of each advancing team for distribution to their respective media.

3.7 Miscellaneous Credential Information.

The use of any other credential or entry badge is prohibited, except for facility staff, concession workers, maintenance personnel, ushers, security officers or ticket takers.

Production. The NCAA will produce and distribute all credentials, credential pins, armbands. Credentials will be shipped to the tournament manager for receipt on Tuesday, March 17, the day following the selection announcement. The tournament manager will confirm the receipt of all credentials and that the appropriate number of credentials has been received. Credentials are to be issued only to the approved media entities and tournament personnel. Additional credentials will not be provided. Below is a breakdown of the credential types and quantities that will be shipped.

- All-Access (125)
- Event Management (150)
- Media (200)
- TEAM (140)
- ESPN (75)
- Conference (20)

Credential Boards. The NCAA will provide large credential boards to the facility liaison to be posted throughout the facility and smaller credential boards for use by security personnel. The facility manager should review the credentials and any restricted access in advance of the first practice day.

Facility Security Meeting. A meeting shall be conducted with the security staff in advance of the first practice day to review to review each backstage area and the access each credential category affords the bearer.

Credential Envelopes. The NCAA will provide 300 credential envelopes to be used at credential distribution. These will be sent to the tournament manager and should be provided to the host media coordinator for use in the distribution of credentials.

Labels. A 1" x 2 5/8" adhesive label should be affixed to each credential (e.g., Avery labels #5160). The label shall include the name of the individual, appropriate media agency or entity and the credential type. Credential labels can be produced from the Excel report generated by the credential system. **Credentials without labels will not be valid.** Labels will not be supplied by the NCAA and are a permissible expense.

NOTE: The example below illustrates the preferred font and size of the credential labels. The name, if possible, should be in Tahoma, bold, 18 pt. font and subsequent lines should be in Tahoma, bold, 12 pt. font.



The NCAA Division I Women’s Basketball Committee is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

4.1 Drug-Testing Expenses.

The host institution shall submit to the Center for Drug Free Sport (Drug Free Sport) an Institutional/Host Drug-Testing Invoice upon completion of the championship for drug-testing related expenses, if applicable. Receipts must accompany the invoice to receive reimbursement.

4.2 Facility Specifications.

The host 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. The drug testing area shall not be identified with any signage, or “NCAA USE ONLY” if necessary.

Each room must accommodate the drug-testing crew (3), student-athletes (4) and their institutional representative (1).

Each testing room must have its own fully-equipped restrooms adjacent to or near the waiting area. These restrooms must be secure and closed to the public. (Refer to Appendix No. 1)

4.3 Notification.

Host. Tournament staff will be notified no earlier than seven (7) days prior to the start of the competition as to whether testing will be conducted. This 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. If no notification is received by the Tuesday prior to competition, then tournament staff are to assume drug testing will not occur at their site and shall keep this information confidential.

Participating Teams. Announcing in advance whether drug-testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug-testing will occur at the championship event. The drug-testing crew chief will notify the participating team’s representative no earlier than two hours prior to the tip-off of their game that drug-testing will be conducted at the site. After the cooling-off period, the drug-testing crew will then enter the locker room to notify the student-athletes who have been selected for testing.

4.4 Media.

Access. ESPN camera operators, with a team’s permission, may enter the locker room with the team immediately following the game. After the cooling-off period, the ESPN crew must exit the locker room. The drug-testing crew will then enter the locker room to notify the student-athletes who have been selected for testing. When the notification process is complete, the media may enter the locker room. The host media locker room stewards are essential to controlling this process.

News Conference Obligations. Student-athletes who are selected for drug-testing and are scheduled to participate in the postgame news conference are required to attend the news conference first, then return to the locker room and fulfill the remainder of the open locker room period, at which time they will be escorted to the drug-testing area.

4.5 Next Day Testing.

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the game. Once testing has begun, it 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). Necessary transportation arrangements should be made for teams that elect to test the next morning or for individuals being tested that need to remain at the facility after other team members have departed.

4.6 Seating.

Escorts and drug-testing crew shall sit in the non-playing participant or overflow media seating areas, if available, on the days when testing occurs.

4.7 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, referenced below.

Confidentiality. Keep testing information confidential at all times.

Contact Information. The tournament manager will provide the Bench Pass Gate List and drug-testing contact information to the drug-testing crew chief.

Drug-Testing Site Coordinator Manual. The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.NCAA.org/drugtesting.

Escorts. Assign two individuals (one per team) to serve as escorts for each game in which drug-testing will occur. These individuals shall escort selected student-athletes and their institutional representative from the locker room to the drug-testing area. Student-athletes **SHALL NOT** be escorted to the drug-testing area unless accompanied by their institutional representative.

Facilities. Review the facilities required for the drug-testing area according to the site coordinator's manual, paying particular attention to the possibility of next morning testing. Two testing facilities must be located in the facility. Only the drug-testing crew, selected student-athletes, institutional representatives, site coordinator and witnesses will be allowed in the area. The drug-testing area shall not be identified with any signage, only "NCAA USE ONLY" if necessary.

Fluids. Arrange for a sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) for distribution in the holding 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. Meet 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:

Assistance. Assist drug-testing crew chief during testing.

Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.

Credentials. The tournament manager will issue All-Access credentials (total of nine) and parking passes for the drug-testing crew, escorts and other necessary personnel. Credentials shall provide access on the days when drug-testing will occur at the facility. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "games management" or "medical/athletic training" is preferred.

Crew Chief. Contact the drug-testing crew chief assigned to the site to obtain names and arrival/departure times of the drug-testing crew. Confirm designated testing area and supplies needed for testing.

Meet with Basketball Committee Representatives. Meet with the drug-testing crew chief, NCAA women's basketball committee representatives, individuals supervising the locker rooms and the escorts the day prior to the scheduled testing date to review and confirm postgame policies. Confirm the location of the drug-testing area with the locker room attendants and NCAA women's basketball committee representative.

Supplies. If necessary, receive supplies for the drug-testing area from the delivery agent and transport, per the drug-testing crew chief's directions. Confirm receipt of supplies with Drug Free Sport. **The drug-testing supply boxes SHOULD NOT be opened in advance.**

Video. The NCAA drug-testing video should be available in the holding area for viewing by student-athletes. Therefore, the facility should be prepared to provide a TV and DVD player.

Security. Work with the facility liaison to assign facility security staff at the entrance to each drug-testing area.

Transportation. Pre-arrange transportation using the tournament manager's courtesy car for student-athletes and institutional representatives to the team hotel, should transportation become necessary.

Transportation/Lodging (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 or NCAA women's basketball staff.

5.1 Hosting.

The Division I women's basketball championship first and second rounds sites will be awarded to the top 16 seeded teams as of Selection Monday, **March 16, 2020** that submit a bid meeting minimum requirements (specifically venue and hotel availability) for hosting in their regular season women's basketball home facility.

If a top 16 seeded team has a conflict at its regular season home facility, it will be permitted to submit a bid to host at an alternate location if the following requirements are met:

- This exception is only allowed if the participating team's home facility is not available.
- The proposed facility is within a maximum of 30 miles from the participating institution's campus.
- Any additional cost above and beyond the expected cost of hosting at the regular home site will be at the expense of the host institution, not the NCAA.

Additional notes:

- The host institution is not required to play a game in the proposed facility during the 2019-20 regular season for it to be used for the 2020 NCAA championship.
- The division I women's basketball championship committee retains flexibility to make an exception to this policy when necessary.

5.2 Alcoholic Beverages.

In August 2018, the NCAA removed legislative restrictions on the sale of alcoholic beverages at NCAA championship events. Certain alcoholic beverages (i.e., beer and wine) may be sold for public consumption at NCAA championships on dates of competition, subject to policy requirements established by the NCAA national office. Concession sales of alcohol may only be conducted in venues which have done so for other events, and only after signing agreements in advance with the NCAA as a part of the bid process. As a designated host, if you are able to adhere to the policy terms outlined below, the NCAA asks that you sign and return the policy agreements regarding the sale of alcohol during the tournament through the bid portal. Please contact Rachel Kay with any questions.

Spirits, or hard alcohol, may only be sold or dispensed in privately-owned suites or private hospitality areas and may not leave these areas. Alcohol vending in the stands at any time is prohibited.

NCAA Championship and Ancillary Event Alcohol Sales Policy. Alcoholic beverages may be sold and dispensed provided that the host, venue, and/or concessionaire complies with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, which addresses such matters as:

- Permissible types of alcoholic beverages;
- Eligibility for the sale and distribution of alcoholic beverages;
- Indemnity, warranty, and insurance obligations; and
- Verification.

The host, venue, and/or concessionaire must agree to keep and maintain complete and accurate records of all alcohol-related incidents (e.g., expulsions, arrests) and sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes. No later than sixty (60) days after the conclusion of the event, the host, venue, and/or concessionaire must provide the NCAA with a report detailing dates of transaction, alcohol-related revenue generated on each day of the event, food and non-alcohol related revenue generated on each day of the event, the direct cost of selling alcohol at the event (including the cost of goods), and the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site).

5.3 Concessions.

Food and beverage prices shall be no higher than the lowest prices for any other event in the facility.

Vending in Seating Areas. Food and beverage may be vended or dispensed in the seating areas, except during the

last two minutes of a half, if approved in advance by the NCAA. Facility liaisons must submit a written plan for vending in the seating bowl no later than **March 4**. No merchandise may be vended or dispensed in the seating areas at any time.

Souvenir Cups. The NCAA may provide to each first- and second-round site concessionaire. Coke pour facilities would receive Coke-branded cups and non-Coke pour facilities would receive NCAA-only branded cups. A box of lids would also be provided.

5.4 Contracts.

Equipment. The facility shall permit the NCAA and its designated representatives to provide, at its sole option and expense, equipment including, but not limited to backboards, rims, nets, traction devices, goal standards, playing floor, scorer's tables, cups, squeeze bottles, water coolers, carts, chairs and signage on or adjacent to the court and in the backstage areas. If furnished by the NCAA, the items will be provided at the NCAA's expense.

Host Insurance. (Refer to Section No. 6.4)

NCAA Insurance. The NCAA maintains excess liability insurance that provides coverage for the Association regarding the conduct of NCAA championship competition. This coverage includes bodily injury and property damage resulting from accidents.

Products. The facility shall permit the NCAA and its designated representatives to provide food, beverages and products of the NCAA's choice for use in the locker rooms, courtside media areas, team benches and media refreshment areas. If provided by the NCAA, the products will be at the NCAA's expense.

5.5 Courtside Setup.

A standard basketball playing court and equipment, as detailed in Rule No. 1 of the NCAA Women's Basketball Rules Book (<http://www.NCAAPublications.com>), including modern scoreboards, backboards, standards and rims, must be provided by the facility at its expense. Each host should review the electronic version of the NCAA Women's Basketball Rules Book.

Backup Console and Equipment. A backup table console for scoreboards, game clocks and shot clocks must be assembled and ready for immediate installation near the playing floor. Each facility must have one spare backboard/rim/support apparatus and one additional spare backboard/rim, both of the same size and style as the installed equipment. Technicians should be available to remedy any issues regarding the equipment.

Backup Foul Indicator/Shot Clock/Clock Horn. The facility must arrange for numbered cards to be provided to the official scorer or shot clock operator to clearly indicate to each bench the number of team and personal fouls, time remaining and score in the event of a malfunction. In addition, the facility must arrange for an air horn to serve as a backup for the game clock horn in the event of a malfunction.

Backup shot clocks must be available and located near the playing floor.

Band Seating. (Refer to Section No. 1.4)

Barrier. If space is available, a barrier (e.g., "bike rack," pipe-and-drape) shall be used to separate the general public seating areas from the playing floor and courtside media areas. Breaks in the barrier should be strategically placed to allow credentialed institutional personnel access to the playing floor, including when a dasher board system is in place. Bike racks are strongly recommended in the "end zones" when general public seating is on temporary risers without handrails. Draping bike racks to improve the "look" is suggested. The draping should be dark, preferably black.

Breakaway Rims. Breakaway rims must be installed on each goal.

Clocks/Scoreboard. Center hung scoreboards must show the score, time remaining, personal fouls, team fouls and time-outs remaining. Game clocks must display tenths-of-seconds. In addition to other scoreboards, elevated game clocks/scoreboards must be above each endline.

Courtside Media Area. The facility shall provide, at its expense, tables and seating for a minimum of 100 individuals.

A combination of courtside and upper media seating may be used. At least one row of courtside seating, opposite the scorer's table, must be set to accommodate 50 individuals. If an upper media seating area is not available, a second row of media seating may be set either behind the scorer's table or behind the first media row. The facility shall provide a minimum of 22 seats at the official scorer's table. On the official scorer's table and the first row on the opposite side, tables 30 inches wide are preferred. Table topping and skirting **MUST** be a dark color, preferably black, navy or charcoal. (Refer to Appendix No. 2 and 3)

Electrical Outlets. The facility must provide two outlets or a power strip for every two working press row positions. Electrical outlet power strips (110 AC) should be secured on top of the tables.

Endline Seating. No media seating may be located along the endlines of the playing floor unless approved in advance by the NCAA.

LED Light. An LED indicator light framing the backboard indicating the period ending horn has sounded must be installed on the backboard.

NCAA Logos. The placement of NCAA logos on the playing floor shall be as specified, unless otherwise approved by the NCAA.

Overflow Courtside Seating. Two small overflow seating sections will be constructed on the floor, adjacent to the band corrals. These sections will be closest to the team benches, while the band corrals will be furthest from the benches. The section should include 18-20 chairs and the perimeter will be constructed of three-foot black pipe and drape for a finished appearance.

Photo Boxes. Taped boxes indicating shooting positions for still photographers shall be placed perpendicular to the restraining line on each baseline. It is recommended that the first row consist of nine boxes and the second row, if necessary, be staggered behind the first row consisting of 8 boxes, for a total of 17 photo boxes on each baseline. Court size may dictate the number of rows, with additional photographers located off the end of the court or in alternate positions. The suggested size for each photo box is 25 inches wide by 36 inches deep. The photo boxes shall be taped and labeled. All individuals seated around the court must be aware that a 3-foot runoff lane must be maintained on either side of basket stanchion when teams are on the playing floor. The ESPN camera operator will occupy the first two photo boxes (front and back) next to the goal unit. (Refer to Appendix No. 16)

Shot Clocks. Combination shot/game clocks must be installed above each basket.

Stopwatches. The tournament manager shall provide two digital stopwatches to be used by the timeout coordinator and the standby official.

Team Names. Scoreboards shall display the names of the participating institutions rather than "Home" and "Visitors." The in-venue production coordinator shall test the display of participating institution names on scoreboards prior to the first game to ensure the needed number of characters are available.

Videoboards and Electronic Messages. (Refer to Section No. 5.20)

Video of Other Games in Facility. Live or taped video from other games may not be shown on video screens within the seating area at any time. It is allowed, when approved by the NCAA, to show other live NCAA game coverage in facility concourses with no audio.

5.6 Decorating and Advertising.

Alcohol/Tobacco/Gambling. All gambling and tobacco advertisements/corporate identification must be covered within the seating bowl or otherwise visible to the competitors, public or broadcast viewing audience as requested by the NCAA. Alcohol advertisements/corporate identification do not need to be covered. Facilities shall use black material (e.g., heavy cloth, duvateen or visqueen). The coverings must either be blank or use an NCAA logo.

Backboards. The NCAA will provide two decals, no larger than five by eight inches, to be placed on a front, lower corner of each backboard. The only other decal permitted, if previously affixed, is an American flag. If both are present, the two decals must be placed in opposite corners.

Clocks/Goal Standards. It is not necessary to cover manufacturer's marks on clocks and goal standards.

Covering. The facility shall not permit any temporary advertising, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats), including the scoreboard, during the championship sessions or practices, other than NCAA and ESPN signage as specified by the NCAA.

Directional Signage. Directional signage should be printed and posted in all areas used by the participants and media. An editable PDF template with the NCAA look will be provided for hosts to type text and print with a color printer. Tournament managers should work with the facility manager and host media coordinator to determine actual quantities and sizes for directional signage. If your institution has hosted the championship in the past and would like to reuse signage from previous tournaments, please contact Rachel Kay for approval and/or updated templates. A list of suggested signage is included in Appendix No. 4.

Electronic Messages. Other than messages promoting the championship, the NCAA or other NCAA championship events, no electronic board or videoboard advertising may be displayed inside the facility during the days of any NCAA activity in the facility. All messages must be approved in advance by the NCAA staff. No advertisements shall be displayed on the media tables or scorer's table prior to or during the conduct of the Championships, except those approved in advance by the NCAA.

ESPN Banners. Two ESPN banners are permitted within the arena bowl and will come from the production crew on-site. They must be placed in the baseline or baseline corners and approved by the women's basketball committee representatives prior to being posted. The ESPN banners may not be located on the courtside media tables, the official scorer's table or behind the team benches. No other radio or television outlet may display a banner.

Host Institution Banners. If present for all regular-season college games in the facility, host institution signs or banners without commercial identification are permitted.

NCAA Logo Decals. The NCAA will provide vinyl logos to be used on the playing floor. Each logo has an adhesive backing and can be placed on any surface. **NOTE:** When removing decals, care should be taken to ensure that the surface areas are not damaged.

Each site will receive and place the following decals:

- 3 – 66.5" x 18.5" NCAA logo decals (2 for placing, 1 for back-up)

Style Guide. The NCAA will provide a preliminary-round "style guide," which will detail all signage and logo usage and other permissible décor elements.

Signage Kit. A standard signage kit will be shipped to each site consisting of:

- 1 – 40' x 27" table banner, (2 will be sent if no LED scorer's table is present)
- 1 – 20' x 10' press conference backdrop
- 2 – 57" x 31" NCAA.com banners
- 10 – 48" x 48" NCAA first and second round logo banners
- 2 – 72" x 48" NCAA basketball championship banners

The NCAA.com banners shall be hung behind each team bench. The NCAA basketball championship and first and second round banners must be placed in high visibility locations. The table banners shall be placed on the scorer's table and press row only if no LED is available. No other banners, except 2 ESPN banners, are permitted in the bowl of the facility.

The press conference backdrops are official NCAA signage inventory that **MUST** be returned every year. Instructions and a shipping label will be provided in the signage kit to return all inventory pieces. Press conference backdrops not returned will be charged to the respective host institution for replacement.

Table Banners. The NCAA will provide one standard table banner for the scorer's table if no LED table is present. The banner will be 40 feet long and 27 inches tall. Table topping and skirting **MUST** be a dark color, preferably black, navy or charcoal, for the remainder of the tables. No other signage is permitted at the official scorer's table or press row. The NCAA's vendor will ship the banners to each shipping contact during the tournament week.

Should the facility use LED tables, electronic files will be provided by the NCAA with other electronic content.

Temporary Promotional Displays. Facilities may not allow short-term temporary promotional displays (e.g., automobiles, commercial kiosks) anywhere on the facility property during the championship. The only temporary promotional displays permitted are those of NCAA corporate champions/partners and must be approved in advance by the NCAA.

5.7 Disabled Access.

The NCAA requires that the facility be in full compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for persons with disabilities. The facility shall be responsible for any costs that result from disabled access non-compliance of the facility in its condition prior to the onset of the championship competition.

5.8 Facility Use.

The facility shall be reserved for the exclusive use of the NCAA no later than 9 a.m. the day prior to the first practice day. The facility (courtside and backstage) should be completely set no later than 3 p.m. or in advance of the scheduled women's basketball committee or site representative's facility walkthrough the day prior to the first practice day.

Facility Breakdown. Upon notification from the host media coordinator, the facility may breakdown the courtside media area, media workroom and media interview room.

Facility Lockdown. The facility shall require credentials for admittance to the facility (e.g., facility staff, competitors, officials) beginning at 9 a.m. on the first practice day and concluding four hours after the end of the last game.

Host Institution Practices. The host institution's team may practice on the competition floor until the NCAA takes control of the building at 9 a.m. the day prior to the first practice day. Once the NCAA takes control of the building, each participating team will only be allowed to practice on the competition floor at times designated by the NCAA. Any other practice requests must be approved in advance by the NCAA. If the host institution has a practice court within the arena, the NCAA should be made aware of the proposed usage of this space.

Meeting Rooms. All facility space, other than private viewing suites, shall be available to the NCAA at no additional rental fee. If the NCAA releases the restaurant space, the facility may request that the space be opened for normal operation, if approved in advance by the NCAA.

Unrelated Activities. If approved in advance, the NCAA will allow NIT to use the same facilities for the men's tournament as the NCAA women's basketball championship (see "NIT" below). Due to the championship schedule and unknown game times, no other activities unrelated to the championship may take place at the competition site from 9 a.m. the day prior to the first practice day until 9 a.m. the day after the competition ends.

NIT. If the site is interested in hosting any round of the NIT that may overlap with the NCAA women's basketball championship, please include this information in the bid to host or notify Rachel Kay if this is determined after the bid deadline has passed. Generally, the expectation is to have the facility set-up complete, including covering any signage within the arena bowl, prior to the NIT game. However, hosts should wait until after the NIT game to put out bench chairs, traction mats (slip notts), mops, bench towels, sideline product (Coke), etc.

5.9 Lighting/Electrical.

At no cost to the NCAA, the facility shall provide sufficient infrastructure, including electrical power, cabling and enough power outlets in all broadcast booths, press locations and identified media work and interview areas for the operation and transmission of television and radio broadcasts, operation and transmission of all NCAA interviews and for the operation of equipment used by the media. This includes but, is not limited to courtside media areas, official scorer's table, media workroom, media interview room, audio/video distribution, television compound and any work areas assigned to ESPN.

The facility, at its expense, must provide lighting to meet network television standards as determined by the NCAA. The NCAA's lighting best practices can be found at www.ncaa.com. (Refer to Appendix No. 10 for NCAA's Strobe Light Policies.)

Power Requirements (Television Compound). The facility shall provide sufficient electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. All hosts are required to submit a TV Compound Facility Power Verification form as part of the bid process. Power requirements are as follows:

- Service size – 200 kVA, 208-volt, three phase, three wire – no load voltage at shore power service disconnects to be 220 volts;
- 1 – 400-amp solid state circuit breaker service disconnects (2-200 amp in lieu of the 1-400 amp);
- 2 – 200-amp solid state circuit breaker service disconnects;
- 2 – 100-amp solid state circuit breaker service disconnects;
- 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single pole breaker, and
- If a generator is typically required for television production, please notify Natalie Steger.

Media Interview Room. Facilities should expect a normal pull of electrical power to the media interview room and should be equipped to handle with at least two 20 amp single-phase 120-volt circuits.

5.10 Medical Facilities.

General Public. Based on projected attendance, the facility must provide certified medical personnel and a first aid room. Medical personnel must be provided on game days.

One ambulance to serve the public must be provided on game days. Nearby hospital facilities must be identified.

Participants. (Refer to Section No. 21.2)

5.11 Meeting with Women’s Basketball Committee Representatives.

The women’s basketball committee representatives at each site will meet with the tournament manager, host media coordinator, security director and facility manager on the day prior to the first practice day. The facility (courtside and backstage areas) must be fully set and ready for competition.

If requested by the women’s basketball committee representatives, additional personnel should be available to participate. The NCAA staff will provide the basketball committee representatives and tournament manager with a comprehensive checklist for review during the meeting.

Facility personnel must be available to make any modifications to the setup during or following the walkthrough.

5.12 Monitors/Headsets.

ESPN Equipment. ESPN will provide one monitor and headset with talkback ability for shared use of the standby official and timeout coordinator at all rounds. ESPN will also provide one monitor and headset with listen only ability for use by the officials evaluator, who will be seated opposite the scorer’s table. Host staff should ensure these two locations are marked before the first practice so ESPN can setup their equipment.

Additional Equipment. The facility shall provide the following equipment:

- One monitor in the women’s basketball committee room.
- One monitor in the media workroom.
- One monitor in the band/cheer holding area, if possible.

The monitors must be capable of showing a feed of the game at the site (either on ESPN, ESPN2 or ESPNU).

5.13 NCAA Space Requirements.

The host institution and/or facility shall provide diagrams of the proposed facility space assignments, diagrams and requested photos as part of the bid.

Administrative Meeting. (Refer to Section No. 7.1)

Band Seating. The facility shall set two areas with 31 individual chairs, 30 for the band of each participating team and one for the institution's cheerleading coach. The seating areas shall be in the baseline areas, on the floor in two rows and should be large enough to accommodate the band's drum set and amplifier (if applicable) dependent upon the courtside setup. (Refer to Section No. 1.4)

Amplification. The facility may amplify the band through the facility's sound system. This amplification for both bands should be provided throughout the game. The facility must adjust the amplification throughout the bands' performance during timeouts, breaks between quarters and halftime so as not to interfere with the team communication or the television broadcast.

Band Storage Area. (Refer to Section No. 1.8)

Basketball Committee Room. A room shall be available for the exclusive use of the women's basketball committee representatives. Access to this room is limited to the women's basketball committee representatives, NCAA staff, tournament manager, facility manager and host media coordinator. Security shall be placed at the entrance to monitor access or the committee members can be provided with a key/scan card/code to access this space.

Bus Driver Holding Area. A space shall be designated, near the loading dock, for the participating institutions' bus drivers. The host should be prepared to provide chairs, beverages (from NCAA back of house products) and a TV for viewing the game if possible. Bus drivers will be required to remain in the holding area, so they are easily located in the event that they must return to their buses immediately due to an emergency. If no space is available, bus drivers must remain on their buses and may not enter the facility.

Cheerleader Warm-Up Area. (Refer to Section No. 2.6)

Drug Testing. (Refer to Section No. 4)

Duplication/Media Coordination Area. A separate area, near the interview room, shall be designated for use by the host media coordinator and staff. This area must have sufficient electrical power for equipment operation. (Refer to Appendix No. 12)

ESPN Areas. Space should be provided for the broadcast equipment of ESPN. ESPN will contact the facility to coordinate these areas. There shall be no fee charged to ESPN for parking or power.

Dining Area. The facility shall designate an on-site meal area and set-up for 50 ESPN production crew members near the television truck parking area. All meals will be at the expense of ESPN. The facility shall provide ESPN with contact information for the facility catering contact.

Production Trucks. Space, in or immediately adjoining the building, for a maximum of two production trucks shall be reserved for ESPN. Each truck is approximately 75 feet long by 25 feet wide.

Entrances to Facility.

24-Hour/Employee Entrance. A separate entrance will be established, if not already by the venue, for venue employees to access the building. The entrance will be staffed by security personnel on a 24-hour basis and may also be used by NCAA staff, game and media operations volunteers when the credential entrance is not operational.

Band and Cheerleader Entrance. An entrance and check-in area must be established for the bands and cheerleaders. Admission for both groups will be via a pass gate list. This entrance shall be separate from the team entrance and media entrance.

Credential Entrance. This entrance shall be located in close proximity to the media workroom.

Credential Distribution. An area to accommodate a minimum of two topped-and-draped tables, security personnel and media workers shall be set up adjacent to the media entrance for credential distribution. Table skirting and topping should be dark, preferably black.

Game Officials Entrance. An entrance near the game officials' locker rooms must be established for game officials. This entrance should be separate from the media entrance and, if possible, separate from the team entrance.

General Public Entrances. Many of the ticket holders will be out-of-town visitors who will not be familiar with the facility and will require assistance locating entrances, seats or facility services. Each entrance must be staffed by an adequate number of facility staff and every available entrance must be operational. The facility shall post signs to clearly identify all entrances. (Refer to Section No. 25.1.)

General public entrances shall open 60 minutes prior to game time. If the facility is accustomed to opening doors 90 minutes prior to tip, the facility may be permitted to do the same for the championship, if approved in advance by the NCAA. The NCAA, in conjunction with the facility, will prepare security entry procedures and a list of prohibited items to be distributed to ticketholders in advance of the event. The facility is encouraged to use an external public-address announcement, approved in advance by the NCAA, to advise ticket patrons of gate accessibility, prohibited items, arena services, etc.

Media Entrance. This entrance shall be near the media workroom and should be an entrance separate from the team and band/cheerleader entrance.

Player Guest Entrance. A separate gate must be identified to admit individuals with player-guest tickets. This must be a separate area located in close proximity to the team will-call area in which guests pass through security screening, receive their game tickets and proceed directly to ticket scanning for entry into the facility. Each team's player-guest and will-call entrance must be clearly identified with appropriate and highly visible signage. (Refer to Appendix No. 5)

Team Entrance. An entrance and check-in area near the team locker rooms must be identified for all student-athletes, coaches and administrators. Admission will be via an electronic pass gate list; therefore, power will need to be available in this area. (Refer to Appendix No. 5)

Team Will-Call. The facility shall provide space for each institution to operate a will-call window. This must be a separate space located near the player guest area. Each team's player guest and will-call entrance must be clearly identified with appropriate and highly visible signage.

Technology Requirements. To assist with the management of team, band and cheer pass gate lists, a tablet or laptop will be required at all pass gate areas. The tablet/laptop must have access to the internet, either by wireless or hardline, in order to receive updated pass gate lists as they are submitted by participating institutions. Additionally, it is recommended, though not required, for these areas to have a printer available, should personnel staffing the check-in areas wish to print the latest version of pass gate lists prior to team/band/cheer arrivals to the facility.

Media Buffet Area. The facility shall provide a media buffet area to accommodate a minimum of 50 individuals. This area should be located in close proximity to the media workroom and media interview area.

Media Interview Area. The media interview area, set theatre-style, must accommodate a minimum of 25-30 individuals. Preferably, structural support posts should not block sight lines. The desired ceiling height should be no less than 20-25 feet. Rigging points in the ceiling are beneficial. Incandescent work lighting is preferred over fluorescent lighting. This area should be free from background noise (e.g., noise from playing floor or HVAC systems). This area should have access to the venue's high-speed wireless network.

Audio. Electronic media will have access to the audio of the news conferences taking place in the interview room via the audio mult box provided by the competition venue. The host institution will be required to identify one audio sound operator to manage the audio needs in the interview room. This individual will pre-set all microphones, speakers, cabling, audio mult box and audio mixer. During news conferences the audio sound operator will monitor all audio needs in the room. The audio equipment must be set up and operational no later than 3 p.m. the day prior to the first practice day. The audio sound operator shall be required to be on-site in the interview room during all scheduled news conferences. The audio sound operator shall make one audio recording of each news conference and provide to the NCAA (Rick Nixon) after competition at the site. Audio recordings should be provided on a CD. All audio support is a permissible games expense.

Dais Platform. It is recommended the competition venue provide staging for an 8-foot x 24-foot dais that is two-feet high. Riser sections must be securely clamped together. One set of steps with handrails should be installed at the end or side of the dais closest to the holding area. Safety rails, at least four-feet high, must be

installed on the rear and sides of the dais. The platform and table should have pleated black draping to the floor.

Backdrop. The NCAA will furnish a news conference backdrop to be hung behind the dais. The backdrop is 20-feet wide x 10-feet high. The competition venue should hang additional BLACK draping extending from the ceiling to the floor and extending beyond the outside edges of the dais.

Camera Platform. It is recommended the competition venue provide staging for two 8-feet x 4-feet camera platforms at the same height as the dais. The platforms should be positioned at the back of the interview room, based upon the room dimensions and layout. The venue should place one platform in front of the other and ensure that each platform is completely independent of the other, with no more than a two-inch gap separating each. The platform closest to the dais is to be used for cameras, while the rear platform is for the camera operators.

Chairs/Tables. Five chairs and two 8-feet x 30-inch tables with BLACK skirting and white vinyl topping shall be positioned on the dais. Chair back covers shall be used on the chairs positioned on the dais.

Holding Area. An area, in close proximity to the interview room, shall serve as a pre-interview holding area for coaches and student-athletes. Participants shall not be required to walk through the interview room to reach the holding area and student-athletes and coaches in the holding area should not be able to hear other interviews. Soft furniture is suggested for the holding area. Media representatives shall not have access to the holding area. If the facility is not able to accommodate a separate area from the interview room, student-athletes and coaches should remain in their respective locker rooms until being notified by the locker room stewards and escorts that it is time to proceed to the interview room.

Speakers. When a free-standing system is used in the front of the media interview area near the dais, all speaker components should be draped.

Microphones. Five microphones (Shure SM48 or equivalent) with short stem stands and windscreens should be positioned on the dais. The NCAA will provide microphone flags to be placed on the microphones. Microphone flags should be returned to Rick Nixon at the conclusion of competition at the site.

Seating. Sight lines should be unobstructed.

Set-Up Schedule. The competition venue will set up the day prior to the first practice day. All carpet, electrical and staging should be in place when the media interview room set-up begins. Pipe-and-drape, decoration and setting of chairs and tables can take place throughout the day but, must be completed no later than 3 p.m.

Video/Audio Distribution Area. An area, near the ESPN truck compound area, shall be used to accommodate ESPN broadcast feeds. ESPN will provide the audio/video mult-boxes, cabling and feeds to this area. This area should have two eight-foot tables for the ESPN equipment. The area must be set no later than 3 p.m. the day before the first practice and available for use from the first practice day through the conclusion of the competition. On game days, 16 outputs of audio/video will be dedicated to the ESPN television broadcast with announcers and graphics, also known as the “dirty feed”. Host institutions are responsible for providing their own cabling and equipment at the mult box. **No melts will be provided.** Melts can be obtained through Wazee Digital: sports@wazeedigital.com; 303-953-5160.

Media Workroom. This area must accommodate a minimum of 50 individuals. Electrical connections shall be secured on the tops of tables with a minimum of two outlets or one power strip available for every two seats. Tables should be either 30 or 36 inches wide. Lighting must be sufficient for normal working conditions.

Hours of Operation.

First Practice Day	8:30 a.m. – 7 p.m.
First-Round Game Day	3 hours prior to tip-off until 4 hours after end of last game
Closed Practice Day	10:30 a.m. – 5 p.m.
Second-Round Game Day	3 hours prior to tip-off until 4 hours after end of the game

Mini-Camera Waiting Area. The facility shall designate an area where television mini-camera operators can wait until they may enter the playing floor following the game. The playing floor should not be in view from this area. (Refer to Appendix No. 14)

NCAA Merchandise Storage Area. The facility shall provide storage space for merchandise, subject to the approval of the official NCAA concessionaire. (Refer to Section No. 14)

Officials' Locker Rooms. Two (2) locker rooms with separate showers must be available to accommodate at least seven (7) individuals at one time for the game officials. The game officials' locker rooms should not be near the team locker rooms. A sign reading "NCAA Use Only" shall be posted on the door of the game officials' locker room.

Admittance to Officials' Locker Rooms. (Refer to Section No. 8.5).

Game Clocks. Each locker room **MUST** be equipped with a game clock.

Supplies. The games management staff shall keep each locker room clean and adequately supplied with towels, soap, toilet paper, a training table, sharps container, bottled water, ice, soft drinks, fluid replacement drinks and NCAA-branded drinking cups. The sports medicine staff shall ensure that the locker rooms are supplied with the appropriate modalities.

Outside Video Position. The facility shall designate a space outside the facility where television entities may produce "live shots." This space should be a minimum of 20-feet by 20-feet, with a view of the facility or other significant landmarks.

Photography Work Area. The facility shall provide space with normal lighting to accommodate approximately 10 individuals for photo editing and transmitting. Media agencies may order telephone lines for this area. Tables shall be topped in white vinyl and not draped.

Sports Information Contacts Meeting. (Refer to Section No. 7.1)

Team Locker Rooms. A minimum of four locker rooms must be available for the participating teams. Each locker room must have restrooms and showers contained within the locker room space. Shared locker rooms and/or restrooms for visiting teams are not acceptable.

Assignment. Team locker rooms shall be assigned according to an institution's seeding (i.e., higher-seeded team assigned larger locker room). If unusual circumstances warrant, the women's basketball committee representatives will adjust locker room assignments.

Teams should be assigned the same locker rooms in the second-round that they used in the first-round, unless the rooms are adjacent. In that case, the higher-seeded team shall have the option to retain its locker room. If the higher-seeded team does not elect to move, the women's basketball committee representatives shall assign a new locker room to the lower-seeded team.

Game Clocks. Each locker room **MUST** be equipped with a game clock.

Supplies. The games management staff shall keep each locker room clean and adequately supplied with towels, soap, toilet paper, a training table, sharps container, bottled water, ice, soft drinks, fluid replacement drinks, NCAA-branded drinking cups, dry erase board and markers for all practices and games.

Refreshments. (Refer to Section No. 7.2)

Team Videos. The facility should secure a location for team video equipment with space for two cameras. The location may be adjacent to the ESPN cameras or it may be on the opposite side of the floor. The facility shall ensure that there is sufficient electrical power at the team video locations.

Training Room. (Refer to Section No. 22.2)

5.14 Official Scorer's Table.

The official scorer's table must be 40 feet long and set for a minimum of 22 individuals. Electrical connections shall be secured on the top of the table with a minimum of two outlets or one power strip available for every two seats.

Prior to the start of the first practice, the host media coordinator shall place seat identification cards on the official

scorer's table for the women's basketball committee representatives' review and approval.

The official scorer must be seated as close to center court as possible. The facility manager and host media coordinator may adjust the seating of the shot clock operator and the scoreboard timer, if necessary, because of equipment configuration. The only other individuals who may be seated at the official table are representatives of the host institution, women's basketball committee representatives, NCAA staff, the standby official, statistics crew, timeout coordinator and game producer. Exceptions to scorer's table seating must be approved in advance by the NCAA. (Refer to Appendix No. 6)

Chairback covers will be provided by the NCAA for use at the official scorer's table. The tournament manager is responsible for returning the chair back covers to the NCAA (Attn: Rachel Kay) at the conclusion of the competition.

Monitors/Headsets. (Refer to Section No. 5.12)

Official Scorer's Location. The seat location of the official scorer must be identified with a small "X" decal on the floor in front of the position, per NCAA rule.

DVSPORT Replay System. One (1) seat next to the standby official will be assigned for an individual from DVSPORT Replay.

5.15 Parking.

The facility shall be responsible for maintenance and security of its parking areas, at its own expense. The facility may retain all income from parking fees. The rental of parking lots and/or shuttles to transport individuals to and from the parking lot are **NOT** reimbursable expenses. The fee must be the same as for similar events or primary tenants in the facility.

Complimentary Parking. The facility shall provide a minimum of 50 complimentary parking spaces for use by the media, the NCAA, game officials' evaluator, the participating institutions, ESPN, and the host institution. If required by the facility, parking passes may be printed by the host institution.

The location of the complimentary parking spaces shall be near the facility, be properly lit and staffed appropriately by facility security.

Game Officials. A loading dock pass shall be issued to the game officials' liaison to allow immediate parking and access to the facility.

Team Buses. Parking passes should not be issued for team buses. The host institution shall prepare signage to designate the team bus, band/cheerleader bus and one additional institutional bus. A designated complimentary parking area should be identified for the institutional buses.

Distribution of Parking Passes. The tournament manager will include three parking passes in the informational packet provided to the teams upon their arrival at their team hotel. The tournament manager should contact each team's primary administrator in advance of the administrative meeting to ensure that these packets were provided to the team upon check-in. The tournament manager shall be responsible for distributing the remaining parking passes to the media, the NCAA, game officials' evaluator, ESPN.

ESPN. The facility shall provide a minimum of 250 linear feet of parking space, immediately adjacent and accessible to the facility floor, to accommodate television truck parking for ESPN. The space must be able to accommodate a minimum of two 60-foot semis. This space should be secured and exclusively available to ESPN no later than 7 a.m. on the day prior to the first practices.

Satellite Trucks, Other Remote Equipment. The facility shall provide parking adjacent to the facility for satellite trucks and mobile equipment of all credentialed electronic media. The facility may charge a parking fee (maximum of \$250 for the event) to cover costs for security and electricity. The charges shall be the same as those for other similar events or primary tenants in the facility. ESPN shall be exempt from the designated parking fees. The host media coordinator shall notify all media agencies of this fee prior to their arrival at the championship site.

5.16 Personnel.

The facility is responsible for all operating personnel deemed necessary by the facility, host institution and the NCAA, including, but not limited to ushers, ticket takers, exit watchmen, private security officers, parking attendants, assigned police, city police and firefighters. All such personnel are to be under the sole direction and control of the facility and are not to be considered employees or agents of the host institution or the NCAA. Only those full-time employees of the facility involved in games management, will be credentialed by the NCAA. All others shall utilize the facilities standard credential.

5.17 Public Seating Areas.

Obstructed Seats. No obstructed view seats may be sold, unless approved in advance by the NCAA.

Riser Increments. The riser increments shall be no less than four inches per row. With NCAA approval, the first eight baseline rows may be two inches.

Suites. The NCAA will not require the use of private viewing suites. The suites may be used at the discretion of the host institution and the facility. Tickets for the suites must be sold at face value and the revenue from suite ticket sales should be included in the financial report. Expenses incurred by the host institution for the use of suites, shall be the responsibility of the host institution.

Temporary Seats. No more than two rows of seats may be at the same height. If two rows are at the same height, the seats must be staggered to permit better viewing. Installation of temporary seats shall be at the facility's expense.

5.18 Smoking Area.

The interior of the facility shall be smoke free. The facility may designate exterior smoking areas if these areas are designated for other events at the facility.

5.19 Team Benches.

Benches will be assigned by the tournament manager with approval from the women's basketball committee representative, based on the host institution's preferred bench. There is no designated home or visitor's bench during the championship. The higher-seeded teams for each game should be assigned to opposite benches, with their ticket allotment assigned behind their respective bench. Accordingly, the lower-seeded teams for each game will be assigned to benches opposite their opponent, with their ticket allotment assigned across from their respective bench.

Twenty (20) chairs shall be set on each bench. The NCAA will provide chair back covers for the team benches and media interview room dais chairs. Tie-wraps will also be sent and should be used to secure covers and prevent their removal during games. The tournament manager is responsible for returning the chair back covers to the NCAA (Attn: Rachel Kay) at the conclusion of the competition. The facility shall place a power strip at the end of each bench for use by the participating team.

5.20 Videoboards.

Videoboards and Electronic Messages. The electronic video replay screens shall be utilized during all competition at the site. The NCAA shall provide all content to be used on the videoboards. A videoboard questionnaire is available within the NCAA Championship Bid and Profile System. Tournament Managers should complete the questionnaire with the assistance of primary video board contact as part of the bid process.

Content and Staffing. Van Wagner Sports & Entertainment(VWSE) will provide all videoboard and electronic messaging content inside and outside the facility. VWSE will work with the NCAA staff and facility to determine all available platforms. Once the platforms are determined, appropriate messaging will be developed and provided to the facility for display during games.

The competition venue shall have a videoboard capable of displaying score, time remaining, fouls, numbers of

timeouts, etc., in-house cameras, and a working control room to operate the videoboard. The competition venue shall be required to provide full operations, including staffing, to operate the control room (director, playback, replay, CG, chyron, etc.) and editing equipment at no cost to the NCAA or its designees, and to operate cameras, videoboards and the control room during competition days. The NCAA shall have the sole right to all content of internal and external videoboards and messaging systems.

This production staff will work in conjunction with the game producer who is responsible for administering this program. The NCAA will provide a run-of-show and script outlining the way in which the content provided shall be used. This **SHALL NOT** be modified in any way without prior approval by the NCAA.

Any new technologies that the facility possesses should also be incorporated into the in-venue production (e.g., LED lighting capabilities, gobos, closed captioning) and staffed accordingly. If there are additional costs for the new technology or usage of it (e.g. personnel), it will be at the host's expense and is not reimbursable.

Video Feeds. Upon request, ESPN will provide a clean video feed for use on the videoboard. This feed should **ONLY** be utilized to supplement the in-venue show with the in-house cameras and **SHOULD NOT** be used as the primary feed to the board.

Video Replays. All game replays may be aired one time.

Video of Other Games in Facility. Live or taped video from other games may not be shown on video screens, within the seating area at any time. It is allowed, when approved by the NCAA, to show other live NCAA game coverage in facility concourses with no audio.

5.21 Wireless Network.

Facility is responsible for providing a secured wireless network (WLAN) with established and sufficient bandwidth to support all credentialed individuals, or a minimum of 150 wireless, including NCAA staff, host institution staff, radio rights holders, print media and others approved by the NCAA. Wireless accessible locations must include courtside, NCAA and host institution work areas, media workroom and media interview area and technical support must be provided at no charge to the NCAA and other users during the championship.

Broadband capacity must be sufficient to support a maximum of 150 wireless users in the media workroom and courtside. The wireless network (WLAN) must include hardware and software to support industry-standard security requirements that provides encryption tools, a methodology to restrict user access, identify and restrict infected computers and support real-time reporting of usage and bandwidth utilization.

Complimentary wireless access codes and directions for usage should be provided to all credentialed individuals, including each women's basketball committee representative, game officials' evaluator, NCAA staff, media, host media coordinator and participating sports information contacts on site.

6.1 Game Programs.

(Refer to Section No. 18)

6.2 Facility Rental and Fees.

On-Campus. The NCAA shall not pay a facility rental charge nor facility fees for on-campus facilities but will pay for the actual and necessary expenses associated with the operation of the championship (e.g., ushers, ticket takers, carpet, pipe and drape), if approved in advance by the NCAA.

Off-Campus.

Regular Season Home Facility Facility Rental. In some cases, an institution's home arena for regular season contests is classified as an off-campus facility. If this is the case, 10 percent (10%) of the gross revenue from the sale of tickets, less any ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee, etc.), facility fees and amounts due and payable to government agencies (e.g., taxes) shall be paid to an off-campus venue as a facility rental charge.

From its facility rental charge, the competition venue and surrounding areas/facilities that are to be used shall furnish and pay for all venue operating personnel and services deemed necessary by the NCAA, including but not limited to ushers, ticket sellers, ticket takers, full videobard staffing, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, etc. The expenses for these personnel are not reimbursable expenses for off-campus venues; therefore, budgeted amounts shall not be entered on the proposed budget when the competition venue is an off-campus venue. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

Off-Campus Facility Fee. If the facility requires a facility fee for usage of the building, the expense must be included in the budget and the host should provide an explanation of what staffing or services are included in the facility fee.

Alternate Facility. If a top 16 seeded team has a conflict at its regular season home facility, it will be permitted to submit a bid to host at an alternate location as certain requirements are met (Refer to Section No. 5.1). If an alternate site is approved, any additional cost above and beyond the expected cost of hosting at the regular home site will be at the expense of the host institution, not the NCAA.

6.3 Honorarium.

Meeting or exceeding projected revenue goals will be considered when awarding honorariums.

On-Campus. The women's basketball committee may recommend that an institution serving as a host to a first- and second-round session conducted in an on-campus facility be awarded a maximum of 15 percent of the net receipts as a host honorarium.

Off-Campus. An institution serving as a host of a first- and second-round session in an off-campus facility that serves as the institution's home arena, may be awarded a maximum of 10 percent of the net receipts as a host honorarium.

6.4 Insurance.

The facility, at its own expense and not subject to reimbursement, shall carry and maintain its own insurance during the entire term of the Agreement. A certificate of insurance evidencing such program must be submitted to insurance@ncaa.org as a part of the bid submission.

General liability coverage 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 liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:

- \$5,000,000 Per Occurrence
- \$5,000,000 General Aggregate
- \$5,000,000 Products/Completed Operations Aggregate

Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.

Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.

Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:

- \$1,000,000 Each Accident
- \$1,000,000 Disease - Each Employee
- \$1,000,000 Disease - Policy Limit

Additional notes:

- All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
- Certificate must be submitted to NCAA 30 days prior to competition.
- Waivers for state institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
- Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
- All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must contain cross liability coverage or its equivalent (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

6.5 Lodging Expenses.

Approved Master Bill Expenses. The room and tax for individuals outlined below must be direct billed to the host/institution conference and should be added to the budget in the host reporting system for reimbursement by the NCAA. All individuals are responsible for their own incidentals.

- Basketball Committee or Site Representative.
- DVSPORT Representative.
- Game Officials.

- Officials Evaluator.

Hosts will need to add a line item within the budget for “Other Lodging” to include DVSport, Precision Time, Officials Evaluator, Timeout Coordinator and Women’s Final Four Hotel Representative lodging.

Not Approved Master Bill Expenses. The room expenses outlined below should NOT be billed to the host institution/conference:

ESPN. ESPN will make its own hotel reservations outside the NCAA block and will be responsible for their own lodging expenses. If ESPN chooses to secure rooms at an official NCAA hotel (e.g. headquarters or team hotels), these rooms **SHALL NOT** be included in the number of rooms designated for the NCAA block. (Refer to Section No. 11.3)

NCAA Affiliates. All NCAA affiliates will be responsible for their own lodging expenses. Host institutions/conferences are required to block the appropriate number of rooms at the headquarters hotel for these affiliates but should not include the affiliates’ expenses on the hotel master bill.

6.6 Expense Responsibility and Reimbursement.

NCAA Responsibility. NCAA is responsible for payment or reimbursement of the following individuals for their services.

- Basketball Committee.
- Game Officials.
- Officials Evaluator.
- Participating Teams.

Host Responsibility.

Scorer’s Table Personnel. The host institution/conference shall provide a staff experienced in college basketball to serve on the official scorer’s table, including the PA announcer, official scorer, scoreboard operator (timer), shot clock operator and statistics crew. These individuals shall be paid a minimum of \$50 per game. Payment of game fees which exceed this amount must be approved in advance by the NCAA. These costs should be added to the final host expense report.

6.7 Settlement.

Audit. Sites will be randomly selected for financial and box office audits after the championship. Audited sites will be notified by the end of May after the financial reports have been submitted. Facility and honorarium settlements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: ticket reports; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; and arena rental agreement. The documentation should support all information on the host financial report. Please contact Jeff O’Barr with any questions.

Budget. As part of the site selection process, each prospective host must submit a proposed budget in the bid profile system for review and approval by the NCAA. The NCAA will cover all reasonable expenses incurred in hosting the championship, up to a maximum of the sum of budgeted Expenditures as listed in Promotion, Tickets, Equipment, Facility, Personnel plus actual Entertainment expense (not to exceed budgeted Entertainment expense) within the Budget System.

Adjustments. Budget adjustments are permitted, if approved in advance in writing by the NCAA staff, and may be submitted at any time prior to the start of competition. Any expenditure more than the approved amounts or expenses that are not approved will be the responsibility of the host institution, even if estimated receipts are exceeded.

Borrowing. The host institution may not borrow from the games expense budget to cover entertainment expenses, or vice versa. Line item expenses, except for entertainment expenses, may be over or under budget, provided the approved total expense area (not including entertainment expense) is not exceeded. If a host is over budget on entertainment expenses, the host will absorb the amount this line item is over budget.

Receipts. All income from the sale of tickets shall be included in the championship receipts. Base ticket prices only should be submitted in the Receipts/Tickets line item of the online budget (prices should not include any fees). Any fees charged on top of the base ticket price should be reported in the "Receipts/Tickets/Miscellaneous" line item of the online budget (please list all fees separately).

Suites. Tickets for the suites must be sold at face value and the revenue from suite ticket sales should be included in the financial report.

Financial Report. The host institution 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. A \$1,000 fine may be assessed for each day that a host institution fails to submit its financial report and payment after the deadline. Financial reports showing net receipts are not considered complete until the check is received at the national office.

Facility Usage Fees. With advance approval of the NCAA, a facility usage fee may be charged. These fees should be included on the final financial report. The proposal must be submitted as a part of the bid process to be considered and must be accounted for on the submitted budget. These fees should be included on the final financial report.

Payment to NCAA. The NCAA will accept payment via ACH, wire transfer, credit card or check. A document has been posted on Teamworks in Files > Host Staff General that provides more information regarding your options for remitting payment and instructions on how to do so.

Ticket Service Charges. (Refer to Section No. 25.10)

Additional Information. In addition to the financial information requested above, the NCAA will request that, as part of the final settlement, hosts submit all revenues realized through concessions and parking during the games hosted at each site.

Concessions/Parking. The facility shall retain all the revenue from concessions and parking, unless a split of concessions is agreed upon by the facility and the NCAA. Parking fees may not be charged to members of the media. (Refer to Section Nos. 5.3 and 5.15)

If a parking fee is charged, the facility is responsible for all expenses associated with this service (e.g., attendants, rental, clean-up). The host is responsible for any costs associated with the displacement of university or facility staff parking due to the usage of the facility parking lot for the championship.

6.8 Taxes.

Through the bid system, the host institution must advise the NCAA of the procedures and timetable for payment of applicable admissions and/or sales taxes based on gross ticket sales.

Tax Exemption. As of July 2019, the NCAA was tax-exempt in the following states: Arkansas, Colorado, Connecticut, Delaware*, District of Columbia, Florida, Illinois, Indiana (not for hotel lodging or food/meals), Kansas, Kentucky, Massachusetts, Michigan, Missouri, New Jersey, New Mexico*, New York, Ohio, Tennessee, Texas (not for hotel lodging), Utah*, Vermont, Virginia, Wisconsin, and Wyoming. The NCAA is tax-exempt in many states. Hosts are advised to notify vendors in advance, so the vendors may delete sales taxes before sending invoices. Hosts may contact Jeff O'Barr in the NCAA national office (317-917-6430) with questions. *Contact Jeff O'Barr for additional information pertaining to these states: Delaware, Montana, New Hampshire, New Mexico, Oregon and Utah.

6.9 Ticket Payment.

It is the responsibility of the host institution to collect revenue due from the sale of tickets. No tickets may be distributed (other than NCAA tickets and participating institution tickets) unless payment has been received. Therefore, hosts should have a contingency plan in place in case the facility's ticket system goes down during the ticket office hours of operation during the championship. There is no free admission to the championship and the host will be held responsible for any lost ticket revenue if free admission is allowed. (Refer to Section No. 25.1)

The host institution is required to include its vendor identification number and an original invoice to expedite the participating institution's payment. The host institution is also required to include a notice that payment is due

within 45 days. If for any reason an invoice must be re-issued, the original payment date must indicate the original 45-day deadline. The women's basketball committee may assess a \$500 fine for each day a participating institution fails to pay for its tickets subsequent to the 45-day deadline.

No later than one week in advance of the payment deadline, the host institution shall issue a reminder to participating institutions and notify the NCAA that payment has not been received. The women's basketball staff will assist in the facilitation of ticket payments by the participating institutions. If there are any outstanding payments on the 45th day following the competition at the site, the box office manager should provide the NCAA with details regarding this delinquency. (Refer to Section No. 25.3)

7.1 Required Meetings.

Administrative Meeting. A meeting shall be held the day prior to the regional semifinals to review administrative details. The meeting is mandatory for each institution's primary team administrator, director of basketball operations and sports information contact. The head coach attendance is **OPTIONAL** at all rounds of the championship and therefore may be represented by an assistant coach or the director of basketball operations.

The meeting shall take place at 10 a.m. in the facility. The meeting room shall be set in "hollow square" style for 30 persons. Additional chairs shall be placed around the perimeter to accommodate approximately 25 additional staff members. Continental breakfast with coffee shall be served this meeting. The meeting room must be set no later than 5 p.m. on the day prior to the first practice day.

Three representatives from each institution will be seated at the table. Tournament managers shall identify their places with table tents naming the institutions. The other places at the table are for the women's basketball committee representative(s), women's basketball staff, timeout coordinator, ESPN producer and host personnel. Additionally, the tournament manager, media coordinator and facility liaison are required to attend.

The women's basketball committee representative shall facilitate the administrative meeting.

- **Meeting Materials.** The tournament manager should prepare copies of various items posted on Teamworks. The print instructions and suggested quantities will be provided in the On-Site Manual, available on Teamworks in early March.
- **Facility Diagram.** The tournament manager should provide copies of the facility diagram for each meeting attendee so they can begin to become familiar with the space allocations.
- **Facility Walkthrough.** Following the administrative meeting, the tournament manager shall conduct a facility walkthrough for participating team representatives.

ESPN Producer Meeting. The women's basketball committee representatives shall conduct a meeting with the ESPN producer during the first practice day. The basketball committee representatives shall review the policies and procedures relative to the television broadcast. (Refer to Appendix No. 8)

Game Officials Meeting. The tournament manager shall arrange for a game officials meeting at the headquarters hotel at 6:30 p.m. the evening prior to the first-round game. Attendance shall be limited to the game officials, women's basketball committee representatives, timeout coordinator, DVSPORT representative, women's basketball staff, tournament manager and game officials' liaison.

Incident Plan. At the Administrative Meeting, the tournament manager shall inform attendees of the facility's incident plan focusing specifically on who will be the main point of contact in case of an emergency and how information will be communicated to participating teams and fans. The host's Critical Incident Response Team Contact form is included in the Site-Specific Participant Manual.

Security Meeting. The facility liaison will conduct a meeting with key security supervisors to review each backstage area and the access each credential category affords the bearer no later than the day prior to the start of competition.

Sports Information Contacts Meeting. The host media coordinator will conduct a sports information contacts meeting with representatives from each participating institution's sports information staff at 9 a.m. preceding the administrative meeting in the media workroom to review the news conference schedule, media policies, participating sports information contacts responsibilities, meet with the ESPN producer and conduct a walkthrough of the facility.

Table Crew Meeting. The game officials and timeout coordinator shall meet with the table crew prior to the first game of a session. This meeting shall take place immediately after the timeout coordinator has started the game clock. If necessary, the game officials and timeout coordinator can meet with the table crew before the second game of the session once the game clock has been started.

7.2 Catering Requirements.

Hosts shall arrange for meals at the facility for members of the media, women's basketball committee representatives, participating teams, game officials and games management staff. (Refer to Teamworks, Files for your site-specific catering matrix.)

Administrative Meeting. A continental breakfast with coffee shall be served at the administrative meeting. This shall include juice and water product provided by the NCAA.

Committee Meals. The tournament manager should communicate with the women's basketball committee representatives to determine times and location of meals and snacks that will be provided for them. The committee will utilize the media buffet on days when it is available. On days when the media buffet is not available, the committee representatives may be given a menu to select meals.

ESPN Dining. (Refer to Section No. 5.13 and Appendix No. 8)

Game Officials' Meals. Food and snacks shall be provided in the game officials' locker room on game days.

Host Institution Staff Meals. It is permissible for the host institution to allow members of its games management staff to eat meals in the media buffet area. Catering numbers should be adjusted accordingly. The women's basketball committee representatives, the officials' evaluator, team administrators and conference administrators shall eat in the media buffet area.

Media Buffet Area. Snacks shall be available in the media buffet area during all times the facility is open to the media. Meals shall be served on the first practice day and both game days following the below NCAA policy:

- On game days with 1-2 games, one meal is sufficient.
- On non-game days, no meal shall be provided unless there is a minimum of four hours of media related items (i.e. open practices and press conferences) on the official schedule of events.
- If the window for open practices and press conferences is six hours or more, two meals may be provided.
- Adjustments can be made based on timing. In other words, if a schedule on a non-game day goes from 1-5 p.m., the media coordinator and ops liaison can elect to not serve a meal.

Officials' Evaluator Meals. The official evaluator shall eat in the media buffet area.

Product. Coke product will be delivered for all backstage areas by the local bottler the week prior to competition. The facility should be aware so as not to refuse delivery. The delivery will include bottled water, fluid replacement product, soda and juices, as outlined below. Hosts should inventory the product upon delivery. Upon completion of competition at their site, hosts should send final inventory numbers to Rachel Kay for future tracking.

• 100 cases of Dasani water	• 30 cases of PowerAde
• 20 cases of Coke	• 20 cases of Diet Coke
• 10 case of Sprite	• 5 cases of Coke Zero
• 10 cases if assorted Minute Maid juices	• 195 total cases of product

Team Administrators Meals. Participating team and conference administrators shall eat in the media buffet area. It is not necessary to create an additional hospitality area for administrators. Information regarding meals/hospitality should be included in the team packet.

Team Catering. Snacks shall be provided to teams in the locker room each day for the 25 individuals on the pass gate list. If the team would like to order meals at the facility, the primary administrator shall work directly with the tournament manager to place the order, provide quantities, delivery times and meals will be provided at the participating team's expense. Meals will not be provided at the facility.

Since most venues do not allow food from an external restaurant to be brought into the competition venue, any postgame food ordered by a team should be delivered to the team bus.

Timeout Coordinator Meals. The timeout coordinator shall eat in the media buffet area.

7.3 Facility Meeting with Women’s Basketball Committee Representatives.

(Refer to Section No. 5.11)

7.4 Host institution Functions.

In space not used at the facility as designated by the NCAA, the host institution may entertain its constituents and participating team administrators at the host institution’s expense. All plans for such functions must be approved in advance by the NCAA. No representatives from the media may be invited.

7.5 NCAA Functions.

The entertainment budget is intended to fund all food and beverage functions required by the NCAA and shall not exceed \$15,000, unless approved in advance by the NCAA. All menu selections and expense must be approved in advance by the NCAA. No other functions, refreshment areas or hospitality areas are permitted unless approved in advance by the NCAA.

7.6 Participating Team Pregame Functions.

Participating institutions are encouraged to conduct pep rallies or pregame hospitality functions at their team hotel. Facilities shall not provide space within the facility proper for pregame functions (e.g., receptions, pep rallies).

7.7 Schedule of Events.

The NCAA shall be responsible for the development and distribution of the site-specific schedule of events. Once first-rounds game times have been confirmed on Selection Monday, the NCAA will provide these schedules via Teamworks. The second played game of the day during first rounds will begin 30 minutes after the conclusion of the first game unless otherwise noted. Second-round game times will not be confirmed until the first round concludes. Additional revisions may be implemented should circumstances warrant such revisions. Refer to Appendix No. 21 to view the generic first- and second-round schedule of events.

8.1 Admittance to Facility.

Game officials shall be admitted through an entrance in close proximity to the game officials' locker rooms. This entrance should be separate from the media entrance and, if possible, separate from the team entrance. A loading dock parking pass should be provided to the game officials' liaison to provide for immediate access into the facility.

8.2 Arrival at Site.

Game officials are required to arrive in the host city no later than 4 p.m. the day before the game they are assigned to work. The game officials' liaison shall provide transportation for the game officials to and from the airport and to and from the facility using the NCAA courtesy vehicle rented to the tournament manager. The game officials' liaison **MUST** provide transportation for officials arriving at the championship site. If an official's departure from the site is prior to 6:30 a.m. the day following competition, the officials may take the hotel shuttle, Uber/Lyft or a cab to the airport at the expense of the host and not the officials or NCAA.

8.3 Credentials, Fees and Expenses.

Tournament managers shall issue All-Access credentials to the game officials and game officials' liaison. Game officials are required to wear their credentials for admittance into the facility.

Fees and Expenses. The NCAA will manage the payment of officials. The LOC will have no responsibility in regard to the officials' expenses.

8.4 Officials' Evaluator.

The NCAA will assign individuals to evaluate officials at each site. Tournament managers will be notified of the assignments Selection Monday and should contact the individual assigned to their site no later than Tuesday.

Credentials. Tournament managers shall issue an Event Management credential to the officials' evaluator.

Evaluations. The officials' evaluator shall complete an online evaluation following each game. Any additional supplemental forms should be emailed immediately to Lynne Andrew.

Expenses. The officials' evaluator will complete an expense form and return it directly to Lynne Andrew.

Hospitality. (Refer to Section No. 7.2)

Internet Access. The media coordinator shall provide a wireless access code to the officials' evaluator, with instructions on accessing the wireless network.

Lodging. (Refer to Section No. 11.3)

Seating. The media coordinator shall designate an officials' evaluator seat on press row. The seat location should be in the first row as close to center court as possible, opposite the official scorer's table. A television monitor and headset should be placed at the evaluator's seat location.

Transportation. The officials' evaluator will be responsible for their own transportation, but the tournament manager shall provide them a parking pass for the facility. Please leave the parking pass at the hotel under the officials' evaluator's name so that they receive it upon check-in.

8.5 Game Officials' Locker Room.

Locker Room. A sign stating "NCAA USE ONLY" shall be posted on the game officials' locker room door. The door to the locker room must remain locked at all times. Security assigned to game officials shall be posted outside the locker room door when officials are inside. (Refer to Section No. 21.7)

Refreshments. (Refer to Section No. 7.2)

Sports Medicine Requirements. The host athletic trainer should determine the sports medicine needs for each game official and be prepared to accommodate such needs (e.g., hydroculator, taping).

Visitors. No visitors shall be permitted **AT ANY TIME** in the game officials’ locker room. The game officials’ liaison and referee shall be responsible for enforcement. All violations must be reported in writing to the tournament manager and to the women’s basketball committee representative.

Definition. The term “visitors” shall include game officials not working that game/session, host institution/conference employees, individuals associated with participating teams, media representatives, photographers, friends, relatives, officials’ evaluators and conference coordinators of officials.

Individuals Permitted to Enter. Only the game officials working the session, the approved standby game official, women’s basketball staff members, women’s basketball committee representatives, national coordinator of women’s basketball officiating, tournament manager, host athletic trainer and host media coordinator shall be permitted in the locker room before, during or after a game.

Media Pool Reporter Clarification or Interpretation. (Refer to Section No. 13.13)

8.6 Event Information.

The tournament manager and game officials’ liaison shall provide the officials with helpful event information, including but not limited to hotel information, host contact information, etc. This information should be provided to each official upon their arrival in the host city and can also be emailed to them prior to their arrival.

8.7 Meeting.

The host tournament manager shall arrange for a meeting room at the headquarters hotel at 6:30 p.m. on the evening prior to the first-round game. Refreshments shall be arranged and provided for the meeting attendees by the headquarters hotel.

Attendance shall be limited to the game officials, NCAA women’s basketball committee representative, timeout coordinator, NCAA women’s basketball staff representatives, DVSPORT representative, tournament manager and game officials’ liaison.

The women’s basketball committee representative will provide crew and game assignments at this meeting. The tournament manager will distribute game credentials and game tickets.

Meeting with Scorers Table. (Refer to Section No. 7.1)

8.8 Selection.

The women’s basketball committee will select game officials and determine game assignments of officials assigned to each site. On Selection Monday evening, the NCAA will provide each first- and second-round tournament manager the names and contact information for game officials assigned to each site.

The tournament manager shall contact the game officials to confirm receipt of their site assignment and provide any site-specific information. The names of officials selected to work the championship shall not be released to anyone for any reason, except for the game officials’ liaison.

Assignment. The officials’ second-round game assignments will be finalized after the first-round competition. The women’s basketball committee representative will notify the officials assigned to the second round of their assignment on the “off” day.

Game Official Jersey. Each game official will be provided with one NCAA patch per site and will bring the NCAA provided whistle used during the first and second rounds. The patch must be affixed to the left front of the jersey. The tournament manager shall bring patches to the officials meeting for distribution.

Notifying Participants and Media. The tournament manager will complete the officials’ assignment sheet for each game. The assignment sheet will be posted in team locker rooms prior to shootarounds on game day and will also be sent to the primary administrator via Teamworks. Teams should see officials for their game only.

The host media coordinator shall obtain the completed assignment sheets from the tournament manager and distribute it to the media, including ESPN, when appropriate prior to tipoff. No other information regarding the

officials (e.g., conference affiliation, hometown) shall be provided.

Standby Official. At each site, the NCAA will appoint a standby game official. He/she is to be seated at the official scorer's table between the timeout coordinator and the DVSPORT representative.

8.9 Tickets and Seating Location.

Each official should be provided the opportunity to purchase game tickets. The tournament manager should determine each official's ticket needs when they contact the officials with site-specific information. Tickets should be distributed at the game officials meeting. (Refer to Section No. 25.3)

Officials who are not officiating in the game should be seated in the courtside media seating area. These seats should be located on press row opposite the team benches on the end closest to the officials' locker room. Officials **SHALL NOT** be seated behind the team benches.

8.10 DVSPORT and Precision Time.

DVSPORT. DVSPORT is a video replay system we will utilize during the Division I championship. DVSPORT will receive their feed directly from ESPN. DVSPORT is responsible for providing each participating institution and game officials with game video following each contest at your site.

Precision Time. Precision Time is a remote timing system that tracks and controls playing time and reduces human error and reaction time as a factor. Precision Time will be utilized at all rounds of the championship.

9.1 Attire.

Scorer's Table Personnel. All members of the official scorer's table crew shall be dressed in business attire.

9.2 Basketballs/Ball Racks.

Wilson will provide 24 NCAA Solution WTB0701 basketballs and two (2) ball racks to each host institution. The host shall ensure that the balls are inflated per the manufacturer's specifications in advance of the first practice session and should retest prior to each game day. Ball racks should be assembled immediately upon receipt. The tournament manager should notify Rachel Kay if there are any issues regarding equipment.

The Wilson basketballs will be used at all practices and games in the facility and the 24 balls should be made available to the participating teams during pregame warm-ups.

Game Ball Selection. The referee of the first game will designate the game ball to be used throughout the competition at the site. The tournament manager should provide a permanent marker at the scorer's table to mark the game ball.

Provision of Basketballs to Teams. At the conclusion of the competition at the site, the tournament manager shall ship one basketball to each non-advancing team with a note from the host staff congratulating them on a successful season. The host institution may keep the remaining basketballs and ball racks.

9.3 Cups/Sideline Equipment/Product.

The NCAA will provide drinking cups, water coolers, ice chests, cooler carts and water bottles for the team benches, media areas, meeting rooms and the official scorer's table. This equipment will be delivered via freight, separate from the product, and must be available for all practices and games. The host institution's athletic training staff shall instruct athletic trainers of the participating teams, who premix special fluid replacements, that they must use the NCAA-issued coolers and water bottles. No other cups, cans, coolers or water bottles may be used courtside or in the media areas. Members of the games management staff, host media staff and facility security shall be responsible for ensuring that only NCAA-provided cups are in the courtside areas and that no bottled product is brought beyond the back of house areas. The host institution may retain the coolers, cooler carts and ice chests after the competition. The participating teams may retain the water bottles and bottle carriers after the competition.

The NCAA will provide cooler carts to hold the courtside coolers behind the team benches. The games management staff shall place these carts at the end of the bench nearest the official scorer's table prior to the start of each half.

The NCAA will send the following equipment to each site:

- | | |
|--|---|
| • 10 cases of 16 oz. cups (1,000 cups each) for use in the media area, on the team benches and the band/cheerleader area | • 14 water coolers for use on the team benches, in the locker rooms and band/cheerleader area |
| • 14 cup holders for the top of the water coolers | • 2 water cooler carts, to be placed behind the team benches |
| • 10 ice chests | • 1 case of PowerAde powder |
| • 100 squeeze bottles (15 per team). Additional bottles to be provided to game officials and official scorer's table personnel for use during the game | • 12 carriers for the squeeze bottles |

Product. Coke product will be delivered for all backstage areas by the local bottler in days prior to competition. The delivery will include bottled water, fluid replacement product, soda and juices, as outlined below. Hosts should inventory the product upon delivery. Upon completion of competition at their site, hosts should send final inventory numbers to Rachel Kay for future tracking.

The NCAA will send the following product to each site:

- 100 cases of Dasani water
- 20 cases of Coke
- 10 case of Sprite
- 10 cases of assorted Minute Maid juices
- 30 cases of PowerAde
- 20 cases of Diet Coke
- 5 cases of Coke Zero
- 195 total cases of product

9.4 Equipment.

For a full list of equipment, refer to Appendix No. 7.

9.5 Locker Rooms.

Assignment. Locker rooms shall be assigned according to an institution's seeding (i.e., higher-seeded team assigned a larger locker room). If circumstances warrant, the women's basketball committee representatives will make appropriate adjustments.

Teams should be assigned the same locker rooms in the second-round that they used in the first-round, unless the rooms are adjacent. In that case, the higher-seeded team shall have the option to retain its locker room. If the higher-seeded team does not elect to move, the women's basketball committee representatives shall assign a new locker room to the lower-seeded team.

Locker Room Attendants. Two individuals should be assigned to monitor all locker rooms to ensure they are clean and fully stocked. Each locker room should be replenished 10 minutes after the start of each practice and 10 minutes after the start of each game and each halftime.

Catering. Snacks will be provided in the team and game officials' locker rooms on practice and game days. One individual will be assigned to monitor all catering set-up and delivery for team and game officials' locker rooms as well as the media meal and refreshment areas. Meals may be ordered at the participating institution's expense, if the opportunity is available.

Game Days. The locker rooms will be open to the media for a minimum of 30 minutes after the cooling-off period ends. At the participating institution's discretion, the locker room can remain open for individual interviews with players who were held in the holding area prior to going on the dais and were unavailable while other players were interviewed in the locker room.

Practice Days. On practice days, all student-athletes who are not in the media interview room shall be available to the media in the locker room area during the time the coach and selected student-athletes are participating in the news conference. A representative of each institution's sports information staff and a member of the host media staff shall be in the area to coordinate these interview requests. Assistant coaches are not required to be present in the team locker room during the time it is open to the media.

Supplies. The games management staff should keep each locker room clean and adequately supplied with towels, soap, toilet paper, a training table, sharps containers, bottled water, ice, soft drinks, fluid replacement drinks, NCAA-provided drinking cups, dry erase board and markers for all practices and games. Locker room attendants will monitor these supplies and replenish as necessary.

9.6 Microphones.

The placement of microphones on a coach, in team huddles and in the bench area is prohibited per NCAA bylaws.

9.7 NCAA Rules.

The Women's Basketball Rules Book, operating manual policies, team manual and championship guidelines shall be strictly enforced. Details pertaining to games management shall be administered by the NCAA staff on behalf of the NCAA Division I Women's Basketball Committee.

Visit <http://www.ncaapublications.com/productdownloads/WBR20.pdf> to view the 2019-20 Women's Basketball Rule Book.

9.8 National Anthem.

If an outside performance is not arranged, the National Anthem will be played by the lower seeded team's band prior to the first game of a session.

Teams, including the coaching staff, are required to remain on the floor for the playing of the National Anthem.

Teams will be positioned on the free throw line extended facing the flag and will meet at the center court to shake hands following the National Anthem. (Refer to Section No. 1.6 and 9.17)

9.9 Participant Manual.

The NCAA will develop and distribute the championship participant manual. The participant manual is the same for first and second rounds, regionals and Women's Final Four. The bid preparer will be asked to update a Site-Specific Participant Manual to compliment the participant manual and return the completed document to the NCAA with their bid. It is the responsibility of the tournament manager to provide each participating team with a copy of the Site-Specific Participant Manual on Selection Monday. The teams will submit all forms and requested information directly to the tournament manager for distribution to the appropriate games management staff.

9.10 Personnel.

Games management staff, experienced in event management, shall be provided by the host institution and shall include an official scorer, timer, shot clock operator, scoreboard operator, public-address announcer, timeout coordinator, game producer, control room operator, in-house camera operators, LED table board operators, statistics crew, athletic trainers, locker room attendants, tournament physicians, practice coordinator and a maximum of six ball girls/boys. All games management staff must be familiar with NCAA women's basketball rules and must have worked at least five college women's basketball games during the season.

Ball Girls/Boys. The six ball girls/boys must be at least 12 years old, shall not be prospective student-athletes and must have regular-season experience in the role. A supervisory adult must be stationed at each end of the playing floor with ball kids to advise them as to when to approach the court and game officials for assistance. Each ball girl/boy shall be dressed in a polo, khaki pants and athletic shoes. Diversity and recruitment of female ball kids is highly encouraged.

Ball Girls/Boys Responsibilities. Ball girls/boys should be seated in chairs at the end of the court. They should use the mops provided by the NCAA to clean the floor when necessary.

- Always hustle!
- Ensure balls are on the floor before teams take the court – at pregame warm-up and halftime.
- During warm-ups, help rebound and chase basketballs that get away. Stand underneath the basket in the out of bounds area.
- When teams leave the floor after pregame warm-ups and after halftime, collect the basketballs, put them on the ball racks and return them to the floor manager.
- Do not move during the national anthem. Remain standing in place wherever you are until the anthem is completed.
- During the game, sit in a chair at the edge of the court and chase loose basketballs that leave the playing area.
- Be alert and watch the game officials closely. They will look to you for assistance during the game.
- If a player falls to the floor, it is your responsibility to wipe the floor. Wait for the game official to motion you onto the court. If play does not stop, wait for a break in play or timeout and thoroughly wipe the spot where the player fell. Work quickly!

- During timeouts, offer water and/or a clean towel to the three game officials and mop the free-throw lane and high traffic areas.
- After cheerleaders leave the floor, look for pieces of their poms that may have fallen on the court. Run out and pick them up as quickly as possible.
- If you have any questions, don't hesitate to ask and HAVE FUN!

Game Producer. The game producer will be responsible for facilitating the performances of bands and spirit squads during timeouts, breaks between quarters, halftime and assisting in coordination of these performances with the required public-address announcements and videoboard displays. The NCAA will provide a run of show, PA scripts and content to be used throughout the tournament. Content **MAY NOT** be modified without NCAA approval.

Games Management Personnel. The host institution shall provide the following staff members:

- Two individuals who will maintain the team and officials' locker rooms;
- Athletic training staff;
- Drug testing liaison;
- One person to provide towels and clean-up for the team benches during halftime and after the game;
- One practice coordinator who is responsible for the basketballs, assisting with team bench areas and keeping practices on schedule;
- One or two ball kid coordinators who is responsible for supervising the ball kids.
- Two greeters who will meet all teams and game officials when they arrive at the facility, escort teams and officials to locker rooms;
- Two individuals to check in teams and distribute bench credential pins;
- Two individuals to check in bands and cheerleaders, and
- Four individuals to escort bands and cheerleaders and serve as liaisons.

Official Scorer. The official scorer must have extensive experience keeping the scorebook at college games. The official scorer shall wear a black and white striped officials' shirt. The NCAA will provide an official NCAA basketball scorebook to be used during all games. The host media coordinator must return the book to Rick Nixon following the championship.

Public-Address Announcer. The public-address announcer shall have extensive experience in this role. The NCAA will provide the run of show and all scripts needed by the public-address announcer for game days.

Timeout Coordinator. The timeout coordinator should be an individual with extensive experience who handles this role during the regular season. In addition to work at the games, timeout coordinators are required to attend most of the first practice day meetings, including the sports information contacts (9 a.m.) and administrative meeting (10 a.m.) at the arena. and the game officials' meeting (6:30 p.m.) at the headquarters hotel. The timeout coordinator should be dressed in business attire on game days.

Scorer's Table Personnel. The host shall provide a staff experienced in college basketball to serve on the official scorer's table. These individuals shall be paid a minimum of \$50 per game. Payment of game fees exceeding this amount must be approved in advance by the NCAA. The scorer's table personnel should be dressed in business attire on game days.

Scorer's Table Seating. Seating assignments and placement of cards should be positioned and approved by the women's basketball committee representatives prior to the start of the first practice. Exceptions to specified official scorer's table seating are not permitted unless approved in advance by the NCAA.

Statistics Crew. The host institution shall designate its regular-season statistics crew to provide all necessary equipment and the official game statistics. While not mandatory for non-predetermined championship sites, the use of NCAA LiveStats for in-game championship statistics management is preferred.

The statistics crew will be set up on the official scorer's table. If space does not permit, the statistics crew will be set up either across from the official scorer's table or on the row behind the official scorer's table.

The statistics crew will be required to provide an online live statistics feed to NCAA approved agencies.

Sports Medicine Staff. The host institution should appoint athletics training and sports medicine personnel to staff the athletics training room and assist the participating institutions' sports medicine staffs. (Refer to Section No. 22)

Tournament Physicians. The host institution shall coordinate medical coverage during the competition. A general practitioner and orthopedic surgeon shall be on-call on practice days and on-site on game days. They shall be assigned seats on media row. (Refer to Section No. 13.11)

Video Production Staff. In facilities, capable of video production, host institution should provide appropriate game day staff to produce a full in-house show including but not limited to control room staff, camera operators and LED table operator.

9.11 Sports Wagering Posters.

The NCAA will provide ten (10) sports wagering posters for use during the preliminary rounds. The posters should be placed in each team locker room and the game officials' locker room.

9.12 Squad Size.

All teams shall be limited to 15 players in uniform. Replacements are permitted until the start of any game. After the game starts, no replacements shall be permitted for any reason.

The number of student-athletes in competitive uniform shall not exceed the specified number at the start of the game. An institution that is advised it is in violation of this regulation and does not promptly adhere shall automatically forfeit the competition. There shall be no inordinate delay of the game to allow the institution to adhere to the rule.

Additional Student-Athletes. If a team travels more than 15 student-athletes for the championship, those additional student-athletes may participate in practices and be seated on the team bench during games (not in uniform) ONLY if included on the team's pass gate list. Only 15 student-athletes are permitted in uniform on the bench. If the additional student-athletes are admitted to the venue by TEAM credential, they must also have a game ticket. The credential will allow courtside and locker room access, but they may not be on or near the bench any time during the game, including timeouts.

9.13 Starting Times/Order of Games.

Halftime. There shall be a 15-minute intermission between halves. Entertainment during halftime may include performances by participating institutions' spirit squads and each squad will be limited to four minutes for its performance.

The NCAA may approve or organize recognition ceremonies, as well as additional entertainment, which may be conducted at halftime. Should there be entertainment scheduled with additional groups, there may not be enough time for the participating institution's spirit squads to perform. This should be communicated to the spirit squads in advance of their arrival to the site.

Interval Between Games. There shall be a minimum of 30 minutes between games, including three minutes (3:00) for starting lineup introductions and one minute (1:00) for an intro video. **NOTE:** Twenty-six minutes (26:00) shall be provided for team warm-up and will be posted on the clock.

Pregame Timing Sheet. The NCAA will provide pregame timing sheets to the timeout coordinator and committee representative at each site. The timeout coordinator shall review it with the television producer and women's basketball committee representatives prior to distribution. Once approved, the timing sheet should be distributed at the sports information and administrative meetings and posted in the team locker room and game officials' locker room. A new pregame timing sheet will be provided for each game day. (Refer to Appendix No. 9)

Warm-ups. Teams participating in the first game of a session may begin pregame warm-ups a maximum of 90 minutes prior to tip-off. Teams participating in the second game may begin warm-ups as soon as the floor is cleared. Each team will warm up at the basket opposite its bench and use that basket in the first half.

For the second-round game, teams may begin pregame warm-ups 90 minutes prior to tip-off. The tournament manager will assign one individual to be responsible for ensuring the basketballs are available when the floor opens for warm-ups and should not be removed until immediately prior to the start of the game.

If adjacent facilities or gyms are available, this space may be made available to all teams equally for warm-ups or stretching prior to their allotted time on the floor.

9.14 Team Benches.

Team benches will be assigned directly in front of or across from the team's ticket allotments. There is no home or visitor's bench as benches will rotate depending on the location of each team's ticket allocations.

If teams competing in a second-round game have ticket allotments at the same end of the court, the higher-seeded team shall have a choice of bench assignments.

Each team's band and cheerleaders will be located at the same end of the floor as its bench.

Coolers. If the placement of the coolers in the designated location blocks the aisleway between the bench and press row, the cooler may be moved to the end of the bench.

Chairs. A total of 20 chairs shall be set for each team bench. Bench seating is intended for the 25 individuals listed on the Bench Pass Gate List which includes up to 15 players in uniform and the ten additional individuals (or more if there are fewer than 15 players in uniform).

Electronic Equipment: When not used for communication purposes, tablets or laptops are permitted to be used on the bench. Electronic equipment (including wearable technology used to monitor data which can be used for medical decision making) is permissible in the bench area. The information obtained from this equipment may not be used for coaching purposes.

Power Strip. The facility shall place a power strip at the end of each bench for use by the participating team.

Towels. The NCAA will provide 100 NCAA-branded towels for use on each team bench. Ten (10) towels should be placed on the back of each bench chair in advance of the floor opening for team warm-ups. At halftime, these towels should be collected and laundered. Ten (10) additional towels should be placed on the back of each bench chair during halftime. Immediately following the game, these towels should be collected and laundered. The host institution may keep these towels following the competition.

White or non-branded towels should be used for all practice sessions and in the locker rooms. Twenty (20) plain towels should be available in each team locker room on practice and game days for showering. Five (5) towels should also be available in each game officials' locker room on game days. Towel rental is a reimbursable expense. On the last day of competition at the site, NCAA basketball branded towels may be used in each locker room.

9.15 Team Film/Videotape.

Game Video. DVSPORT will provide access to game video for teams, game officials and the game officials' evaluator. Videos will be distributed from the scorer's table, where DVSPORT is stationed. Participating institutions should provide a flash drive/portable device prior to the game and can retrieve their flash drive or portable devices from the scorer's table post-game.

ESPN Telecast Recording. Representatives of participating institutions may record a high definition ESPN telecast of any game at its site using a video distribution outlet in the audio/video distribution area. The participating institution must provide its own recording equipment.

Melts. ESPN will not be distributing game melts to participating teams during any round of the championship.

Team Content Policy. The championships team content policy can be referenced at www.ncaa.com. Participating institutions can post footage to their social media sites as long as they have purchased a license for the season through the NCAA’s provider – Wazee Digital: www.ncaa.com.

9.16 Uniforms.

Laundry. The host institution shall provide complimentary laundry service for the teams. If the host institution typically charges for this item, it can be included as a reimbursable expense.

Logos. Per NCAA Bylaw 12.5.4, an institution’s official uniform and all other items of apparel (e.g., socks, headbands, t-shirts, wristbands, hats, towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 ¼ inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction. The logo restriction shall apply to student-athletes and all personnel (e.g., coaches, athletic trainers, managers) who are on the team bench for practices and games or who participate in news conferences. (Refer to Appendix No. 23)

Additionally, the logo restriction shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution’s mascot for all official NCAA performances, including practices, pep rallies and games.

It is not permissible for coaches and other bench personnel to wear lapel pins or other items attached to their clothing that identify any commercial entity (including apparel companies). Pins may be worn that recognize charitable organizations (e.g., Kay Yow Cancer Fund, Pat Summitt Foundation).

Uniform Designation. The higher-seeded team will wear its light uniform. If the higher-seeded team’s light uniforms are not in a color contrasting with the lower-seeded team’s uniforms, the lower-seeded team must adjust and wear a contrasting color. It is recommended that the higher seeded team’s uniform be white if possible.

9.17 Public Displays of Expression.

Should a display of expression or protest occur prior to the start of a tournament game, NCAA representatives (staff and committee) and host institution staff should try to ensure that the expression is peaceful, free of offensive language or depictions and does not interfere with the timely and safe conduct of the championship.

All championships have rules that apply to the game and all facilities have procedures to protect the safety and welfare of participants and attendees. If questions arise regarding student-athlete actions that delay or disrupt a contest, the host institution’s games management staff should confer with game officials and the NCAA basketball committee when making a decision to penalize a participating team or student-athlete.

The host institution and NCAA representatives should work with the participating institution’s primary administrator to address any questions or concerns. (Refer to Section No. 13.16)

10.1 Championship Hosts.

The support, commitment and involvement of the host institution, competition venue, convention and visitors bureau (if applicable) and the local community are essential elements in hosting a successful Division I Women's Basketball Championship preliminary round. Through the bid process and site selection, each host has agreed to provide the services and assistance in connection with the various activities related to the preliminary round.

The host will work in collaboration with the women's basketball staff to ensure that the mission of the women's basketball committee and the championship is preserved. In addition, the host institution will ensure the host institution's commitment to providing the NCAA with first-class services in connection with all activities related to the championship while being fiscally responsible throughout the process.

Each host must submit a proposed budget for approval by the NCAA. Budget adjustments are permitted, if approved in advance by the NCAA staff. Any expenses in excess of the approved amounts will be the responsibility of the host institution even if estimated receipts are exceeded. (Refer to Section No. 6)

10.2 Host Institution.

A Division I member institution of the NCAA must be designated as host for the championship.

The host institution is the local entity responsible for making arrangements for the preliminary round competition in conjunction with the women's basketball staff, including but not limited to game operations, media services, marketing, promotion, ticket sales, hotel arrangements and ground transportation for selected individuals. In addition, the host institution will provide the NCAA with first-class services in connection with all aspects related to the championship while being fiscally responsible throughout the process.

10.3 Diversity and Inclusion.

Anti-Discrimination Policy. At its April 2016 meeting, the NCAA Board of Governors took steps to protect participants and spectators from discrimination at NCAA events. The board adopted a new requirement for hosting or bidding on NCAA events in all divisions to demonstrate how they will provide an environment that is safe, healthy, and free of discrimination, plus safeguards the dignity of everyone involved in the event.

The board's decision reaffirms the NCAA's commitment to operate championships and events that promote an inclusive atmosphere in which student-athletes participate, coaches and administrators lead and fans engage.

Historically, the Association has used the opportunity to host its events to make clear its values. The Association now prohibits championship events with predetermined sites in states where governments display the Confederate battle flag and prohibits NCAA members from hosting championship events if their school nicknames use Native American imagery that is considered abusive and offensive.

The new requirement integrates appropriate protections against discrimination at NCAA championships. Board members feel the measure will provide assurance that anyone associated with an NCAA championship event – whether they are working, playing or cheering – will be treated with fairness and respect.

The LOC will be asked to provide a statement certifying its ability to deliver and maintain an environment that is safe, healthy, and free of discrimination and respects the dignity of all persons.

Impact Statement. As an integral component of the higher education mission of our members, our Association strives to enhance the sense of community and strengthen the identity of a diverse membership. There are many challenges in today's intercollegiate athletics environment and we are faced continuously with evolving social dynamics that require us to adjust in an appropriate and effective manner. This Impact Statement calls on the membership, the national office staff, and communities to ensure that NCAA events are conducted in a manner consistent with the Association's core values.

NCAA Inclusion Statement. As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and

administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.

The Office of Inclusion will provide or enable programming and education, which sustains foundations of a diverse and inclusive culture across dimensions of diversity including but not limited to age, race, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.

10.4 Budget and Host Honorarium.

(Refer to Section No. 6.3)

10.5 Credentials.

(Refer to Section No. 3)

10.6 Evaluation.

Following the championship, the tournament manager will receive a survey link requesting feedback about your experience as a host. All feedback will be held in confidence and used only to enhance the championship in the future. The survey typically closes in early May and should take less than five minutes to complete.

10.7 Host Staff Responsibilities.

Tournament Director. This individual **MUST BE** the director of athletics/commissioner/senior woman administrator of the host institution and shall maintain ultimate responsibility for the operation of the event. Signed bid specifications, competition venue agreement, bid response questionnaire, proposed budget and hotel agreements from the prospective host institution, shall be authorized by the tournament director.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with extensive experience in event/tournament administration and games management, to serve in this position. The tournament manager shall ensure that the championship policies are implemented and followed in the administration of the tournament. Specific responsibilities shall include direction and supervision of competition venue arrangements, ticket sales, development of participant information, oversight of the marketing program, security, lodging, transportation, financial administration and adherence to the preliminary-round policies outlined in the NCAA operations manual. The tournament manager is required to be on site daily at the facility from the day before the first practice through the regional final.

Marketing Director/Liaison. This individual shall be responsible for the promotion and marketing of the championship event; with strong advertising experience and extensive knowledge of the local market. Responsibilities include developing a sales and advertising strategy utilizing conventional and new media, providing local media buy information and assisting in marketing of fan events surrounding the championship. Additionally, in conjunction with the NCAA, a strategic sales plan should be developed to sell in the local market. All marketing/promotion plans should focus on the sale of tickets and attendance. The marketing director/liaison will be required to submit monthly marketing/promotions reports. All marketing/promotion plans and collateral material must be submitted to the NCAA for approval.

Media Coordinator. This individual **SHALL NOT BE** the primary media contact (SID) for the women's basketball program.

Responsibilities shall include oversight of the online credential program, securing and training a media coordination staff, planning and supervision of media work areas, coordination of all news conferences, lodging, transportation, statistical services, wireless services and telecommunication needs for media representatives. (Refer to Appendix No. 13)

Facility Liaison. The facility liaison shall work with the tournament manager and the NCAA women's basketball staff to ensure that the championship policies are observed, and commitments as outlined in the bid specifications and

host operations manual are met. Responsibilities may include assisting the NCAA with the direction and supervision of facility arrangements, seating configuration, media set-up, in-arena décor, security and assistance in the development of participant information. The facility liaison shall select an individual to work with ESPN throughout the championship.

Courtesy Car Liaison. This individual will be responsible for coordinating and managing the courtesy car program. This includes coordinating the delivery and return of the courtesy car and working with the NCAA headquarter hotel for complimentary parking for the courtesy car and the committee member/site representative's rental car. Additional responsibilities include the oversight of the transportation for the game officials.

Game Officials Liaison. The tournament manager shall assign an individual to serve as a game officials' liaison to accommodate the game officials' transportation needs and provide general assistance. Additional liaisons may be needed to assist with airport and game day transportation.

Lodging Liaison. This individual should be a staff member of the host institution, sports commission or CVB and have strong contacts with the hotel community. Responsibilities include assisting the NCAA with the administration of the hotel blocks as needed.

Social Media Liaison. This individual should have strong social media experience. Responsibilities include working with the Marketing liaison to enhance their efforts to market and promote ticket sales at the championship. In coordination with the NCAA, this individual will assist with all social media platforms leading up to the event as well as during the championship weekend.

11.1 Securing Hotels.

The tournament manager shall appoint an individual to coordinate lodging arrangements. A staff member of the convention and visitor's bureau or an athletics department staff member who manages team travel is best qualified for this responsibility. Through the bid process, the host must secure enough hotels to accommodate the needs outlined below for teams and HQ. The lodging liaison will be responsible for assisting teams and the NCAA as they work with the selected hotels. The TM is responsible for providing each hotel agreement to the corresponding assigned team no later than March 17, 2020. Each hotel agreement should **ONLY** be shared with the assigned team for each property. Any questions, please contact Daress McClung.

11.2 Game Officials' Meeting.

The lodging liaison shall reserve a meeting room at the headquarters hotel to accommodate a maximum of 12 individuals for a game officials' meeting. The meeting room should be available at 5 p.m. the night prior to the first-round competition.

11.3 Headquarters Hotel.

Tournament managers/lodging liaisons, in partnership with the NCAA, shall designate a hotel that shall serve as the headquarters for the media (including ESPN), game officials and NCAA representatives. No teams may be assigned to the headquarters hotel.

Game Officials. Seven rooms should be reserved for first-round game officials and four rooms for second-round game officials. These rooms (room and tax only) shall be direct-billed to the host institution. Game officials are responsible for their own incidental expenses.

Officials' Evaluator. Tournament managers/lodging liaisons shall reserve one king room at the headquarters hotel for the officials' evaluator, beginning the night before the competition through the final night of competition. Payment for this room (room and tax only) shall be direct-billed to the host institution. Evaluators are responsible for their own incidental expenses.

DVSPORT Representative. Tournament manager/lodging liaison shall reserve one king room at the headquarters hotel for the DVSPORT representative, beginning the night before the competition through the final night of competition. Payment for this room (room and tax only) shall be direct billed to the host institution. The DVSPORT representative is responsible for their own incidental expenses.

Meeting Space. One complimentary meeting room (800 square feet) must be reserved for the game officials meeting from 5 – 8 p.m. on the night before the first round.

National and Participating Institution Media. The hotel shall provide the host media coordinator with a reservation link that can be sent to any media who request a hotel room.

Five (5) hotel rooms should be reserved for media at first- and second-round sites. If additional rooms are requested, the host institution should be prepared to request additional rooms from the headquarters hotel or provide the media with contact information and rates for other recommended (non-team) properties. Media representatives are responsible for their own room, tax and incidental charges.

The host media coordinator should alert the hotel that many media representatives do not confirm their plans until after the selection show. The hotel shall require a two-night minimum stay (first practice night and the night of the first games) for all media representatives. Hotels shall not levy an early-departure charge to media representatives who stay the required two nights.

NCAA. Tournament managers/lodging liaisons shall reserve rooms in the headquarters hotel block for the women's basketball committee representatives, timeout coordinator and women's basketball staff (if in attendance). These rooms must be held beginning the day before the first practice day through the last day of competition at the site.

Suites. A standard room shall be upgraded to a one-bedroom parlor suite for each women's basketball committee representative. The upgraded suite(s) shall be offered at the standard room rate.

Telephone and Internet Service. Local telephone and Internet service shall be provided on a complimentary

basis to each women's basketball committee representative and women's basketball staff member.

Payment. Room and tax for women's basketball committee representatives', timeout coordinator's and the officials' evaluator's rooms shall be direct billed to the host. The basketball committee representatives, the timeout coordinator and the officials' evaluator will be responsible for their own incidentals. Women's basketball staff members will pay for their own room, tax and incidentals and should not be included on the master bill.

Room Block. Hosts shall secure the following room block at the headquarters hotel:

		Game Officials	Officials Evaluator	DV/Sport	Media	Committee	
Day	Date	King	King	King	Double Doubles	1 BR Suite (comp. upgrade)	Total Room Block
Day before first practice	March 17 or 18	0	0	1	5	1	7
Day of first practice	March 18 or 19	7	1	1	5	1	15
First-round	March 19 or 20	7	1	1	5	1	15
Day before second-round	March 20 or 21	4	1	1	5	1	12
Second-round	March 21 or 22	4	1	1	5	1	12

The hotel should be advised to maintain a waiting list, if rooms become available following Selection Monday due to cancellation by national media. The hotel may not guarantee these rooms without advance approval from the NCAA.

ESPN. ESPN will sign its own agreement and will make its own hotel reservations for the championship. NCAA recommends that ESPN secure a block at the headquarters hotel or a property that is not being utilized by the NCAA. If ESPN must be housed at an NCAA hotel, please notify Daress McClung as soon as possible.

11.4 Other Activities.

At NCAA hotels, news conferences or promotional activities that specifically target the NCAA and its constituencies shall be prohibited, unless approved by the NCAA. If approved, the host institution or the NCAA shall not be responsible for securing additional hotel sleeping and/or meeting space in order to facilitate the request.

11.5 Participating Institutions.

High-quality hotel properties with full-service restaurants and meeting space, within reasonable proximity (under 30-minute drive) to the competition venue, should be selected to house the participating institutions. A separate hotel for each team is preferred. Please notify the NCAA if this is not possible. Casino properties **SHALL NOT** be used.

Reservations. The participating institutions will be financially responsible for the guaranteed rooms reserved for the first three nights (night before the first practice day, night of the first practice and the night of the first competition at the site). The other rooms shall be held on a contingency basis. Each participating institution will provide a rooming list and indicate whether it intends to use the 10 contingency rooms for the first three nights by 5 p.m. local time Tuesday preceding first- and second- round competition. If the participating institution does not use these contingency rooms, these rooms will revert to the control of the hotel and the participating institution, NCAA or host institution will not be financially responsible.

Additionally, the participating institution must indicate whether it intends to use the remaining contracted rooms at the conclusion of the first day of competition. If the participating institution does not use these rooms, these rooms will revert to the control of the hotel and the participating institution, NCAA or host institution will not be financially responsible. An institution must also indicate at the conclusion of the first day of competition whether it intends to use the contingency rooms held for the night before the second day of competition and the night of the second day of competition.

Assignment Procedures. The NCAA, in conjunction with the tournament manager/lodging liaison, will assign hotels based on a team's seeding.

Bus Driver. The hotel should provide one complimentary room for the team bus driver.

Check-In. To facilitate check-in, hotels should pre-assign the student-athletes' and coaches' rooms and have the key packets prepared and ready for distribution upon the team's arrival. The team's primary administrator will confirm all billing arrangements with the hotel prior to arrival.

Communication. The tournament manager and lodging liaison should meet with all team hotels to review the hotels' obligations prior to the tournament. The tournament manager/lodging liaison will maintain direct communication with the hotels during the tournament.

Contracts. NCAA provides a standard agreement that should be used when securing hotel rooms for the championship. Hotels are being asked to hold the blocks as a courtesy until after the Selection Show on Monday, **March 16**. If the institution is selected to host, the agreements will be fully binding, and the teams assigned to that site, must utilize the contracted/assigned hotels and are financially responsible. If the institution is not selected to host, the hotel can release the blocks at this time. If an institution would like to use a different property, they must work with the hotel to request a release, keeping the host institution informed. Refer to the NCAA hotel agreement for more information.

Cut-Off Date. The Cut-off Date shall be 5 p.m. local time on Tuesday, March 17, 2020. Rooms will be held until this applicable Cut-off Date. Host Institution or Participating Team will have the option of reducing the room block up to 100% prior to this Cut-off Date without penalty.

Double-Doubles/Suites. At least 25 of the guaranteed rooms should be double-doubles. The hotel shall provide a complimentary upgrade for two of the rooms to one-bedroom suites for the head coach and primary team administrator at the team rate. **NOTE:** Rooms designated for the teams shall be existing non-smoking rooms and shall be located in a low-traffic area and in a consolidated block.

Early Arrival. In the event a team arrives early; the host institution is obligated to provide hotel accommodations at the team's expense. A team arriving early may have to stay one night at a property other than its assigned hotel. The tournament manager/lodging liaison shall notify the NCAA if a team arrives early and must be assigned to an alternate property.

Early Departure. The host institution shall familiarize the properties with the tournament format in advance to ensure that it is understood that a losing team customarily departs the host city after its last game or the next morning and will not be held financially responsible for the unused contingency rooms.

Full-Service Restaurant. Hotels with a full-service restaurant are preferred. If the hotel does not have a full-service restaurant, the host institution must arrange for comparable-rate catering for the team at the hotel at the participating institution's expense. A high-quality hotel should not be omitted from the hotel block if the hotel has catering service. Restaurant/catering information should be included in the team manual and communicated to the primary team administrator.

Incidentals. The hotel shall provide all members of the official travel party with complimentary local phone and internet service in the designated sleeping rooms as determined by the primary administrator. Hotels should confirm with the team's primary team administrator the permissible incidental charges (e.g., movies, room service) and billing procedures for team rooms prior to the participating institution's arrival.

Meeting Space. Two complimentary meeting rooms (800-1,000 square feet each), adjacent to or near each other, must be reserved for team meals and team meetings. Each room should accommodate a minimum of 25 people, set banquet-style or as otherwise determined by the team. The same two rooms should be available to the

participating team on a 24-hour basis during the team's stay.

Multiple Teams to One Hotel. Teams must be assigned to first-class properties. It is permissible to assign more than one team to a hotel if approved in advance by the NCAA.

Rates. Hotels should provide a reasonable rate for the market and affordable rate for the NCAA and participating teams. The NCAA is committed to providing an affordable championship for participating institutions and recommends that all room rates do not exceed the NCAA's maximum rate cap of \$175/night plus taxes.

Reservation Procedure. A hotel representative should be available to the team's primary administrator by telephone following the second-round. If the institution designates an outside entity to handle its reservations, it must notify the hotel in writing.

Room Block. The host institution shall secure the following room blocks:

Day	Date	Double Doubles	King	1 BR Suite (comp. upgrade)	Team Bus Driver (comp. room)	Contin- gency Room	Total Block Reserved
Day before first practice	March 17 or 18	25	8	2	1	10	46
Day of first practice	March 18 or 19	25	8	2	1	10	46
First round game day	March 19 or 20	25	8	2	1	10	46
Day before second round	March 20 or 21	0	0	0	0	46	46*
Second round game day	March 21 or 22	0	0	0	0	46	46*

**Contingency room numbers should match days prior.*

Special Functions. Hotels are not required to hold space for special functions in advance, but they should make every effort to accommodate requests from the participating institutions for special functions (e.g., pep rallies or receptions for alumni or boosters).

If possible, the team rooms should be located on the same floor and in one section of the hotel. The primary team administrator will provide specific information regarding the team's room assignments.

Television. Hotels are required to provide ESPN and ESPN2 in all guest rooms, free local telephone and internet service for the official travel party and one complimentary television/DVD unit for each team during their stay.

11.6 Solicitations.

The NCAA requests that convention and visitors' bureaus identify the NCAA as a "no-solicitation" organization, since all the local purchases are made by the host institution.

12.1 NCAA Trademarks and Logos.

All rights to the identifying marks and symbols of the NCAA are reserved. No entity may reproduce or copy these marks or symbols unless approved by the NCAA and never to endorse either directly or indirectly a product, service or commercial venture without a written license. Legal action will be taken against violators.

<http://www.ncaa.org/championships/marketing/ncaa-trademarks>

12.2 Preliminary-Round Logo.

The NCAA has produced a universal first- and second-rounds logo and it is available electronically through the NCAA Logo Library (Refer to the Resources section) and on Teamworks. This logo cannot be modified by the host institution. The development and use of any other site logo are prohibited.

12.3 Style/Reference Guide.

When referring to the championship, hosts shall use the following guidelines:

General:

2020 NCAA Division I Women's Basketball Championship

First and Second Rounds:

General: No hyphen except when used as a compound modifier.

EXAMPLE: The audience was prepared to watch the first round. The student-athlete engaged in first-round competition.

As a noun: First and Second Rounds of the 2020 NCAA Division I Women's Basketball Championship

2020 NCAA Division I Women's Basketball Championship First and Second Rounds

As an adjective: First- and Second-Round Sessions

First- and Second-Round Games

The proper site reference is:

<City Name> First and Second Rounds at <Facility>

Example: Columbia First and Second Rounds at Colonial Life Arena

Reminders: DO NOT refer to the first and second rounds as "subregionals."

If you say "first and second rounds" include the "s" on rounds. If referring to one of the rounds, use "first-round" and "second-round."

The Roman numeral should always be used to reference the division. DO NOT use the number 1 to refer to Division I.

12.4 Using Trademark Symbols.

When trademarks apply to products or services, they may be followed by the symbols ™ or *tm* or *sm* (to show that it is a product or service trademark, although not yet legally registered) or ® (to show that it is a product or service legally registered by the U.S. Patent and Trademark Office). When using either a trademark symbol in printed or online documents, use with the first and most prominent mention. Subsequent mentions in the same piece do not require the ™ or ® symbol unless it is marketing collateral with multiple pages, spreads or otherwise advised by the NCAA.

12.5 Protection of Registered Marks.

The NCAA's marks are protected under both Federal and state statutory and common law principles, which enable the NCAA to protect against the unauthorized and/or counterfeit use of its marks by third parties. Under the Lanham Act (15 U.S.C. 1114), the unauthorized production, distribution, sale, offering for sale or advertising of any goods or services displaying a registered mark of the NCAA may obtain an ex parte seizure order from the court authorizing the seizure of goods displaying a counterfeit mark, the means used in the production of such goods and any records documenting the manufacture, sale or receipt of items as a result of the counterfeit use.

12.6 NCAA Trademark Protection Language.

NCAA trademarks benefit from consistent source identification to the public through basic legal language attributing ownership. The NCAA requires protection language as outlined below and should be used on both printed and digital 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. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print."

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

NCAA and Women's Final Four are trademarks owned by the National Collegiate Athletic Association.

For blue disc/secondary marks with another NCAA trademark used with other authorized business entities, please use (for example):

The NCAA, Go Four it All 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.

Please note that within the mouse print text, NCAA is used first and then an alphabetical list of remaining trademarks follow.

If you are unsure of exact wording for a specific example, please contact Durenka Robie, drobie@ncaa.org.

12.7 NCAA Logo Use by Commercially-named Venues.

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition is permitted to display (subject to NCAA approval of the graphics) the NCAA championship 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 logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The 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 championship 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 Turner Broadcasting/CBS 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 Women's Final Four 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 cannot be modified in any way. ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

13.1 Headquarters Hotel.

The host media coordinator shall work with the tournament manager and lodging liaison to coordinate the lodging accommodations for the media at the headquarters hotel.

13.2 Live Streaming and Social Media Usage Guidelines.

ESPN is the exclusive broadcast home of the NCAA Division I Women's Basketball Championship. On game days, when live coverage is being aired on ESPN, use of any device that produces live streaming of the event through social media outlets or other distribution methods is **NOT ALLOWED** in arena from 30 minutes before the first game of a session and until ESPN signs off air. Use of live streaming technology for news conferences, locker room interviews and other backstage areas is **ALLOWED**, and hosts are expected to monitor. Those wishing to use live streaming technology at NCAA championship events must apply for streaming rights/approval from Turner Sports, which owns the NCAA Championships digital rights. Please apply at <http://www.ncaa.com/rights-request>.

13.3 Locker Rooms.

Game Days. The locker rooms will be open to the media for a maximum of 30 minutes following the cooling-off period. Student-athletes, who did not play in the game who are selected for drug-testing, may depart for the drug testing area earlier. All other student-athletes must remain in the locker room until the locker room closes to the media. Assistant coaches are not required to be present in the team locker room during the time it is open to the media and may participate in media obligations during this time.

At the participating institution's discretion, the locker room can remain open for individual interviews with players who were held in the holding area prior to going on the dais and were unavailable while other players were interviewed in the locker room.

ESPN camera operators, with a team's permission, may enter the locker room with the team immediately following the game. After the cooling off period, the ESPN crew must exit the locker room.

Practice Days. On practice days, all student-athletes, who are not in the media interview room, shall be available to the media in the locker room area during the time the coach and selected student-athletes are participating in the news conference. A representative of each institution's sports information staff and a member of the host media coordination staff shall be in the area to coordinate these interview requests. Assistant coaches are not required to be present in the team locker room during the time it is open to the media.

Cell Phones and Electronic Devices. Student-athletes will be prohibited from using cell phones or any other electronic device until after completing all available interview requests during any time the locker room is open to the media.

13.4 Media Assistants.

Host media coordinators shall designate staff members, sports information personnel and other media professionals to administer specific assignments on both practice days and game days, with the understanding that individuals will have multiple media responsibilities. These individuals shall serve in a volunteer role. The host media coordinator shall provide these individuals with a copy of the media section and appendices from the operations manual. Additionally, the NCAA does not provide reimbursement for expenses incurred to bring in staff from out of town.

Media Assistants	Responsibilities
Social Media Liaison (one)	Work with the NCAA Digital and Social Media Team strategist to provide championship site content for various NCAA social media outlets, including Facebook, Twitter, Instagram and other emerging platforms. The host site is required to assign a digital strategy lead to serve as a point of contact between the NCAA and the host site. Work will include determining what existing social media platforms to leverage and to develop a content plan for

	social pushes on existing platforms. Individual will be asked to be involved in pre-championship conference calls and planning as well as on-site activation during the championship.
Audio/Video Distribution Coordinator (one)	Supervise distribution services for audio and video sources in the audio/video distribution area. Monitor distribution of video.
Duplication Room Coordinator / Checker (one)	Supervise duplication on copy machines. Ensure that the appropriate copies are made and provided to runners in a timely manner. Maintain a master list of runners and their distribution areas. Manage distribution plan.
Escorts (two)	Escort head coaches and student-athletes to and from the locker room and media interview room or other NCAA designated areas. Ensure participants are following commercial identification apparel policies.
Floor Photo Stewards (two)	Assist the photographers (e.g., distribute game programs, flip cards and photo armbands). Prevent photographers from obstructing the view of ticketed patrons. These individuals will be seated behind the courtside photo boxes.
Upper Photo Steward (one)	Assist photographers (e.g., distribute game programs, flip cards and photo armbands). Prevent photographers from obstructing the view of ticketed patrons. Preclude mini-cameras from working in this area, except during the time permitted by NCAA policy.
Interview Room Coordinator (one)	Supervise all activities in the interview room and holding area and assist security in monitoring access to the interview room. Ensure that participants follow policies regarding commercial products.
Locker Room Stewards (one per locker room)	Monitor cooling-off period timing, entering locker room when open and coordinating interview requests with institution's sports information contact. Monitor cell phone and electronic device usage in locker room for team and media personnel.
Credential Assistants (two)	Assist during all credential distribution hours. These individuals should be prepared to answer all media credential inquiries and assist with credential production and distribution.
Media Workroom Coordinator (one)	Supervise all activities in the workroom and assist security in monitoring access in this area.
Mini-Camera Steward (one)	Coordinate activities in the distribution area. Ensure that the mini-camera operators remain off the playing floor until the appropriate time. Designate a postgame waiting area and notify the camera operators when ESPN has concluded its coverage from the site.
News Conference Moderator (one)	Become familiar with the duties listed in Section No. 12.8, place table tents at the appropriate seats, keep the table clear and provide water in NCAA cups for the student-athletes and coaches. The moderator should be equipped with a two-way radio.
Photocopy Operators (one)	Duplicate and collate media information.
Photocopy Technician (one)	Service photocopiers. These individuals should be paid representatives of the manufacturer or dealer and must be on-call and available on the first practice day, game days and the day between.
Playing Floor Media Coordinator (one)	Supervise media activities around the playing floor area during the first practice day and on game days. Supervise postgame ESPN, institutional postgame radio interviews. Monitor courtside area, providing NCAA cups for media with beverages.

Media Assistants	Responsibilities
Quote-Takers (four)	Collect and prepare quotes from news conferences and postgame interviews. Postgame assignments: (1) winning locker room; and (2) losing locker room. Practice day assignments: (1) interview room and (2) locker rooms.
Runners (Number varies. At a minimum, assign one person to each row of courtside media seats, two to the workroom and one to the scorer's table).	Deliver game programs, flip cards, lineup sheets and statistics to media areas, official scorer's table personnel and teams. When not distributing materials, the runners shall assist as follows: <ul style="list-style-type: none"> • Keep tables in media areas free of debris. • Keep courtside media tables free of bottles and cans. • Assist in other areas as directed.
Postgame Floor Coordinators (two)	Assist institutions' sports information contacts in escorting coaches and student-athletes off the playing floor. Monitor mini-camera operators entering the court once ESPN is off the air.

13.5 Sports Information Contacts Meeting and Administrative Meeting.

A representative of each participating institution's sports information staff shall attend a meeting with the women's basketball committee representatives and host media coordinator on the first practice day to review the news conference schedule, meet with the ESPN producer/director, receive team personnel armbands and review all media obligations. The host media coordinator will facilitate the sports information contacts meeting. A representative of each participating institution's sports information staff and the host media coordinator shall attend the administrative meeting on the first practice day. (Refer to Section No. 7.1)

13.6 Media Coordinators' Responsibility to NCAA.

At the conclusion of play, each first- and second-round host media coordinator shall send via regular mail delivery a complete set of the final book (halftime and final box scores, complete play-by-play, a flip card of each game, notes and quotes from the practice and game days), and official scorebook to Rick Nixon, (NCAA, 1802 Alonzo Watford Senior Drive, Indianapolis, IN 46202). (Refer to Appendix No. 13)

13.7 Media Workroom.

The host media coordinator is responsible for oversight of the media workroom at the facility. The setup of the media workroom shall be coordinated with the facility manager. (Refer to Section No. 5.13)

Display Material. No materials other than the host media information document and the participating institutions' guides and game notes may be placed in the media workroom, unless approved in advance by the NCAA. Each participating institution's and conference's sports information contact shall send 50 copies of all materials to place in the workroom prior to the team's arrival. These materials shall be sent to the attention of the facility liaison and delivered to the host media coordination office.

Hours of Operation. The media workroom will be available for media use during the schedule listed below. Media desiring additional access to the media workroom will be asked to make arrangements with the host media coordinator.

Days	Hours of Operation
First Practice	8:30 a.m. – 7 p.m.
First-Round Game Day	3 hours prior to tip-off until 4 hours after last game
Day Before Second-Round Game	10:30 a.m. – 5 p.m. <i>(Updated 12/18/19)</i>

Day of Second-Round Game	3 hours prior to tip-off until 4 hours after last game
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13.8 NCAA Online Service.

New Media. The NCAA retains exclusivity for all new media origination, including audio, video, online services and other forms of electronic services.

Scores and Box Scores. The host media coordinator shall post scores and box scores from all tournament games in the media workroom and update them frequently. Box scores can be downloaded and printed from <http://www.ncaa.com/stats/basketball-women/d1> for distribution in the media workroom. Additionally, the score-reporting assistant shall provide score updates to the public-address announcer and these scores should be announced throughout each game.

Website. The NCAA will have exclusive online rights at each site.

13.9 News Conferences/Interview Access.

News conferences shall be conducted according to the schedule of events. The host media coordinator and women's basketball committee representatives will have the authority to designate and require any student-athlete to attend any news conference. Each participating institution shall make coaches and student-athletes available at all scheduled news conferences. All interviews at the facility must occur in the interview room or in the locker room area, except for on-court ESPN interviews.

News Conference Formats.

Day Prior To First Round and Second Round Games. The head coach and a minimum of two starters are required to participate in the scheduled news conference. No more than three players should attend.

News Conference Format Day Prior to First Round and Second Round Games	
Fifteen minutes (maximum)	Questions to student-athletes (dismiss student-athletes at conclusion)
Fifteen minutes (maximum)	Questions to head coach

Postgame. The head coach and selected student-athletes are required to participate in the scheduled news conference.

News Conference Format for Game Days	
Two minutes (maximum)	Overview by head coach
Eight minutes (maximum)	Questions to student-athletes (dismiss student-athletes at conclusion)
Ten minutes (maximum)	Questions to head coach

Media Interview Room. Host media coordinators must designate a media interview room at the facility and an interview room coordinator to oversee all news conference activities. Only credentialed individuals shall have access to this area. (Refer to Section No. 5.13)

First Practice Day. Teams will be provided 90 minutes of practice time the day prior to the first competition at the site. The court will be open to members of the media for the first 15 minutes of practice once the teams take the floor, after which the court will be cleared. Mini-camera operators may videotape practice from the baseline, behind the courtside media area or from the public seating area during the first 15 minutes. Each team is required to report at the start of its assigned practice time on this day. Each team is required to report at the start of its assigned practice time on this day.

Microphone Flags. The tournament manager will receive five NCAA microphone flags to be used on the microphones on the interview room dais. These must be returned to Rick Nixon at the conclusion for the championship.

Halftime Interviews. Assistant coaches may participate in halftime interviews with their institution's radio network, provided the interview takes place in the courtside area. ESPN shall request on-court interviews with head coaches at the beginning and/or end of halftime.

Interviews via Telephone. Coaches and student-athletes may not submit to interview requests via telephone until their obligations to the media at the site have been met.

Moderator Responsibilities. The host media coordinator shall appoint a moderator for all news conferences. This individual shall be dressed in business attire for all news conferences.

Cell Phones. The moderator shall remind news conference attendees to turn off cell phones during news conferences.

Flash Photography. The moderator shall remind news conference attendees that flash photography is not permitted.

Introductions. At all news conferences, the moderator will introduce the team's sports information contact, as well as the participating coaches and student-athletes. The moderator shall refer to the participants as "student-athletes."

Open Locker Room Announcements. The moderator shall announce when the coach and student-athletes have departed the locker room, that the interview subjects are making their way to the interview room and that the news conference will begin momentarily. Additionally, the moderator shall notify the media of how much time is remaining in each team's open locker room for media interviews.

Pronunciations. The moderator shall contact each participating team's sports information contact prior to the first news conference in order to ascertain the proper pronunciations of student-athlete and coach's names.

Questions. The moderator shall ensure that questions are asked by credentialed members of the media ONLY. Members of the media should be reminded that questions should pertain to the upcoming game or the game just completed. Should a member of the media insist on asking questions that do not pertain to game action, they should be excused from the news conference. The moderator should limit follow up questions to one per person.

The moderator should prepare three or four questions that can be asked of the coaches and/or student-athletes in the event that few media are present at the appointed time.

Moderator/Protocol. On practice days, the news conference format will include the head coach and student-athletes throughout the allotted time. Neither the head coach nor the student-athletes should be dismissed early unless there are no more questions from the media. Additionally, the moderator will ensure the dais is set prior to news conference participants entering the interview room.

If there is a possibility of a coach and/or student-athlete reacting inappropriately during a news conference, the news conference moderator shall apply the following policy:

If a coach and/or student-athletes are already seated in the interview room on the dais and in an "emotional state," the news conference moderator should stop the news conference immediately and excuse the coach and/or student-athletes to return to the locker room. At this point, the news conference shall conclude.

Postgame Interviews. All coaches and student-athletes shall be available for interviews.

Cooling-Off Period. A cooling-off period has been established for coaches to be with their student-athletes in the locker room following the game. The period begins when the head coach reaches the locker room area immediately following the game or interview with ESPN, NCAA Radio Network and/or an institution's radio network. A coach may shorten the cooling-off period but may not extend it. No interviews may take place during the cooling-off period. Should a coach permit one media representative to enter the locker room before the cooling-off period has expired, the locker room will be open to all other media representatives desiring access.

The winning coach and designated players will be escorted to the postgame news conference room first; the non-advancing coach and designated players will follow at the conclusion of the winning team's interview. The cooling-off period is 10 minutes for the winning team and 20 minutes for the non-advancing team.

Table Tents for Interview Room. The host media coordinator shall prepare table tents for the coaches, student-athletes and news conference moderator to be placed on the dais during the news. A championship table tent template will be provided by the NCAA in advance. It is recommended that the table tents be printed and proofed by the participating sports information contacts at the sports information contacts meeting.

The table tents should have the individual's name (60 pt. Arial Black) on top, with the institution's name (24 pt. Arial Black) below. The information should be on both sides to assist the participants in determining seating assignments. The news conference moderator will be responsible for setting the interview room dais with table tents, cups, etc.

Escorts. The host media coordinator shall assign a media assistant and a member of the facility's security staff to escort each team's coach and student-athletes to and from the locker room and interview room. A representative of a participating institution's sports information staff will also accompany the coach and student-athletes. Escorts shall be in radio communication with the moderator. Escorts should ensure that coaches and student-athletes are in compliance with NCAA apparel policies and do not bring commercial products (e.g., soda cans) to the dais. At no time should a coach or student-athlete proceed to or return from the interview area without the accompanying escorts. If the holding area is not separate from the interview room, the escorts shall communicate by radio and hold the team's representatives in their locker room until the preceding news conference has concluded.

Media Obligations of the Head Coach. Regardless of any personal/institutional regular-season radio or television contracts, the head coach is first obligated to the entire media staffing the tournament and must report to the interview room immediately after the cooling-off period expires. After fulfilling this commitment to the media staffing the tournament, the coach and student-athletes may participate in other interviews.

The coach cannot delay a postgame interview with the attending media to conduct an interview with a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) to ESPN and/or his/her institution's radio network.

On-Court Interviews. If requested, the winning coach and winning student-athletes and the losing coach shall grant postgame interviews, not to exceed a total of four minutes, with ESPN and/or the participating institution's originating radio network, only if the designated media entity is still providing live coverage from the facility.

The networks cannot inordinately delay the coaches' and student-athletes' return to the locker room. If the networks are not prepared to conduct live interviews immediately, it will be necessary for the interviews to be taped. The interview with the losing coach must be conducted off the court, near the locker room.

ESPN will have the first choice of individuals to interview, followed by the institution's network. All interviews must be concluded within four minutes of the end of the game. The playing floor media coordinator will be responsible for terminating the four-minute interview period. All interviews following the conclusion of the first game must take place off of the playing floor, on the apron or near entry tunnels, to clear the floor and allow the two teams in the next game to warm-up.

Interview Room Designation. The host media coordinator, in conjunction with each participating institution's sports information staff, will identify two student-athletes designated to report to the interview room with the head coach at the conclusion of the cooling-off period. The host media coordinator shall distribute the names of these individuals to the media no later than the beginning of the fourth period. The host media coordinator or women's basketball committee representative may also designate a student-athlete, not previously designated, to join or replace a representative in the designated group should the student-athlete's game performance merit it.

13.10 Scouting Seats.

Host media coordinators will reserve seats for participating team scouts in the courtside media seating area opposite the team benches for the first-round games only. Seats should be designated at the free throw lines extended. Only credentialed members of the coaching staffs of the competing teams, wearing bench credential pins, may occupy scouting seats. Coaches must utilize the assigned seats regardless of whether additional seats or other seat locations

are available.

Tournament Round	Scouting Seats Available
First-Round, First Game	Six seats (three for each team participating in the second game)
First-Round, Second Game	Three seats (for the team that won the first game)
Second-Round	No scouting is permitted

13.11 Seating Assignments.

Only credentialed media representatives, game officials' evaluator, participating team scouts, participating institution representatives, participating conference representatives, specified games management staff and host media staff may sit in the courtside media area. The NCAA will provide identification cards to be placed on the official scorer's table, press rows and in the photo boxes. These cards should be in place no later than 10 a.m. on the first practice day in order for the women's basketball committee representatives to review and approve. The host media coordinator shall post seating charts at convenient locations in the media workroom and on the end of each press row. (Refer to Appendix No. 19)

Basketball Committee/Site Representative/NCAA Staff. Members of the women's basketball committee, site representatives and NCAA women's basketball staff shall be assigned seats at the official scorer's table.

Drug Testing. (Refer to Section No. 4.6)

ESPN Spaces. The five center court seats should be provided to ESPN.

Facility Staff. One facility representative shall be seated behind the official scorer's table and shall be accessible to the women's basketball committee representatives at all times.

Game Officials. Game officials who wish to watch the other game during the session to which they are assigned will be seated in the courtside media seating area, opposite the team benches on the end closest to the officials' locker room.

Game Officials Evaluator. A seat for the game officials evaluator shall be in the courtside media area on the side opposite the official scorer's table as close to center court as possible. A headset and monitor shall be provided at this designated seat location.

DVSPORT Replay System. One (1) seat next to the standby official will be assigned for and individual from DVSPORT Replay.

Host institution Personnel. The tournament manager shall be seated at the official scorer's table.

Medical Personnel. The host athletic trainer shall be seated in close proximity to the official scorer's table. The two host tournament physicians should be seated in the courtside media area in close proximity to the athletic trainer.

Preferred Location. The host media coordinator shall adjust seat assignments for each session to provide preferred locations for media that regularly staff games played by the participating institutions. All seating assignments shall be reviewed and approved by the women's basketball committee representatives.

Participating Institution Representatives. The host media coordinator will reserve seats for designated institutional personnel (see below). All other participating institution staff members who have been provided an institutional credential must be seated in the general public seating area with a game ticket.

- **Athletics Directors/Senior Woman Administrators/Primary Team Administrators/Sports Information Contacts.** Five (5) seats shall be reserved for each participating team's director of athletics, senior woman administrator, primary team administrator and sports information contact for games in which their team is playing. The seats shall be on the press row behind their team's bench or on the press row directly across from their team's bench.
- **Conference Office Representative(s).** Conference office representative(s) should be seated on the press row behind the official scorer's table or on the press row directly across from their team's bench for the

games in which their member institutions are participating. Four seats should be located at the same end of the court as their participating institution's team bench.

- **Participating Sports Information Staffs.** The team's primary sports information contact will be seated at the official scorer's table.

Radio Rightsholders.

- **Participating Institutions' Radio Network.** A maximum of four (4) seats on the first row opposite the official scorer's table shall be reserved for each participating institution's radio network. Telephone lines, ordered by the participating institution, must be installed no later than the first practice day.
- **Other Radio Networks Spaces.** If a participating institution has a second radio network (e.g., a student station) and is granted broadcasting rights and pays the appropriate rights fee, a maximum of three (3) seats shall be reserved in the best location available. Telephone lines must be installed no later than the day prior to the competition.

Reassignment. If a media agency does not continue to staff the competition once the team it primarily covers has been eliminated, those seats should be reassigned to other media representatives. All reassignments must be completed and posted by the first closed practice on the day between games for review by the women's basketball committee representatives.

Scoreboard Statisticians. Scoreboard statisticians, if required, should be placed in the row behind the official scorer's table.

Still Photographers. The host media coordinator shall label positions in the still photographer boxes in the same manner as on press row, leaving a space adjacent to the basket for the ESPN hand-held camera operator on each end of the floor. All individuals seated around the court must be aware that a 3-foot runoff lane must be maintained on either side of basket stanchion when teams are on the playing floor. The ESPN camera operator will occupy the first two photo boxes (front and back) next to the goal unit. (Refer to Appendix No. 17)

Armbands. Floor photographers must wear armbands, provided by the NCAA. These colored armbands must be worn on the right or left arm. Armbands worn in any other location will not be valid. The color of the armbands will change each game day and shall be distributed by the floor photo stewards no later than 60 minutes prior to the first game of a session. These armbands shall be provided by the NCAA and the photo stewards are responsible for the monitoring of the armbands.

Policies, Flip Cards, Game Programs. The photo stewards shall distribute the photography policies and provide flip cards and game programs to photographers. (Refer to Appendix No. 17)

13.12 Security for Media Areas.

Security personnel shall limit access in all NCAA areas, including the playing floor, courtside media area, media workroom, media buffet area, media interview room, interview room holding area and team locker rooms to individuals wearing credentials. (Refer to Section No. 3)

13.13 Services.

Runners shall distribute play-by-play, halftime and final box scores to the media seated courtside and in the workroom, individuals seated at the official scorer's table and teams during timeouts, halftime and postgame. Halftime and final box scores shall also be delivered to the team locker rooms.

Box Scores. Corporate logos may not be printed on the statistics and box scores.

Quotes and Notes. Typed quotes shall be distributed to the media immediately following each game/news conference. Updated notes (e.g., team notes, tournament notes/records) shall also be distributed to the media preceding the next scheduled news conference. Quote services utilized by host institutions **WILL NOT** be reimbursed by the NCAA.

Flip Cards. The host media coordinator is required to lay out, print and distribute flip cards to the media, official scorer's table personnel and all individuals seated on press row. A flip card template will be provided by the NCAA

in advance. For two-game sessions, two-sided copies should be used. Host media coordinators should forward the electronic files to the respective regional host media coordinators for their use during those rounds of play.

Game Officials. Game officials' hometowns or conference affiliations may not be provided to the media.

Pool Reporter. The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the women's basketball staff. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets distributed prior to each game. In addition, the pool reporter should be identified during the news conferences on the first practice day.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the women's basketball committee representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the involved official.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by the women's basketball committee representatives. Any statement involving an official's interpretation should be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

Pregame Information. Prior to the start of the game, the host media coordinator shall distribute information including starting lineups and game officials, to the media and individuals seated at the official scorer's table.

Statistics Monitors. The host media coordinator shall provide a link to a live statistics website provided by the NCAA through StatBroadcast so that statistics can be accessed directly by media and others using their individual laptop. If hard monitors are available, provide at a minimum to the following media seat locations: (1) ESPN announcer position; (2) each participating radio network position; (3) ESPN truck; (4) primary Associated Press reporter position and (5) primary local print media position. Additional statistics monitors should be placed strategically throughout the courtside media area. The facility shall provide the statistics feed to the entire in-house video system.

Statistical Updates. Each participating team's sports information contact will update team and individual statistics after every game. The updated statistics shall be distributed at the first-scheduled news conference preceding the team's next competition in the championship.

Technical Fouls. When a technical foul is assessed against the bench personnel, the game official will report the violation to the official scorer's table, ensuring that the standby official and public-address announcer receive the information. This information will be announced immediately by the public-address announcer and documented by the standby official.

13.14 Team Film/Team Content/Photographer.

Non-Commercial Usage. Footage of any game of the championship may be used for an institution's own non-commercial purposes, if approved in advance by the NCAA. No footage of the championship may be reproduced or distributed for any purpose without the advance written approval of the NCAA. (Refer to Section No. 9.15 and Appendix No. 15)

Team Photographers and Content. (Refer to Section No. 3.3)

13.15 Telecommunications/Data Services.

Facility is responsible for providing a secured wireless network (WLAN) with established and sufficient bandwidth to support a minimum of 150 credentialed wireless users, including NCAA staff, host institution staff, radio rights

holders, print media and others approved by the NCAA. Telecommunications support in the installation and provision of telephone lines, hard-wired and wireless data services and related equipment will be provided by the facility. The facility shall designate an individual to serve as the facility telecommunications contact. This individual will be responsible for coordinating the ordering and provision of all telephone and data services for approved individuals. The facility shall be responsible for issuing invoices and collecting payment for such services. (Refer to Appendix No. 20)

Wireless Services. Complimentary wireless services, access codes and detailed login instructions shall be provided to all credentialed individuals. This includes women’s basketball representatives, game officials’ evaluator and NCAA staff on site. In each credential envelope, credentialed individuals should be given a card with the wireless access code login and password information included. (Refer to Section No. 5.21)

Individual Telephone and Data Services. Media, including originating radio networks, may order individual telephone and high-speed data services, at their own expense, by contacting the host media coordinator.

Miscellaneous. Telephone services and equipment will be available for all designated locations. All special telecommunication requirements at the facility must be approved in advance by the NCAA.

Originating Radio. Available services should include standard business lines, ISDN circuits, ring-down circuits, dry pairs and related technical support. Additional services provided that are not in the venue prior to championship, can be charged back to the ordering party.

Media. At the ordering parties’ expense, private telephone service may be installed in the workroom or at the media representative’s courtside seat.

13.16 Public Displays of Expression.

Please notify Rick Nixon if any public displays of expression or protests will take place. The NCAA national office staff is available to assist in relevant communication needs. (Refer to Section No. 9.17)

The following statement can be used as needed:

“The NCAA and [name of host institution] value expression and freedom of speech at championship events. The NCAA and [name of host institution] expect that the expression(s) will be peaceful, free of offensive language or depictions and does not interfere with the timely and safe conduct of the championship.”

14.1 Administration.

The NCAA Licensing department has the oversight responsibility for administering the event merchandising program at all rounds and sites of all NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (Refer to Contact Information).

14.2 Availability.

Stands. Merchandise stands must be operational on game days.

Online Ordering System. 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.

14.3 Credentials.

If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing Event 1. All other individuals working for the official concessionaire shall receive standard facility credentials.

14.4 General Policies.

Institutional Merchandise. The host institution may sell merchandise featuring institutional marks or logos at NCAA championships only if it has guaranteed a sellout of the NCAA merchandise at the site of the competition and has agreed to provide the NCAA 15 percent of gross sales (after sales tax) of all non-NCAA championship merchandise.

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

Reordering Process. The host institution may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than 11 a.m. CT of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

14.5 Licensees.

<http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>

14.6 Merchandising Policies.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions 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, Inc. a subsidiary of GEAR FOR SPORTS, Inc. and the contact is Jared Hunt. (Refer to Contact Information)

Event 1, Inc. will enter into an agreement with the official vendor of the host institution or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution 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 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:

- 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 8 a.m. on Saturday or Sunday.
- Locked and supervised storage adequate to accommodate all championship merchandise
- 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.
- Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution or vendor.
- At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- Selling locations that are well displayed and fully stocked prior to the public's access to them.
- 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, internet lines and phone lines to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- 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.
- Total gross sales revenue s 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.
- 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.
- Having met each of the above requirements, Event 1, Inc. will pay to the host institution, 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 may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

A buy-out option can be made with Event 1/NCAA when the host institution wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution agrees to purchase the entire product that Event 1 provides. The host institution 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 [NCAA Bylaw 31.6.2-(a)].

14.7 Names and Marks.

(Refer to Section No. 12)

14.8 Souvenir/Merchandise Shops at the Facility.

The NCAA shall have the exclusive right to sell products licensed by the NCAA for merchandising at the facility during the championship.

Souvenir and merchandise shops located within the ticketed area of the facility may remain open during the championship only in conjunction with the official NCAA event merchandiser. Should NCAA championship merchandise be sold from such facilities, no merchandise from professional teams may be sold or displayed at the same time during the championship. Should shops within the ticketed area not be utilized for the selling of NCAA championship merchandise, they must be closed. All lights inside the shop and within the ticketed area must also be turned off.

Souvenir shops with a dedicated outside entrance (outside the ticketed area) may remain open during the tournament for sales of non-NCAA merchandise. In such cases, patrons would enter and exit the shop from a non-ticketed area and have no access to the competition venue from the souvenir shop.

15.1 Corporate Champions and Corporate Partners Program.

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 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, trade- marks, 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](#)

15.2 Local Contributor Program.

Currently, local non-CPP 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 has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The host is permitted to involve a local contributor in the championship only as a sponsor of host activities or as a ticket package purchaser, pending NCAA approval of those local entities and approval of the arrangement.

Local contributors may only be referred to as "local contributors of the host." 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, host institution 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.

16.1 Admittance, Access and Seating.

Bench Pass Gate List and Team Personnel Credential Form. All pass gate lists will be submitted via Teamworks. The 25 individuals on the institution's Bench Pass Gate List and the 28 individuals on the Team Personnel Credential form will be admitted for practices, shootarounds and games. The primary administrator, full-time coach or administrator may revise the Bench Pass Gate List and Team Personnel Credential Form each day and can make changes to the lists via the Teamworks app, website or at the team entrance. Teamworks provides a timestamp each time a form is updated. A laptop and printer, provided by the host institution/conference, shall be required at both the team entrance and band/cheer entrance. The facility shall provide either wireless or hardwire internet access and power at these entrances.

The pass gate list will be used for all practices, shootarounds and games at the site. Once inside the facility, participants will be issued a credential pin which must be worn at all times while in the building for practice, shootaround or games. **The bench credential pin must be worn on the lapel, rather than the belt or jacket pocket.**

	BENCH PASS GATE LIST (25 individuals)	TEAM PERSONNEL CREDENTIALS (28 individuals)
Team Lists Each team will submit and maintain both lists via Teamworks.	<ul style="list-style-type: none"> Individuals who will occupy the team bench area (20 seats on the bench, plus 5 student-athletes on the court). A Physician or Medical Contact must be identified. 	<ul style="list-style-type: none"> Receive a TEAM credential for access to the competition venue. The Primary Administrator and SID must be identified. The remaining 26 credentials can be used at the team's discretion. Credentials that will not be transferred may be printed with the holder's name and title if requested by institution.
Admittance	Restricted to the team entrance.	Restricted to either the team entrance or the media credential entrance via their TEAM credential.
Credentials	<ul style="list-style-type: none"> The student-athletes' team uniform will serve as their credential courtside. All individuals issued one credential pin for each game. (e.g. pin for day before first game day and the first game day, new pin for day before second game day and the second game day). First round pins will be provided in the in the information packet delivered to the team hotel. Second round pins will be distributed when teams enter the facility on day between games. The pin must be worn at all times while inside the arena, including practices, shootarounds and games. 	<ul style="list-style-type: none"> Primary Administrator and SID will receive personalized credentials. Key institutional personnel (AD, SWA, sports information staff) may be identified on the credential/form if requested by institution. The remaining TEAM credentials will not include individual names, but rather the institutional name and numbered 1-26. For security purposes, the names of the 26 individuals receiving TEAM credentials must be submitted on the TEAM PERSONNEL CREDENTIAL LIST via Teamworks. The team is responsible for managing their 26 TEAM credentials daily. Additional TEAM credentials will not be issued if misplaced.

	BENCH PASS GATE LIST (25 individuals)	TEAM PERSONNEL CREDENTIAL LIST (28 individuals)
Game Day Seating/Tickets	20 seats on the bench, plus 5 student-athletes on the court.	<ul style="list-style-type: none"> Six (6) seats will be provided for the following individuals with TEAM credentials: FIRST AND SECOND ROUNDS: 1 for the primary sports information staff member at the official scorer's table and 5 in media seating. REGIONALS AND WOMEN'S FINAL FOUR: 1 for the primary sports information staff member at the official scorer's table, 1 sports information staff member next to the ESPN sideline reporter and 4 in media seating. Two (2) courtside photo boxes will be provided for team content and team photographer's use only. These individuals will be provided an armband which must be worn on game days. One (1) reserved space in the upper video position for the scout of team content. All other individuals with TEAM credentials (19) must be provided tickets from the institution's allotment and be seated in the general public seating area.
Non-Playing Participant Seating	Must wear the bench credential pin for access to the non-playing participant seating area.	Must have a ticket for any games their team is NOT participating in.
Additional Postgame Access:	<ul style="list-style-type: none"> Regional Final and National Championship – 5 additional TEAM credentials provided to the primary administrator. (replaces TA credentials) Regional Final and National Championship – 30 wristbands providing court access only to participate in the awards ceremonies. 	

Bus driver: There is no seating available for the bus driver in the arena. For security reasons, bus drivers must stay in the bus driver holding area (if available) or remain with the bus.

16.2 Mementos.

NCAA Mementos. NCAA will provide mementos (e.g. hat, shirt) for distribution to teams at the administrative meeting or deliver to team hotels (if requested).

The host institution/conference **SHALL NOT** provide gifts or mementos to the participating teams.

16.3 Required Events for Head Coach.

Other than required team commitments (e.g. practices, shootarounds, etc.), all head coaches of participating teams must attend the following mandatory meetings/events.

<u>Item/Event</u>	<u>Day</u>	<u>Details</u>
Administrative Meeting	Day prior to the first round	OPTIONAL at all rounds of the championship.
First Practice	Day prior to first round and regional semifinals	The first 15 minutes of practice are open to the media.
National Anthem	On game days	must be on the court
News Conferences	All days	All as identified in the participant manual and on the schedule.
Trophy Presentation	Postgame – Regional Final	Winning coach must be on the court

16.4 Team Information.

Participant Manual. (Refer to Section No. 9.9)

Team Information Packets. The tournament manager shall prepare a team information packet to be delivered to the primary administrator upon his/her arrival at the team hotel. The packet should include a schedule summary, parking passes, NCAA patches, credentials (25 credential pins, 28 TEAM credentials, credential for the cheerleading coach, credential for the band director), detailed directions to the sports information contacts and administrative meeting, campus maps and any other site-specific information. If a primary administrator prefers for credential distribution to manage the pick-up of TEAM credentials, they can arrange with the media coordinator to do so and will provide the Team Personnel Credential Form for the day. Conference credentials may be picked up at credential distribution.

16.5 Team Meals.

Locker Room Snacks. Snacks will be provided in each team locker room daily.

Ordering Team Meals. Each participating team will be provided the opportunity to order meals each day the team is in the facility, at their expense. A member of the games management staff will be identified to ensure that all meals are delivered at the correct times.

16.6 Team Scouting Seats.

(Refer to Section No. 5.13)

The tournament manager will appoint an individual to coordinate all aspects of team practices at the facility (e.g., timing, equipment). This individual should be in attendance at all practices. Additionally, the tournament manager will appoint an individual to coordinate team practices at alternate practice sites.

17.1 Opportunities for Practice.

Teams may practice at the competition site only on the day preceding the first competition at the site, game days and the day between games. Teams are required to practice at the competition site on the day before the first-round games.

Host Institution Practices. The host institution's team may practice on the competition floor until the NCAA takes control of the building on 9 a.m. the day prior to the first practice. Once the NCAA takes control of the building, each participating team will only be able to practice on the competition floor at the times designated by the NCAA.

Teams Arriving Early. Teams arriving early in the host city **SHALL NOT** be provided practice opportunities on the competition floor prior to the first practice day.

Adjusting Practice Schedules. If any team declines to use its assigned practice time, the time slot shall be made available to the other teams in seed order. The committee representative on-site will facilitate any adjustments to the practice schedule.

Alternate Practice Sites. The tournament manager shall arrange for a minimum of two alternate practice sites in close proximity to the facility. These alternate practice facilities are required to have regulation-size playing courts and will be offered to the teams at no cost. The alternate site practice coordinator shall coordinate the scheduling of each alternate practice site. Teams are required to provide their own equipment (e.g., towels, basketballs). The alternate practice site coordinator shall re-confirm availability of sites if selected to host.

NOTE: If there is a practice facility in or attached to the competition facility, it may be used as an alternate practice site if it is not being used for other purposes. The same policies apply to this facility as for other alternate practice facilities.

Closed to Public. All practices will be closed to the general public.

First Practice Day. Teams will be provided 90 minutes of practice time the day prior to the first competition at the site. The court will be open to members of the media for the first 15 minutes of practice once the teams take the floor, after which the court will be cleared. Mini-camera operators may videotape practice from the baseline, behind the courtside media area or from the public seating area during the first 15 minutes. Each team is required to report at the start of its assigned practice time on this day.

Game Day Shootarounds. Each game will have two predetermined time slots available for shootaround. Teams will choose their shootaround time in the following order: High Seed Game No. 1 (Low Seed Game No. 1 will be assigned the remaining time slot); High Seed Game No. 2 (Low Seed Game No. 2 will be assigned the remaining time slot). The higher seeded team must select their time slot before their First Practice Day practice time ends or the committee representative on site will assign shootaround slots for the following day.

Off Day Exceptions. The NCAA may determine, after consultation with the producers of ESPN, whether a limited number of production technicians can be present during closed practice to perform necessary services related to the presentation of the telecast(s)/broadcast(s).

Exception for ESPN. The on-air talent, producer and director will be permitted to observe all practices. The broadcast personnel may not interview or talk with the coaches or players during the practices, unless initiated by the team personnel.

Admittance to Practices. Practices are restricted to the 28 individuals on the Bench Pass Gate List and the 28 individuals on the Team Personnel Credential List.

17.2 Practice Schedule.

Each team is required to report at the start of its assigned practice time on the day before competition. Once the

practice has begun, teams may utilize as much of the designated time as needed. If a team is late beginning its allotted practice time, the media will be provided the 15 minutes of access once the team has taken the court.

Practice Times. (Refer to Section No. 7.7)

Timing. Each practice must be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the floor. Additionally, the 30-second shot clock should be available for the team's use during all practice sessions. If a team arrives early, it may take the floor as soon as it is available for stretching and warm-ups but is still limited to the scheduled amount of time.

The women's basketball committee representatives may reschedule or reassign practice times.

17.3 Security.

(Refer to Section No. 21)

18.1 Programs.

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

18.2 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@iLearfieldimgcollege.com).

18.3 Supplemental Handouts.

IMG College encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- are only distributed with the purchase of a program;
- do not include information available in the program;
- do not include advertisements.

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.

18.4 Program Vending and Complimentary Programs.

IMG College will enter into an agreement with the official program vendor of the host institution or sponsoring agency and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20 percent commission of net sales for providing these services. Below are the program vending responsibilities of both IMG College and the host, or official program vendor.

18.5 IMG College Responsibilities.

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College.
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

18.6 Host Responsibilities.

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a signed vending agreement to IMG College prior to the event.

- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All program vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs as specified below.

Round	Quantity
Teams	100 (25 per team)
Game Officials	7
Committee Representative	1
Media	92

- Meet the “Program Vending Standards” (listed below) to receive 20 percent commission of the gross program sales.
- After meeting the “Program Vending Standards,” IMG College will pay the vendor 20 percent commission of net sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by IMG College, after the event within the time frame specified in the vending agreement.

18.7 Program Vending Standards.

- Receive and take inventory of the programs upon arrival. Notify IMG College of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with IMG College.
- Display signage in a professional manner, if provided by IMG College.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.

- Below are a few best practices for vending programs.
 - Designate individuals to sell programs and pay them a commission for each program they sell; or
 - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
 - Encourage vendors to walk through the stands to sell programs during the event.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfieldimgcollege.com) at IMG College.

19.1 Contacts.

The host institution should designate a marketing contact for the championship. This person should be familiar with marketing strategies that have worked in the community 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. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

19.2 Expectations.

- The NCAA will dictate the marketing budget to the host institution. Additional funds will be given to host institutions that provide detailed plans on how this money will be used to generate ticket sales.
- The host institution will work with the NCAA to establish ticket sales goals.
- Think creatively when using the marketing materials provided by the NCAA.
- Build off grassroots initiatives already being implemented in your local and regional communities.
- Identify and train staff to make outbound sales calls to sell tickets to women's basketball fans in the host institution database.
- Regularly communicate issues, questions, updates and requests for approval to Tricia Krummen.

19.3 Marketing Plan.

The host institution shall implement the marketing plan provided by the NCAA staff. Additional marketing initiatives and collateral must be approved by the NCAA staff prior to implementation. The marketing plan will be comprehensive with a focus on digital advertising, added value ticket promotions, public relations, social media, grassroots opportunities and outbound sales calls. Due to the tight timeframe to sell tickets, marketing materials will be provided to each host institution, but proper sales staffing will be the responsibility of the host institution. The host institution will be responsible for recruiting and training the necessary sales staff to implement the marketing plan. The marketing plan and budget will outline tactics, key ticket sales phases and expenses related to marketing the championship. The host institution will be responsible for providing photos during the first and second rounds to be used by the NCAA to promote upcoming games on its digital platforms.

19.4 Marketing Collateral.

NCAA Championships Marketing Creative. First- and Second-Round marketing kits are available now on NCAA.org under Marketing Resources. Additional artwork will be provided to host institutions by the NCAA upon the announcement of the teams on Selection Monday, **March 16** to assist with the implementation of the marketing plan. The marketing kits that are currently available include:

- Flyer
- Print Ad
- Email Blast
- Banner
- Web Banner

If you have needs for artwork outside of what is available in the kit on [NCAA.org](https://www.ncaa.org) under Marketing Resources, please submit an Artwork Special Request Form which can also be found under marketing resources on NCAA.org or on the CZ. Please contact Tricia Krummen if you have questions or need assistance. (Refer to Contact Information section)

All requests. Artwork must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed by Tricia Krummen. Collateral should not be created by sources outside of the NCAA unless directly provided by Tricia Krummen. (Refer to Contact Information section)

Television/Video and Radio Ticket Spots. First- and second-rounds will not receive TV or radio spots. Hosts wishing to create video or audio spots (whether for broadcast or social media purposes), should send scripts for review and approval prior to production of any spots. Final spots should also be sent for review and approval.

19.5 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.).

The NCAA manages official Facebook, Twitter and Instagram accounts dedicated to women's college basketball and the DI women's basketball championship. Therefore, host institutions are NOT permitted to create social media accounts for the sole purpose of hosting the championship. The NCAA will make efforts to promote this championship on the established pages, as necessary. Any information that might be of interest to the general public should be sent to Nick Hessler for posting consideration.

- **Official Championship Website:** <http://www.ncaa.com/sports/basketball-women/d1>
- **Twitter:** <https://twitter.com/ncaaWBB> (@ncaaWBB)
- **Facebook:** <https://www.facebook.com/NCAAWomensBasketball> (NCAA Women's Basketball)
- **Instagram:** <http://instagram.com/ncaaWBB> (@ncaawbb)
- **Hashtag:** #ncaaW (Regular and Post-Season), #WFinalFour (Final Four specific content)

Official NCAA Sports App:



WatchESPN (Live Video of Tournament Games)



19.6 Applicable Marketing Bylaws.

NCAA DIVISION I BYLAWS - PERTAINING TO NCAA CHAMPIONSHIP PROMOTIONS

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

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

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

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. *(Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)*

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

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

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

19.7 Additional Marketing Considerations.

All Championship Marketing efforts must adhere to the guidelines established in the Host Operations Manual. The following sections should be referenced and followed when formulating and implementing the championship marketing plan.

- Local contributor guidelines.
- NCAA Licensing Information (ordering, licensee list, guidelines, etc.).
- National Governing Body/coaching association guidelines.
- Premiums guidelines.

20.1 General Information and Policies.

Banners. No participating institution's network radio banners may be posted in the facility.

Courtside Audio. The NCAA owns all radio rights and Internet audio rights to the championship.

20.2 Host institution Originations.

Broadcast rights will not be granted to the official station or network of the host institution unless the host institution's team is participating in the championship.

20.3 Radio Policies.

Non-Originating Stations.

- **Reports.** Any non-originating station/network may report on the events of the championship at any time (other than on a live basis from courtside) for broadcast within the framework of general and sports newscasts. Only a station that has purchased rights from the NCAA may air a live description of any competition. A non-originating station shall not be allowed to originate any ancillary programming (e.g., call-in show) from the facility during the championship.
- **Telephones.** Only a station/network that has purchased rights may be provided courtside telecommunication services. Any other station/network may request to have a telephone installed in the media workroom. (Refer to Section No. 12.14)

Originating Stations. Refer to Appendix No. 18 for radio and audio internet policies.

20.4 Radio Rights.

Application for Rights. Westwood One owns the exclusive national radio rights to all 90 NCAA championships and the NIT. If Westwood One exercises its right to nationally broadcast an NCAA championship event via radio and/or the Internet, then each official university or college radio station will be the only stations granted the right to broadcast a separate signal. These stations must contact Mike Dodson or Cindy Johnson, IMG College, in order to obtain the broadcast rights. (Refer to Contact Information)

NOTE: A separate form must be completed for each round/game of coverage. These forms may be filed in advance for games that may or may not take place depending on a school's advancement in the championship.

Participating Institutions. The university or college station of each competing institution, or the station designated by that institution as its official station, shall be guaranteed broadcast space. Applications from other stations will be referred to the NCAA and space will be made available as space permits. The NCAA reserves the right to deny radio stations the right to broadcast NCAA championship events.

20.5 Rights Fees.

All stations broadcasting any round/game of the Division I Women's Basketball Championship shall be required to submit a completed radio agreement to Mike Dodson/Cindy Johnson at IMG College. IMG College will distribute radio rights holder fee information in to each Division I institution requesting its originating station or network. If the broadcast is being distributed via the Internet, the direct link to the audio player must be submitted. The radio agreement must be fully completed and submitted online in advance of the round/game that will be broadcast. **NOTE:** If payment is not received or the form is not fully completed, rights will not be granted. The form shall be submitted for each round/game that a station wishes to broadcast.

20.6 Seating Assignments.

(Refer to Section No. 13.11 and Appendix No. 19)

20.7 Telecommunication Administration.

Service. Participating institutions' originating rights holders are responsible for ordering their own telephone lines through the host media coordinator. Questions pertaining to the ordering and installation of these lines should be directed to the host media coordinator. (Refer to Section No. 13.15 and Appendix No. 20)

21.1 Credentialed Individuals' Facility Entrance.

To ensure there are no items that may pose a security risk, facility security personnel must inspect **ALL** bags brought into the facility by all credentialed individuals, including individuals on the teams' bench pass gate list, cheerleaders, band members, NCAA representatives and media representatives. To expedite the bag inspection process, the facility shall provide a sufficient number of security staff at the designated entrances to inspect the bags. Bags must be searched each time they enter the facility. Preferably, the facility's existing bag tag system will be utilized.

The NCAA will send bag tags to the tournament manager for the security searches that will be conducted at the designated entrances. Six sets of colored tags will be sent: first practice day, first game day shootaround, first game day, closed practice day, second game day shootaround and second game day. The tags for the game day shootarounds are **ONLY** for the participating teams and administrators who attend the shootaround for that day. When teams return to the facility for competition, their bags should be inspected again and tagged with the game day tag.

For all other individuals entering credentialed entrances on game days, the game day tags should be used throughout the day.

All guests entering the arena are subject to a metal detector screening (magnetometers and/or hand-held wands), visual inspection, and bag inspection conducted by security personnel. The purpose of the inspection is to detect prohibited items and ensure the safety of all guests.

Credentials. (Refer to Section No. 3.1)

Credential Recipients. (Refer to Section No. 3.4)

Credential Distribution. (Refer to Section No. 3.5)

21.2 General Public Entrances.

Recommended General Public Security Policies. The NCAA relies on the venue's security policies to provide all attendees a safe and secure environment when hosting the championship. Below is a recommended list of security guidelines for general public entrances:

- Prohibit all bags larger than 12" x 12" x 6" (e.g., backpacks, duffel bags, large shopping bags).
- Physically inspect all bags.
- All guests entering the arena are subject to a metal detector screening (magnetometers and/or hand-held wands), visual inspection, and bag inspection conducted by security personnel.
- If possible, designate an area away from the facility doors to inspect bags.
- Establish separate entrances for individuals who are not carrying items that must be inspected.
- Cameras are allowed on both game days. Camera lenses larger than 4" will not be allowed.
- Prohibit firearms, explosives, bottles, cans, coolers and other containers, except in cases of medical need, as certified by a physician. Facility personnel have the authority to prohibit any other items deemed to be a security risk.
- Instruct patrons to return all prohibited items to their vehicles, hotel rooms or homes. Do not store prohibited items at the facility.

21.3 Interruption/Resumption of Play.

Emergency Plans. Facility management is responsible for providing sufficient security and/or law enforcement personnel to ensure that access to the playing floor, surrounding areas and backstage areas are restricted to credentialed individuals only during emergency evacuation or interruption of the game. (Refer to Section Nos. 3 and 5)

Incident Plan. At the Administrative Meeting, the tournament manager shall inform attendees of the facility's incident plan focusing specifically on who will be the main point of contact in case of an emergency and how information will be communicated to participating teams and fans. The host's Critical Incident Response Team Contact form is included in the Site-Specific Participant Manual.

Interruption of Game. The referee has the sole authority to interrupt play. If play is interrupted because of events beyond the control of the facility staff and the host institution, it shall be continued from the point of interruption at a time determined by the women's basketball committee representatives and women's basketball staff. If necessary, the remaining schedule of games shall be adjusted by the women's basketball committee.

- **Communication.** A senior member of the facility management and a senior law enforcement officer at the site must proceed immediately to the official scorer's table with a means of portable communication to and from other facility staff and security officers. Spectators should be kept informed of the conditions by the public-address announcer, if possible. Teams and game officials must be kept informed throughout the delay.
- **Game Officials.** The game officials shall note the exact game situation and time when play was interrupted.
- **Meeting.** The women's basketball committee representatives, women's basketball staff and games management staff (facility manager, tournament director, tournament manager and senior law enforcement officer) should assemble immediately at the official scorer's table to assess the situation.
- **Normal Conditions and Resumption of Play.** The women's basketball committee representative shall determine when conditions have returned to normal.
- **Power Source/Public-Address System.** Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the playing floor), it should be used to ensure that communication is not interrupted.
- **Responsibility.** Facility security and/or law enforcement personnel shall be responsible for the restoration of order in the event the floor is occupied by unauthorized individuals or if play is otherwise disrupted. The NCAA suggests that law enforcement personnel attempt to communicate with the leaders of the group occupying the floor (if applicable) to ascertain whether or not the situation can be resolved in the short term. Under no circumstances should players, coaches, officials or NCAA representatives become involved in the removal of such persons.

Resumption of Play. As soon as possible, play shall be resumed from the point of interruption. The revised schedule shall be determined by the Division I Women's Basketball Committee.

If possible, the game should be resumed in the primary facility. If necessary, the women's basketball committee has the authority to limit attendance to credentialed individuals, individuals on each institution's 25-person pass gate list, 53 other individuals designated by each institution's director of athletics (or designee) and required facility operations personnel. Also, the women's basketball committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the host city), provided the alternate facility meets the provisions of Rule No. 1 of the NCAA Women's Basketball Rules Book.

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

Spokesperson. The women's basketball committee representative or his/her designee, in collaboration with the facility management, the NCAA and when appropriate, city, county, state and federal law enforcement agencies will serve as the spokesperson in the event of an emergency.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the women's basketball committee representatives and tournament manager, to the locker rooms or outside the facility to await further instructions.

If attendance at the resumed session must be limited, the host institution shall work with the NCAA staff to institute a system for issuing refunds to ticket holders. Full refunds shall be awarded for any full or partial sessions cancelled.

21.4 Lockdown of Facility.

The facility shall require credentials for admittance to the facility (e.g., facility staff, competitors, officials) beginning

at 9 a.m. on the first practice day and concluding four hours after the end of the last game. (Refer to Section No. 5.8)

21.5 Non-Permissible Items.

The facility staff is responsible for enforcing the NCAA's policies regarding non-permissible items. The facility shall require patrons to return non-permissible items to their vehicles, hotel rooms or homes. Non-permissible items may not be stored at the facility.

- **Beverages.** Beverages of any kind (e.g., non-alcoholic, alcoholic) may not be brought into the facility.
- **Firearms.** Firearms and explosives of any kind are not permitted.
- **Laser Pointers.** Laser pointers are not permitted.
- **Newspapers.** Newspapers, for the purposes of distribution, may not be brought in by members of the media, general public or participating institutions to distribute to teams.
- **Noisemakers.** Artificial noisemakers of any kind (e.g., megaphones used for distraction, air horns, cow bells, electronic instruments, inflatable noisemakers) are not permissible. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification but shall not be used as a distraction.
- **Promotional Items.** Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, fliers, memorabilia, t-shirts, caps, etc., except products sold by the NCAA or its agents, may not be distributed on the facility's exterior property or in the facility, unless approved in advance by the NCAA.
- **Signs, Flags, Banners.** Large signs, flags or banners are not permissible. Items that are held by one individual, reflect good sportsmanship and do not block the view of other ticket patrons are permitted. Signs, flags or banners may not be affixed to the building. The facility staff shall confiscate all prohibited articles and monitor the facility for posted signs.
- **Video Cameras.** Ticketed patrons **SHALL NOT** bring or use video equipment in the facility on game days. Still cameras are permissible.

21.6 Practice.

Security personnel must be present in the "backstage", courtside media areas, exterior facility areas on practice days.

21.7 Placement of Security.

The facility should follow its customary plan in connection with the public areas. The NCAA requires, at a minimum, the following assignments of police officers and security staff in the following courtside and backstage areas:

Backstage Areas. Security persons at strategic points in the backstage areas to assist with traffic flow and ensure only credentialed individuals have access.

Basketball Committee Room. One security person outside the entrance to the women's basketball committee room, unless a key or passcode may be used to restrict access to the room.

Courtside. A minimum of two security persons monitoring each end of the playing floor to ensure that only individuals wearing credentials are permitted courtside.

Courtside Media Areas. A minimum of four security persons monitoring the area between the courtside media area and the general public seating area.

Drug Testing Rooms. Facility security staff at the entrance to each drug-testing area, allowing only a specified group of individuals access to the area.

Game Officials' Escorts. Two uniformed police officers to escort the game officials to and from their locker rooms. During the games, these individuals should be stationed in the end zones to assist with crowd control. While game officials are in the locker room, these officers should be posted at the locker room entrances.

Locker Rooms. One security person at each team locker room and the officials' locker room. If all locker rooms are located in a single hallway, a security person at each end of the hallway is permissible.

Media and Team Entrances. A minimum of one security person at each entrance to assist the facility or host institution staff with checking credentials and the pass gate list. Additional security staff will be needed to assist with inspecting media and team bags. All media shall be required to show a driver's license, passport or a government issued photo ID in order to receive their credentials.

Team Benches. One uniformed police officer behind each bench to provide protection to the coaches and student-athletes. These officers will escort the coaches and student-athletes to and from the locker rooms and shall be posted at the locker room the locker room while the team is in the locker room.

Additional Security. Additional facility areas (e.g., loading docks, courtside and stats control room) can be monitored by regular facility security. Overnight or 24-hour security shall be provided for the ESPN compound and the Hammond Communications satellite trucks at the facility's expense.

Credential Boards. The NCAA will provide large credential boards to the facility liaison to be posted throughout the facility and smaller credential boards for use by security personnel. The facility manager should review the credentials and any restricted access in advance of the first practice day.

Facility Security Meeting. A meeting shall be conducted with the security staff in advance of the first practice day to review credentials and access.

21.8 Security Plan.

The development and implementation of a security plan is the responsibility of the facility management. The host institution shall submit a detailed security plan to the NCAA as part of the bid process. The facility liaison should provide a detailed description of the plan to the women's basketball committee representatives and NCAA staff upon arrival at the site.

Deliveries. Encourage deliveries be made before game days, then limit deliveries during competition to items required for game day operations.

Implement a system for inspecting items delivered to the facility. After deliveries have been inspected, label the packages so others will know they have been inspected.

Demonstrations outside the Facility. Although the NCAA is not in direct control of the area outside of the facility, the tournament manager and facility personnel shall be prepared to advise the NCAA how local authorities (e.g., campus police, city police, sheriff's departments, state police) plan to handle situations.

Facility Personnel.

- Limit access to persons actually required to be on site.
- Review, with appropriate personnel, the facility's plan for dealing with emergencies.
- Brief all personnel on their response in the event of an emergency.
- Provide the public-address announcer with a script for exit procedures.

Miscellaneous.

- Determine who should receive copies of the written security plan, keeping the list to a small group on a "need-to-know" basis.
- Compile a list of the telephone numbers and seat locations for the directors of athletics, senior woman administrators and primary team administrators, key decision-makers and chief executive officers (or their designees) from participating institutions.

21.9 Team Security.

Participating institutions may bring their own security officers to the facility. These individuals may only be admitted to the team bench area and locker rooms if they are on the team's 25-person game day pass list. Otherwise, they must purchase tickets from the institution's allotment and sit in the general public seating area. If these individuals wish to bring firearms, they may do so only with prior notification and approval of the facility liaison. These individuals shall adhere to the facility's firearm policy.

Dignitaries and Political Figures. Participating institutions may need assistance with dignitaries and political figures that may plan to attend the championship. The facility should work with the tournament manager, committee members and NCAA staff to determine the appropriate arrangements for each individual, including entrance into the facility, seating and access while in the facility.

22.1 Equipment.

Towels. (Refer to Section No. 9.14)

Cups/Coolers/Water Bottles. (Refer to Section No. 9.3)

22.2 Medical Facilities.

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

Floor Cleanup. The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Kits should include 1:10 bleach-to-water solution along with dedicated towels and gloves used for floor cleanup. These kits should be placed on each team's cooler cart positioned behind each of the team benches.

General Public. The facility, at its expense, must provide certified medical personnel and a first aid room on game days.

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

Participants. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open by the time the team entrance opens for practices and shootarounds and remain open one hour after the conclusion of practices. The training room must also be open two hours prior to games and remain open one hour after the conclusion of all games at a site. 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. The athletic training room shall be stocked with basic supplies, including:

- Immobilization splints
- Blood borne pathogen kit
- Crutches
- Muscle stimulator
- Ultrasound unit
- Gurney
- Suture materials
- Ice
- Immobilizer/knee stabilizer
- Moist hot packs
- Sharps kit/biohazard trash can
- Spine board
- First-aid equipment/athletic training supplies
- Emergency eye care and dental equipment

Locker Rooms. The team locker rooms shall be equipped with hot hydroculators, bio-hazard 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. Equipment with limited availability will be accessible by all teams in the athletic training room.

Courtside Requests. Requests for exercise equipment in courtside areas will be at the discretion of the women's basketball committee representative, based on space and equipment available.

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

Teams' Physicians. Participating institutions must include a team physician or medical contact on their 25-person gate list, which provides access to all practices, shootarounds and a seat on the bench during the game.

22.3 Miscellaneous Items.

Injured Players. The host athletic trainer will be prepared to provide two credentials to be used ONLY in the event a parent needs to be escorted from the general public seating area to be with an injured student-athlete.

23.1 Teamworks Overview.

NCAA women's basketball will be utilizing mobile app software to communicate and share information with hosts and participating institutions. The Teamworks communication platform will serve the following functions:

File Sharing. There is a files function of Teamworks, which allows the NCAA and hosts to share informative documents with participating institutions. Shared files will include participating team manual, team hotel meeting space diagrams, competition venue back of house diagrams, area maps, visitor information, etc. The NCAA will work with hosts to ensure necessary documents are uploaded and accessible.

Participant Form Submission. The forms function of Teamworks will allow the NCAA and hosts to collect various information from participating institutions. Forms to be submitted through Teamworks by the participating teams include: team contact information, team credential form, team pass gate list, band pass gate list, cheer and mascot pass gate list, etc. The Teamworks platform will allow teams to easily make edits to these forms and provide the NCAA and hosts the ability to access the submitted information in real time.

Profiles. The profiles function will allow users easy access to host, NCAA and participating institution contact information.

23.2 User Accounts.

Number of Accounts: Each host will be allocated a maximum of three (3) Teamworks user accounts. It is mandatory that the tournament manager and host media coordinator serve as two of the users. The third account may be designated at the hosts' discretion ("Power User"). The host may also request that individuals from the host staff be added as email recipients of information from Teamworks. This will not allow them access to log-in to Teamworks, but it will allow them to be added to any messages that are sent from the system.

Power User: Host institutions/conferences should designate an individual to serve as the Teamworks "power user." This user will be responsible for managing all Teamworks site-specific content and communication and should be one of the four Teamworks users.

The individual serving this role will be the NCAA's primary contact for all Teamworks matters and will be asked to prepare the mobile app content prior to the tournament. Specifically, this individual must be available the night of Selection Monday (First and Second Round sites) to update and upload the updated participant manual.

It is suggested that the power user be someone other than the tournament manager. This person may have additional tournament responsibilities as long as those responsibilities do not interfere with individual's ability to maintain the app content throughout the tournament.

Registration. Prospective host institutions will be required to complete the 2020 Prospective Host Contact Info. Form ([select link to access form](#)) as a requirement of the bid process and is due **January 17**. Once submitted, Catie Conrad at Teamworks (Refer to Contact Information section) will process the registration and provide log-in information for each of the three (3) user accounts. *Note: Prospective Participating Teams must also complete the 2020 Institution Registration Form ([select the link to access form](#)) by **January 17** for their institution to be considered to host the championship.*

23.3 Training Opportunities.

Training opportunities will be provided for prospective hosts in February and the dates and times of the trainings will be sent out via Teamworks. Hosts are required to attend at least one training. Recorded tutorials, Frequently Asked Questions documents and tip sheets will also be available within the "Files" section of Teamworks.

Teamworks users are encouraged to contact the NCAA's primary Teamworks contact, Catie Conrad, if questions or assistance is needed. (Refer to Contact Information section)

23.4 Technology Requirements.

To assist with the management of team, band and cheer/mascot pass gate lists, a tablet and/or laptop should be available at all pass gate areas. In addition, the tablet/laptop must have access to the Internet in order to receive updated pass gate lists as they are submitted by participating institutions. It is recommended, but not required, for these pass gate areas to also include a printer, should the hosts wish to print out the most updated version of the lists prior to the groups' arrival.

23.5 Host Responsibilities.

Pre-Championship Responsibilities: In preparation for the tournament, prospective hosts will be responsible for uploading site-specific documents to their respective folders within the "Files" section of the app. Site-specific documents will include team hotel meeting space diagrams, competition venue back of house diagrams, area maps, visitor information, etc. A timeline, checklist and further instructions regarding the upload of documents will be provided to hosts through training sessions. Please ensure that you are providing visibility to the NCAA WBB Teamworks master account for all files that are posted.

During Tournament Responsibilities: Tournament hosts will also have Teamworks responsibilities throughout the tournament. Once teams and game times are announced, host responsibilities will include:

- Uploading updated versions of the Site-Specific Participant Manual to Teamworks app. Document updates should include the addition of team names and specific team information. First and second round sites should have the updated Site-Specific Participant Manual uploaded no later than 9 p.m. ET on Selection Monday, **March 16**. Please remember that the final version must be sent to Meredith Cleaver for review and she will return the final copy to you ASAP.
- Utilize Teamworks to communicate information with the participating teams.

The NCAA and Teamworks staff will work with all host users, specifically the designated Teamworks "Power User", to ensure each site is prepared to fulfill the responsibilities.

23.6 Participating Team Forms.

Participant Form Assignment: The NCAA will work closely with Teamworks to ensure a variety of participant forms are assigned to participating teams via Teamworks.

Accessing Submitted Forms: Host and NCAA Teamworks users will have the ability to view forms submitted by participating teams through the "Manage Forms" section of Teamworks. Instructions will be available in training sessions and training videos provided prior to the championship.

In addition to accessing form submissions through Teamworks, hosts will have the opportunity to designate individual(s) that should receive completed forms via email. It is highly recommended that the individual(s) managing the pass gate(s) receive real-time email updates each time a pass gate list is submitted and resubmitted with updates. It is also highly recommended that the catering contact receives email notification when team meal forms are submitted.

Form Submission Deadlines: All participating team forms will be assigned to teams with submission deadlines in accordance with the deadlines established in the participating team manual. Hosts should notify their NCAA site representative if they have not received a participant form by the established deadline.

24.1 Access for ESPN Reporters and Camera Operators During Games.

Access on First Practice Day. ESPN production crews will be allowed to have access to the courtside areas during the first practice day in order to complete the setup. The Division I Women's Basketball Committee representatives will manage the process in order to limit the distractions created by this access.

Access During Competition. During competition, ESPN camera operators are restricted to an area outside a 10-foot perimeter surrounding the team benches, unless the team grants permission for camera access to the huddle (no audio). ESPN personnel, including all talent, must refrain from conversation with any team bench or official scorer's table personnel from the time the game begins until it ends, including timeouts and halftime.

Camera Restrictions During Timeouts. Once a timeout has been called, camera operators will be permitted to follow a team to the bench area and then will be required to move into the free throw lane for the remainder of the timeout, unless the team grants permission for camera access to the huddle (no audio). If teams move their benches onto the court during timeouts and the team has not granted huddle access, camera operators must remain 10 feet from this area.

Camera Restriction in Locker Room Area. ESPN may use a handheld camera and microphone in the locker room during pregame and halftime. Pregame and halftime access is optional. Coaches and players may not be interviewed at this time. ESPN may not use live footage from the locker rooms.

Between Games, Non-Participating Halftime. If requested, coaches may grant interviews to ESPN during halftime of the game in which their team is not participating or between games.

Microphones on Coaches. As per NCAA Bylaw 31.6.4.5, the placement of microphones on a team coach or in team huddles and bench areas for television, radio or motion-picture purposes is prohibited in all NCAA championships. **NOTE:** This includes all institutional productions, including coaches' shows.

Postgame Interviews. If requested, both coaches shall be available for the ESPN postgame interviews.

The interviews may not exceed four minutes. ESPN shall not inordinately delay a coach's return to the locker room or to the media interview room. If ESPN is not prepared to conduct a live interview immediately, it shall tape the interview once the coach's media obligations are complete. Coaches shall not grant interviews to ESPN once they have left the court until after all other media obligations are completed.

Interview Request for Uniforms. Teams shall bring dark uniforms to all ESPN interviews.

24.2 ESPN Access to Coaches and Student-Athletes.

In order to enhance ESPN's telecast, the NCAA Division I Women's Basketball Committee has agreed to allow ESPN special production access from a participating institution. Some of this access will be **MANDATORY** and some will be subject to the head coach's approval.

FIRST- AND SECOND-ROUND ESPN ACCESS:

- **MANDATORY** sideline reporter access behind a team's bench throughout the game. There will be no camera or live microphone, but the reporter may give a brief summary report following the timeout. Discussions in the team huddles will not be recorded or aired.

For those requests that are subject to head coach approval, each participating institution's sports information contact will be required to complete an ESPN Production Access Form via Teamworks no later than 5 p.m. local time on Tuesday before the championship. Team representatives are requested to immediately report to the women's basketball committee any issues which may arise regarding ESPN access.

ESPN access requests requiring head coach's approval:

- Hand-held camera and microphone at team meetings at the hotel.
- Hand-held camera and microphone at team meals.
- Hand-held camera and microphone on the team bus.

- Hand-held camera and microphone at any other team activities.
- Student-athlete's being allowed to videotape and document a team's tournament experience from their perspective.
- Hand-held camera and microphone at closed practice.
- Interview the head coach or student-athletes no later than one hour prior to tipoff on game days.
- Hand-held camera and microphone in the team locker room during pregame.
- Hand-held camera and microphone in the team locker room during halftime.
- Hand-held camera, no audio, to huddle, during game.
- Hand-held camera and microphone in the team locker room after games during the cooling-off period and before drug testing notification. ESPN must leave the locker room during drug testing notification.

NOTE: ESPN may have multiple platforms onsite covering the championship. The ESPN broadcast production team is the primary ESPN entity that may request access. Other ESPN platforms (i.e., SportsCenter, ESPNNews, ESPN.com, ESPN3, ESPNW, ESPN DePortes, Longhorn Network, ACC Network and SEC Network) shall be treated as other media agencies and shall not be granted access, unless provided with general media access or approved by the team.

Between Games, Non-Participating Halftime. If requested, coaches may grant interviews to ESPN during halftime of the game in which their team is not participating or between games.

Postgame Interviews. If requested, coaches may grant postgame interviews to ESPN at the conclusion of their game.

The interviews may not exceed four minutes. ESPN shall not inordinately delay a coach's return to the locker room or to the media interview room. If ESPN is not prepared to conduct a live interview immediately, it shall tape the interview once the coach's media obligations are complete. Coaches shall not grant interviews to ESPN once they have left the court until after all other media obligations are completed.

24.3 ESPN Camera-Kill Tickets.

Killed Seats. If the facility does not have adequate camera locations (i.e., locations that can accommodate cameras/camera persons without "killing" seats) and as a result, it is necessary to kill additional seats, ESPN will not be charged for those tickets.

24.4 ESPN Closed Practice Access.

In addition to the women's basketball committee representatives and NCAA staff, the ESPN producer, director and on-air talent are authorized to attend closed practice. (Refer to Section No. 3.2)

Broadcast personnel authorized to attend closed practice may not interview or talk with the coaches or players during the closed practices, unless initiated by the team personnel. No technical personnel will be allowed in closed practices or in the locker room areas unless approved by the basketball committee representatives. Any work requiring access to the playing floor or locker room areas must be done prior to the first closed practice of the day or after the last closed practice of the day.

24.5 Microphones.

ESPN may not place microphones on coaches, players or within a 10-foot radius of the team benches.

Backboards. Microphones placed on the backboards and standards must be clear of the potential flight of the ball and the potential path of players and game officials.

Scorer's Table. ESPN will be allowed to position microphones in designated areas on the official scorer's table. Installation arrangements must be approved in advance by Natalie Steger.

24.6 Miscellaneous Policies.

Banners. ESPN may display two banners which must be placed in the baseline or baseline corners. The location must be approved by the women's basketball committee representatives. ESPN banners may not be placed behind the team benches. The placement of NCAA banners has priority over ESPN banners.

Game Officials' Introduction. Announcing the hometowns or conference affiliations of the game officials is prohibited over the PA or on ESPN.

Injury Report. ESPN personnel should make arrangements with the sports information contacts of the participating institutions to receive injury reports during the competition.

Melts. ESPN will not be distributing game melts to participating teams during any round of the championship.

Starting the Clock. At halftime, the game clock shall be started when the floor is clear (i.e., after the ESPN interviews are completed). Between games, the game clock shall be started at the top of the next minute after all on-court postgame interviews have been completed and the floor is cleared. The starting of the game clock at halftime and between games shall be coordinated with the timeout coordinator, the women's basketball committee representatives and the ESPN producer.

Starting Times. Each game will start according to the tip-off time assigned by the women's basketball committee, in consultation with ESPN. The tip-off will only be delayed with NCAA approval, which will be communicated and managed by the basketball committee representatives on site.

Timeout Coordinator. (Refer to Section No. 9.10 and Appendix 21)

24.7 Monitors/Headsets.

ESPN Equipment. (Refer to Section No. 5.12)

24.8 Non-Originating Television Agencies.

Non-originating television networks or stations **MAY NOT** broadcast live reports and/or live programming from the site of the tournament competition (e.g., arena proper, hallways, interview room, media workroom or locker rooms) on practice or game days unless granted prior approval from the NCAA.

Access to Court. Television networks or stations shall have access to the facility floor up to 30 minutes before the first game in a session at a site. During this time, mini-camera operators may tape "standups" or record other material from the baselines only.

First Practice Day Access. On the first practice day, representatives of non-originating agencies may videotape practice from the baseline, behind the courtside media area or from the public seating area for the first 15 minutes of each team's practice.

Footage. If a non-originating television station, network or local cable origination channel intends to receive audio and video of tournament game action, international sound, crowd/team color activities and formal news conferences, it must take a feed from the video and audio distribution area. (Refer to Appendix No. 15)

Live Streaming and Social Media Usage Guidelines. (Refer to Section No. 13.2)

Locker Room Access. Locker rooms are open for postgame coverage following the cooling-off period.

24.9 Pregame Timing Sheet.

The NCAA will provide pregame timing sheets to the timeout coordinator and committee representative at each site. The timeout coordinator shall review it with the television producer and women's basketball committee representatives prior to distribution.

Review with Institutional Representative. The pregame timing sheet and the timeout format will be reviewed with representatives of the participating institutions at the sports information contacts and administrative meetings and posted on team and game officials' locker room doors.

Time in Between Games. Game two in a double header game day will begin 30 minutes (26:00 on the game clock) after the conclusion of the first game unless otherwise noted by NCAA staff.

24.10 Set Schedule.

ESPN will park and power the morning of the first practice. Setup will occur throughout the day on the first practice day.

24.11 Television Rights.

ESPN has purchased television rights to all Division I Women's Basketball Championship games.

Live Reports and Videotaping Footage from the Site of Competition. NCAA staff will provide the media coordinator with video and audio highlights and usage guidelines as well as mini-camera policies.

The following information should be submitted with your bid proposal by January 17.

- **Venue Diagram.** The host institution shall provide a PDF or CAD of the venue's configuration.
- **Ticket Allotments.** An electronic, color-coded facility seating diagram detailing the location of all specified allotments and a manifest of tickets, by section, row and seat numbers, assigned to each allotment, preferably in an Excel spreadsheet. (Refer to Section 24.3)
- **Ticket Prices and Fees.** Ticket prices should be submitted for approval through the online budget. Base ticket price plus facility fee (if applicable) should be submitted in the Receipts/Tickets line item of the online budget (prices should not include any other fees). Any fees charged on top of the base ticket price (e.g., credit card fees, etc.) should be reported in the Receipts/Tickets/Miscellaneous line item of the online budget (please list all fees separately). These fees should also be listed under Expenditures/Tickets. In addition, ticket prices and fees should also be submitted using the Proposed Ticket Prices Fees Worksheet during the bid process.

25.1 Admission/Standing Room-Only/General Admission.

Every individual two (2) years of age or older, must have a game ticket for admission to the first and second rounds and regionals. Children younger than two (2) years of age do not need a ticket provided that they sit on a lap of a ticketed adult. For Women's Final Four, every individual, regardless of age, must have a game ticket for admission. (New for 2020) No standing-room-only tickets shall be sold, except in private viewing suites, if approved in advance by the NCAA. Every ticket purchaser must have an assigned seat.

Announced Attendance. The tournament manager shall determine attendance based on the number of tickets sold for each session. Attendance figures should be included on the box score and provided to the public-address announcer for announcement during the second half of each game of each session.

Ticket Scanning and Contingency Plan. If available, the facility shall utilize ticket scanning equipment at all general public access points into the facility. In the event, your box office ticket system goes down, please have a contingency plan to have hard tickets printed in advance to do cash sales. Each host site is responsible for collecting revenue for each individual ticket admission to the event as there is no free admission allowed unless approved in advance by the NCAA. (Refer to Section 6.7)

25.2 All-Session and Single-Session Sales.

Tickets must be offered for sale both as an all-session and single-session ticket at the initial on-sale. Sites must be on-sale to the general public no later than 11 a.m. Eastern time, Tuesday, **March 18**. Sites are encouraged to go on-sale immediately after selections. Hosts should provide a telephone number and online ticket link for fans to access tickets to Shehryar Humayun prior to going on-sale. (Refer to Contact Information section)

The facility's box office or the host institution ticket office should handle all telephone inquiries. The phone number must access a ticket sales representative during normal business hours. The NCAA will publish the number and ticket link on NCAA.com.

Consignment Sales. Other than the opportunity for participating institutions to return tickets held on a contingency basis, no tickets shall be reserved or sold on consignment unless approved in advance by the NCAA.

Payment. Other than participating institutions and the NCAA/affiliates, the host institution may not distribute tickets until payment has been received, unless approved in advance by the NCAA.

25.3 Allotments.

The following groups shall be allocated tickets. The specific seat locations shall be approved by the NCAA before the host institution assigns seats for any other groups (e.g., host constituents, general public). These tickets must be sent via trackable shipping means (e.g., FedEx, UPS). The cost for distributing these ticket allotments shall be a permissible games expense. The NCAA will collect payment for the groups noted below and will report these sales in the online financial report after the championship round. The NCAA should not be invoiced for these tickets by the host.

Entity	Allocation	Responsible for Payment
Turner/CBS Sports	50 tickets	NCAA
ESPN	75 tickets	NCAA
Wilson	10 tickets	NCAA
Game Officials	14 tickets	Individual game officials
NCAA	30 tickets	NCAA
Participating Institutions	100 tickets (each team)	Participating Institutions
Non-Playing Participants	25 per team (48 seats) FIRST ROUND ONLY	Killed
Band Corrals	2 total	Killed

Turner/CBS Sports. Turner/CBS may purchase 50 all-session tickets (lower level, between the end lines) at each first- and second-round site. These tickets will be utilized by Turner/CBS personnel and NCAA corporate champions/partners. Additional tickets requested above the allotment should be placed in the next best available seats.

- **Invoice.** Shehryar Humayun will provide the ticket requests and distribution information to each ticket manager no later than Thursday, **March 19**. The NCAA will collect payment; however hosts will NOT invoice the NCAA for ticket requests. All tickets and revenue for these requests are to be accounted for in the NCAA Host Reporting System under Receipts/Tickets and will be settled through the financial report after the championship. Shehryar Humayun will enter these in the Host Reporting System for you under NCAA Channel. Ticket managers should review what has been entered into the financial report to confirm there is no duplication.
- **Distribution.** The facility box office manager shall leave tickets at will-call no later than 3 p.m. local time Thursday, **March 19**.
- **Release.** If these tickets will not be utilized, the NCAA will release these tickets no later than Wednesday, **March 18**.

ESPN. ESPN may purchase 75 all-session tickets (lower level, between the end lines) at each first- and second-round site. These tickets will be utilized by ESPN personnel and sponsors. Additional tickets requested above the allotment can be placed in the next best available seats.

- **Killed Seats.** (Refer to Section No. 24.3)
- **Invoice.** Shehryar Humayun will provide the ticket requests and distribution information to each ticket manager no later than Thursday, **March 19**. The NCAA will collect payment; however hosts will NOT invoice the NCAA for ticket requests. All tickets and revenue for these requests are to be accounted for in the NCAA Host Reporting System under Receipts/Tickets and will be settled through the financial report after the championship. Shehryar Humayun will enter these in the Host Reporting System for you under NCAA Channel. Ticket managers should review what has been entered into the financial report to confirm there is no duplication.
- **Distribution.** The facility box office manager shall leave tickets at will-call no later than 3 p.m. local time Thursday, **March 19**.
- **Release.** If these tickets will not be utilized, the NCAA will release these tickets no later than Wednesday, **March 18**.

Wilson. Wilson may purchase 10 all-session tickets (lower-lever, between the end lines) at each first- and second-round site. These tickets will be utilized by Wilson personnel and clients. Additional tickets requested above the allotment can be placed in the next best available seats.

- **Invoice.** Shehryar Humayun will provide the ticket requests and distribution information to each ticket

manager no later than Thursday, **March 19**. The NCAA will collect payment; however hosts will NOT invoice the NCAA for ticket requests. All tickets and revenue for these requests are to be accounted for in the NCAA Host Reporting System under Receipts/Tickets and will be settled through the financial report after the championship. Shehryar Humayun will enter these in the Host Reporting System for you under NCAA Channel. Ticket managers should review what has been entered into the financial report to confirm there is no duplication.

- **Distribution.** The facility box office manager shall leave tickets at will-call no later than 3 p.m. local time Thursday, **March 19**.
- **Release.** If these tickets will not be utilized, the NCAA will release these tickets no later than Wednesday, **March 18**.

Game Officials. Two lower-level tickets shall be reserved for each game official and standby game official for purchase. Officials may purchase single-session tickets. The tournament manager should determine the game officials ticket requests and is responsible for having these tickets available at the game officials meeting.

The host institution shall reserve a total of 14 all-session tickets (lower level) for the seven first-round game officials.

Host institution Constituency. The host institution may offer tickets for sale to designated constituencies (e.g., faculty, staff and season ticket holders). Seat locations must be approved in advance by the NCAA.

NCAA. Unless special arrangements have been agreed upon, each host box office manager shall reserve 30 all-session tickets (lower level, between the end lines) for the NCAA.

- **Payment.** Shehryar Humayun will provide the specific number of tickets requested by the NCAA no later than Thursday, **March 19**. The NCAA will collect payment; however hosts will NOT invoice the NCAA for ticket requests. All tickets and revenue for these requests are to be accounted for in the NCAA Host Reporting System under Receipts/Tickets and will be settled through the financial report after the championship. Shehryar Humayun will enter these in the Host Reporting System for you under NCAA Channel. Ticket managers should review what has been entered into the financial report to confirm there is no duplication.
- **Distribution.** The facility box office manager shall leave tickets at will-call no later than 3 p.m. local time Thursday, **March 19**.
- **Release.** If these tickets will not be utilized, the NCAA will release these tickets no later than Wednesday, **March 18**.

Participating Institutions.

- **Additional Tickets.** Only those tickets as specified herein shall be reserved for the participating institutions.
- **Bands.** (Refer to Section No. 1.4)
- **Cheerleaders.** (Refer to Section No. 2.2)
- Each participating institution in the first round must purchase 100 lower-level tickets for its first-round game and, if it advances, the institution must purchase 100 lower-level tickets for its second-round game.
- **Distribution.** The required purchase allotment of tickets for the first-round game should be sent to participating institutions via overnight delivery service on Tuesday preceding the competition. A notice that payment is due within 45 days of the last date of competition at the site must be included with the ticket shipment.

The host institution shall NOT distribute all-session tickets but should only distribute the tickets for the session in which the team participates.

- **The host institution shall distribute tickets for the second-round game to the winners following the conclusion of first-round games.** Additionally, following the first-round games, the host institution shall provide the four participating institutions with an invoice for their tickets. The two advancing teams should be invoiced at the all-session ticket price while the teams that did not advance shall be invoiced at the single session price.

The participating institution's allotment shall begin on the first row above the media seating area and shall be within the end lines. The host institution is not allowed to assign seats to boosters, staff or other

constituent groups in the first rows of the team seating sections. There also shall be no courtside seating.

- **Payment.** Immediately following the team's final competition at the site, an invoice should be sent to the team's primary administrator and ticket manager. Participating institutions must forward full payment for tickets to the box office manager within 45 days of the last date of competition at the site. The host institution is required to include their vendor identification number and an original invoice to expedite the participating institutions' payment. The host institution is also required to include a notice that payment is due within 45 days. If for any reason an invoice must be re-issued, the original payment date must indicate the original 45-day deadline. It is critical that the host send the final ticket invoice with the deadline date to the ticket manager AND the primary team administrator immediately following the conclusion of competition at the site. A copy of the ticket invoice issued to each participating institution also must be sent to the NCAA.

The women's basketball committee may assess a \$500 fine for each day a participating institution fails to pay for its tickets subsequent to the 45-day deadline. The basketball committee may waive this provision based on extenuating circumstances. It is critical that the host box office manager effectively and efficiently oversee the ticket payment process of participating institutions to ensure that the host's financial report is submitted by the 60-day deadline.

No later than one week in advance of the payment deadline, the host institution shall send a reminder to the participating institutions that have not paid and notify the NCAA staff that payment has not been received. The national office staff will assist in the facilitation of ticket payments by the participating institutions. If there are any outstanding payments on the 45th day following the competition at the site, the box office manager should provide the NCAA staff with details regarding this delinquency on the same date.

- **Players/Coaches Admittance.** (Refer to Section No. 16.1)
- **Player Guest Ticket Purchase.** The facility will designate an area to serve as the player-guest entrance. The participating institutions staff shall operate the player-guest entrance, but the facility shall facilitate its operation. Under NCAA rules, participating institutions are not entitled to complimentary tickets. The participating institutions must purchase the tickets, which are then treated as complimentary tickets for student-athletes' guests. (Refer to Section No. 5.13)

The individuals utilizing the complimentary admission must present government-issued photo identification at this entrance, at which time they will be given a ticket stub and directed to their seat. NCAA Bylaw 16.2 should be followed in regard to this process. Bylaw 16.2 states "An institution may provide each student-athlete who participates or is a member of a team participating in a conference championship, NCAA championship or bowl game with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates."

- **Staffing.** If the institution elects to utilize a player guest area, it must provide staffing, beginning at least 30 minutes prior to the general public entrances opening, regardless of whether its team plays in the first or second game of the session. Participating institutions shall forward names of representatives who will staff the will-call window and player guest entrances to the tournament manager by noon the Wednesday prior to competition. The failure of a participating institution to provide will-call or player guest staff will be considered as a misconduct act by the women's basketball committee. Host box office managers are required to notify the women's basketball committee representatives of any issues relative to a participating team's will-call and player guest staff immediately.
- **Will-Call.** If a participating institution elects to utilize a will-call window, it must provide staffing for its will-call window at least 30 minutes prior to the general public entrance opening, regardless of whether its team plays in the first or second game of a session. Participating institutions shall forward names of representatives who will staff the will-call window and player guest entrances to the tournament manager by noon the Wednesday prior to competition. The failure of a participating institution to provide will-call or player guest staff will be considered as a misconduct act by the women's basketball committee. Host box office managers are required to notify the women's basketball committee of any issues relative to a participating team's will-call and player guest staff immediately.

25.4 Complimentary Tickets.

Hosts institutions **SHALL NOT** issue complimentary tickets.

Local Media Purchase. Local media representatives shall have the right to purchase all-session tickets by a deadline specified by the host media coordinator, or until the general public allocation is sold out. Such tickets shall be sold on a first-request basis. Any tickets used for promotional purposes must be approved by the NCAA marketing contact.

Professional Basketball Organizations. Representatives of professional basketball organizations shall not receive complimentary tickets, be issued credentials or provided press row seating. Tickets may be sold to these representatives through the general public allotment.

25.5 Computerized Tickets.

Tickets generated by computerized systems and/or ticket agencies (e.g., Ticketmaster) may be used for ticket sales, if approved in advance by the NCAA. NCAA-approved ticket stock must be used, and a written guarantee must be provided to the host institution by the ticket agency that no tickets with commercially-sponsored backs will be sold or distributed at any time.

Print at Home Tickets. Print at home tickets may be used, if approved in advance by the NCAA. Samples should be submitted to Shehryar Humayun for review and approval prior to Selections. Templates should be free of any commercial identification. All print at home tickets should include the championship logo and standard NCAA ticket back language. NOTE: Ticketmaster already has a template set-up for women's basketball. Please request from your Ticketmaster representative.

Daily Reporting. Ticketmaster venues will be asked to give the NCAA staff report access through TMOne (using NCAA with a 3 privilege). If reporting access is not available for all other ticketing systems, then the box office manager will be required to submit daily ticket sales reports to Shehryar Humayun.

25.6 Lost/Stolen Tickets.

The facility's box office manager should handle lost and stolen ticket issues according to the facility's standard operating procedures. Replacement tickets will not be issued; however, seat locators or passes may be issued to admit individuals who do not possess their tickets, in accordance with the facility's standard procedures.

25.7 Non-Playing Participant Seating.

Seating in the non-playing participant seating area shall be restricted to the 25 individuals listed on each team's official travel party pass gate list.

25.8 Other Event Sales.

It is permissible to sell tickets to other events at the box office if there are sufficient windows available for game day will-call and NCAA ticket sales.

25.9 Prices.

The following ticket price parameters are applicable for first- and second-round competition. Please note, promotional pricing may fall outside of these parameters with advance approval from the NCAA. Ticket prices for a particular seat location may change from session to session at a site with NCAA approval. Proposed prices must be submitted to the NCAA on the host's proposed budget form. Prices may not be changed unless approved in advance by the NCAA. Tickets cannot go on sale without approval from the NCAA.

All Session	Maximum	Minimum
Adult	\$70	\$30

Student/Youth	\$55	\$14
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Single Session	Maximum	Minimum
Adult	\$40	\$16
Student/Youth	\$30	\$8

Special Ticket Prices. Any special ticket plans (e.g., senior citizen discounts, group ticket packages, family packages) must be approved in advance by the NCAA. The NCAA strongly encourages hosts to propose creative plans that will result in increased ticket sales by adding value instead of reducing prices.

Group Discounts. It is permissible to offer a discount to groups, if approved in advance by the NCAA.

Tiered Pricing and General Admission. Hosts are encouraged to look at tiered pricing which may include general admission seating. Hosts should leverage premium seating and find unique solutions to sell fewer desirable seats.

25.10 Service Charges.

The host institution has several options relative to service charges. Each site will be responsible for submitting their proposed service charge fees to the NCAA for approval on the Ticket Price Fee Worksheet, which is a requirement of the bid process. The service charge breakdown should include a detailed outline/list of all of the costs associated with the service charge and must be approved by the NCAA prior to tickets going on sale.

Facility Usage Fees. (Refer to Section No. 6.2)

Year-Round Service Charge Option. The host institution may elect to assess the consumer a service charge for host-constituent and general-public sales made by telephone, Internet or mail, provided that consumers have at least one option to purchase tickets without paying the surcharge (e.g., box office sales).

By selecting this option, the host institution shall use the fees collected to cover all costs associated with the set-up and operation of a telephone, Internet or mail ordering system, whether conducted by an outside ticket agency or through the facility's in-house ticketing system. The fee shall cover all costs for clerical personnel, supplies, handling, envelopes and postage/distribution. There shall be no reimbursement from the NCAA for these expenses.

Other Service Charges. No other service charge or handling fee of any kind is permissible.

25.11 Suites.

Suites. The NCAA will not require the use of private viewing suites. The suites may be used at the discretion of the host institution and the facility. Tickets for the suites must be sold at face value and the revenue from suite ticket sales should be included in the financial report. Expenses incurred by the host institution for the use of suites, shall be the responsibility of the host institution.

25.12 Ticket Sales and Management Plan.

Seating Capacity. Facilities must provide the total number of seats available for sale. All seats in the normal basketball configuration must be available to the NCAA.

Obstructed Seats. No obstructed or partially-obstructed seats should be sold unless approved in advance by the NCAA. If any seats must be "killed" to meet the minimum courtside media requirement, this should be done prior to designating the locations for any other individuals or groups.

The tournament manager shall appoint an individual to coordinate all transportation arrangements. In most cases, an athletics department or university staff member who coordinates transportation arrangements on a regular basis is best qualified for this responsibility.

26.1 Basketball Committee/NCAA Staff.

The host institution should arrange airport transportation for women's basketball committee representatives, women's basketball staff and game officials. The preference is for a member of the host staff to pick-up these individuals. However, in unique circumstances when the host is unable to pick-up an individual, alternative transportation such as a ride-share or taxi service can be utilized with advance approval from the NCAA. A summary document shall be prepared to provide specific details relative to travel to the competition site.

Tournament managers will be provided with travel itineraries for these individuals through Teamworks. If a host site is serviced by multiple airports, the tournament manager shall notify the NCAA of the preferred airport. Every effort will be made to route individuals through the preferred airport.

26.2 Courtesy Vehicles.

The NCAA will arrange for one (1) courtesy vehicle for each first- and second-round site through Enterprise Rent-A-Car. The NCAA will provide each site with its local Enterprise contact and the vehicle will be reserved in the tournament manager or lodging liaison's name. Once that information has been provided, the transportation liaison should contact the local agent to discuss site-specific details.

Enterprise will coordinate with each transportation liaison the delivery and pick-up of the vehicle to the NCAA headquarters hotel. The vehicle will be delivered with full gas tanks and hosts do not need to refuel prior to the return of the vehicle. Hosts may submit gasoline expenses as an expense on the financial report form if it is necessary to refuel during the time the host is utilizing the vehicle.

The insurance purchased by the NCAA, as part of the rental agreement, will cover all drivers, including the transportation liaisons, any volunteers who may assist with airport pick-ups and returns, game officials, NCAA women's basketball committee representatives and NCAA women's basketball staff (if applicable). All vehicles are covered with 24-hour roadside assistance.

Committee Representatives. Women's basketball committee representatives will rent a car at the airport and will be responsible for picking the car up and returning it as well.

Parking. All courtesy vehicles will be provided complimentary parking at their hotel and at the competition venue.

Driver ID Form. The tournament manager will be sent a link to complete the Driver ID Form electronically via Teamworks. The tournament manager is the only host institution/conference representative required to sign the form. No other host staff will need to sign the form. NCAA will collect the signed Driver ID Form from each participating team via Teamworks.

26.3 Game Officials.

The game officials' liaison shall provide transportation for the game officials to and from the airport and to and from the facility using the NCAA courtesy vehicle. On the day before the second round, the game officials may utilize the courtesy car. If so, the game officials must refuel the vehicle to the fuel level as when they borrowed the vehicle.

Game Officials' Evaluator. The game officials' evaluator will be responsible for his/her transportation.

26.4 Participating Institutions.

Participating Institutions. Participating institutions **SHALL BE REQUIRED** to make all ground transportation arrangements with the official NCAA provider, GO Ground Options. The NCAA will be direct billed for all ground transportation expenses; therefore, institutions will not be reimbursed directly for the ground transportation costs that are reimbursable under the NCAA travel policy.

The NCAA will pay the actual costs for charter buses. The number of buses paid for is determined by the travel party size.

Parking. The host institution is responsible for securing complimentary parking at the team hotels for the team buses. The facility shall provide a designated complimentary parking area for the team at the facility.

Police Escorts. If traffic patterns dictate, the host institution shall seek approval from the NCAA prior to securing police escort service for teams between their hotels and the facility on practice and game days. If approved by the NCAA, this is a permissible games expense that can be reimbursed.

If a team elects to use additional escort services, these services will be at the expense of the participating institution.

NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP DRUG TESTING FACILITY SPECIFICATIONS

The host institution/conference 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 crew chief will be allowed in the area.

Each room must accommodate the drug-testing crew (3), student-athletes (4) and their institutional representative (1).

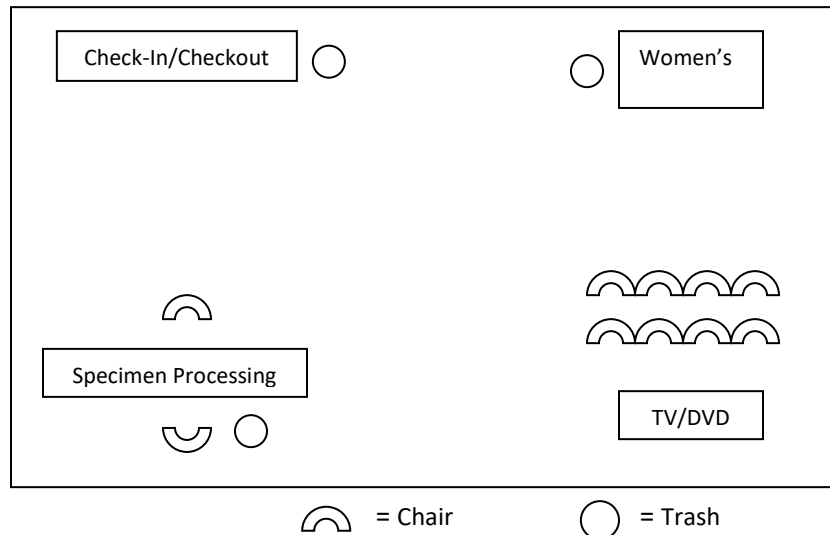
Each testing room must have fully-equipped restrooms adjacent to or in close proximity to the waiting area. These restrooms must be secure and closed to the public.

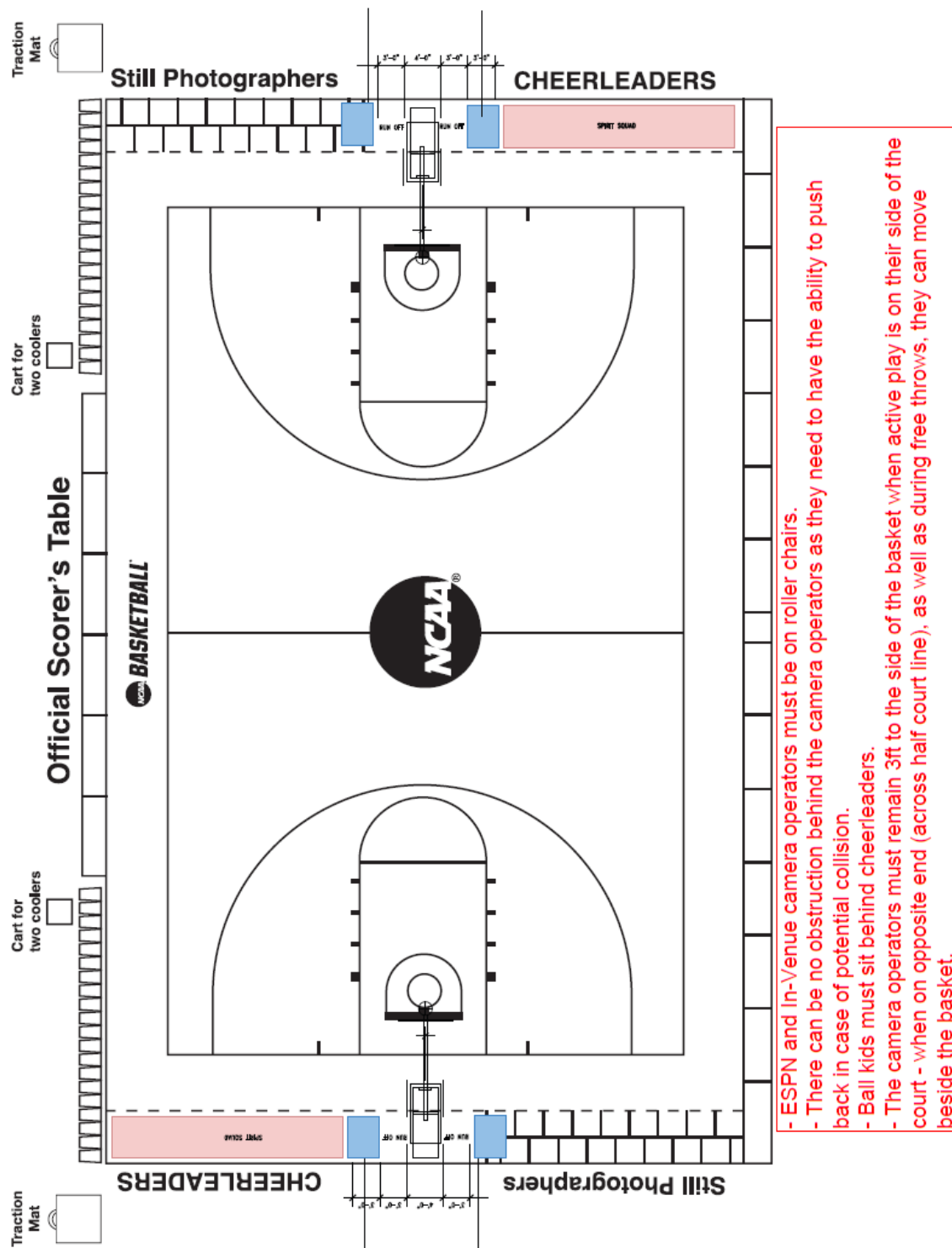
The facility staff and site coordinator will provide the following materials for the waiting area:

- Two 6 – 8 foot tables;
- Eight to ten chairs;
- Beverages;
- Three to four large trash containers; and
- Television and DVD player.

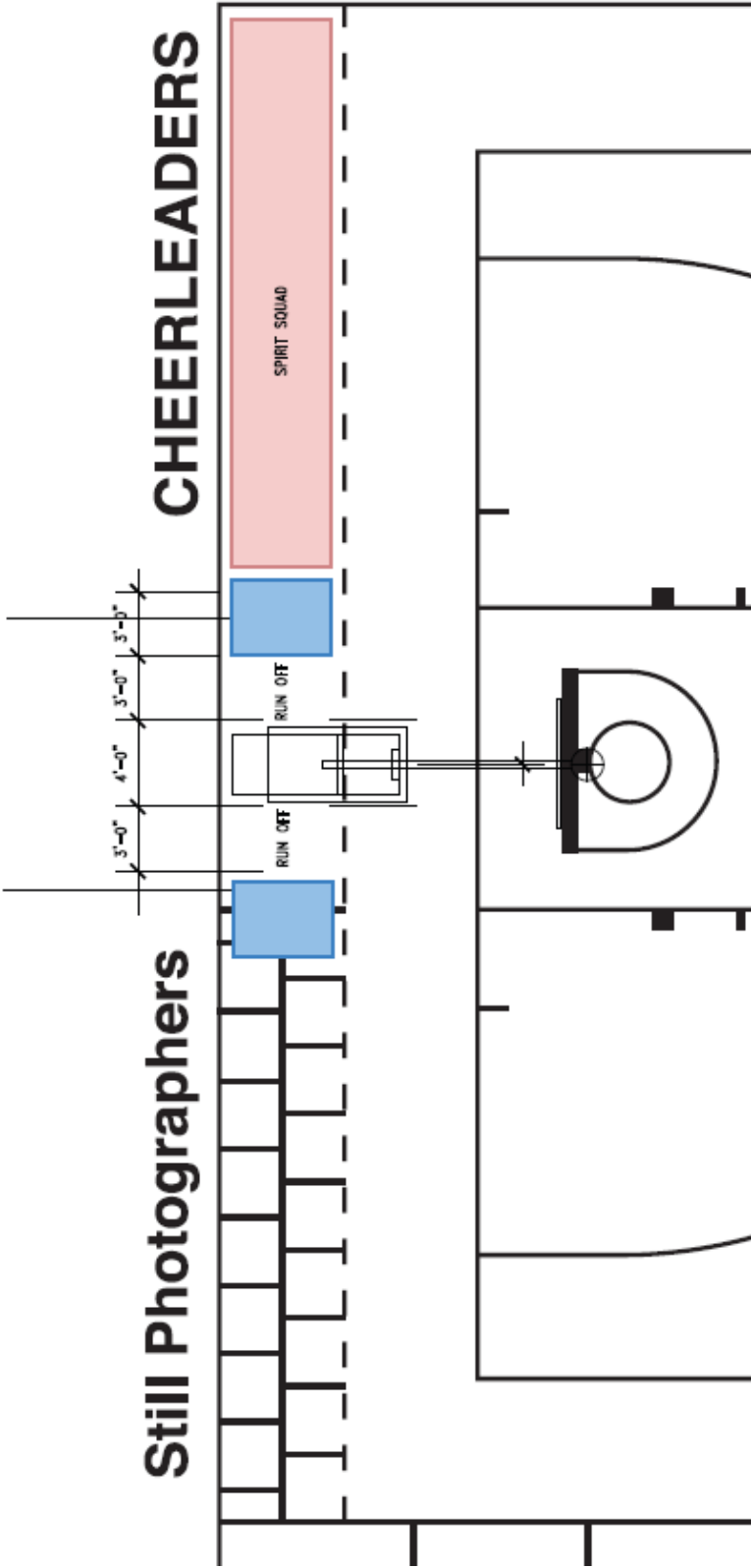
The only access to the drug-testing area should be through the check-in/check-out area.

The drug-testing facility diagram should be used as a guide for the site coordinator and facility manager.

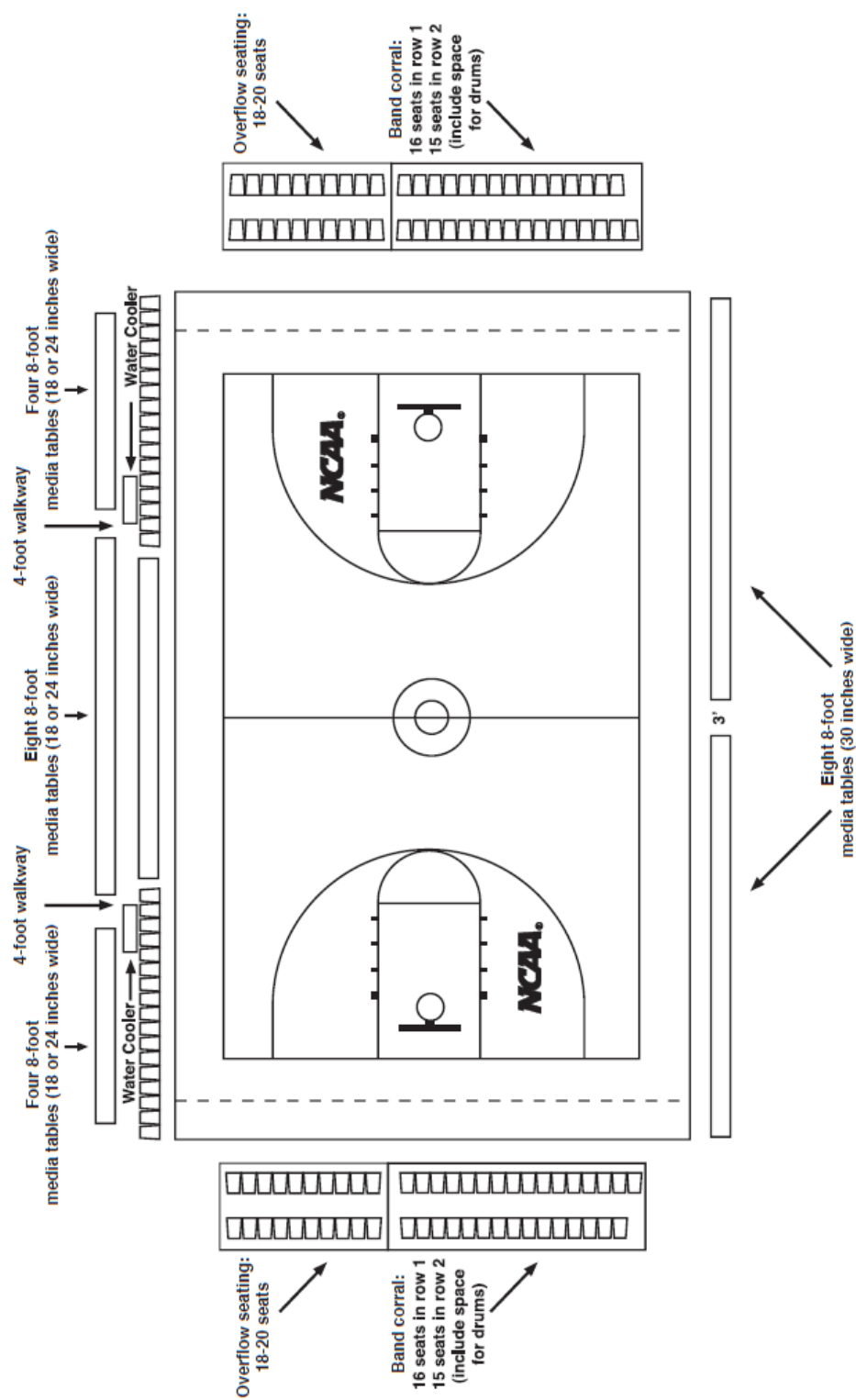




- ESPN and In-Venue camera operators must be on roller chairs.
- There can be no obstruction behind the camera operators as they need to have the ability to push back in case of potential collision.
- Ball kids must sit behind cheerleaders.
- The camera operators must remain 3ft to the side of the basket when active play is on their side of the court - when on opposite end (across half court line), as well as during free throws, they can move beside the basket.



Overhead Diagram – Preliminary Rounds



NOTES: Diagram is not to scale. Table numbers are only a guide. Official Scorer's table 48 feet long, 30 inches wide.

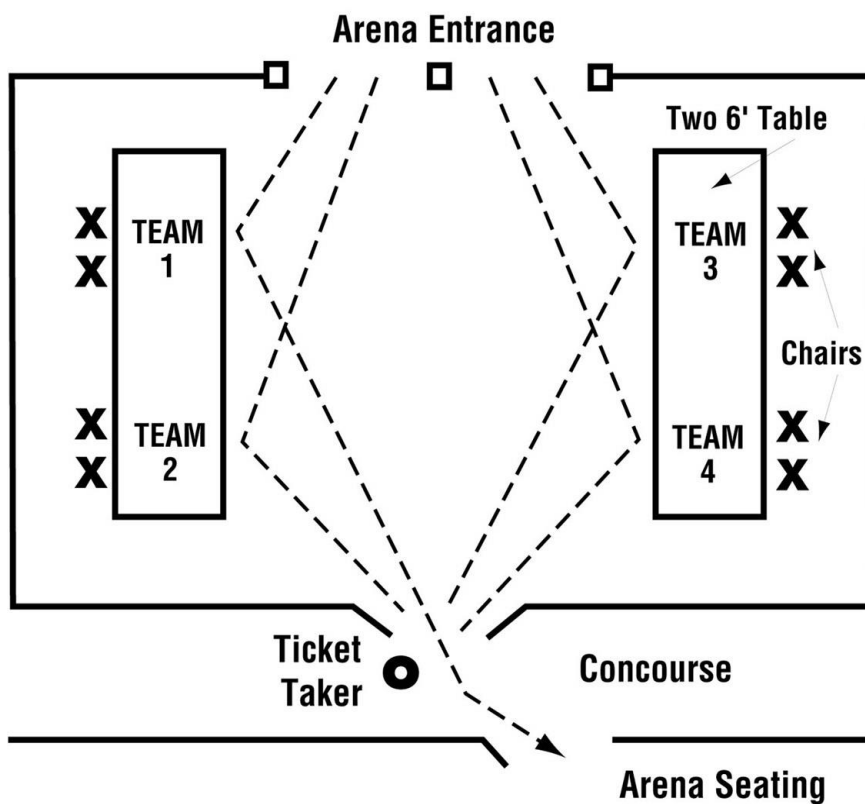
**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
FIRST AND SECOND ROUNDS SAMPLE DIRECTIONAL SIGNAGE LIST**

Description	Quantity	Height	Width
Media			
Stats/Duplication Area	1	18"	24"
Media Credential Distribution – Photo ID Required	1	18"	24"
Media/Credential Entrance	2	18"	24"
Media Interview Room	2	18"	24"
Media Interview Holding Area	1	18"	24"
Audio/Video Distribution Area	1	18"	24"
Media Locker Room Access	1	18"	24"
Media Access to Playing Floor	1	18"	24"
Media Seating Area	1	18"	24"
Media Seating Area Row M1	2	8"	11"
Media Seating Area Row T1	2	8"	11"
Media Seating Area Row T2	2	8"	11"
Media Buffet Area	1	18"	24"
Media Workroom	1	18"	24"
Media Workroom Hours	1	18"	24"
Photography Work Area	1	18"	24"
Mini-Camera Postgame Waiting Area	1	18"	24"
Media Coordination Office	1	18"	24"
TOTAL	21		
Media Work Area			
NCAA Media Information	1	18"	24"
General Tournament Records/Notes	1	8"	11"
First-Round Game No. 1 Higher Seed Media Information	1	8"	11"
First-Round Game No. 1 Lower Seed Media Information	1	8"	11"
First-Round Game No. 2 Higher Seed Media Information	1	8"	11"
First-Round Game No. 2 Lower Seed Media Information	1	8"	11"
First Practice Day Notes	1	8"	11"
First Practice Day Quotes	1	8"	11"
First-Round Game No. 1 Box Scores and Play-by-Play	1	8"	11"
First-Round Game No. 1 Quotes and Notes	1	8"	11"
First-Round Game No. 2 Box Scores and Play-by-Play	1	8"	11"
First-Round Game No. 2 Quotes and Notes	1	8"	11"
First-Round Game No. 1 Final Book	1	8"	11"
First-Round Game No. 2 Final Book	1	8"	11"
Second-Round Box Scores and Play-by-Play	1	8"	11"

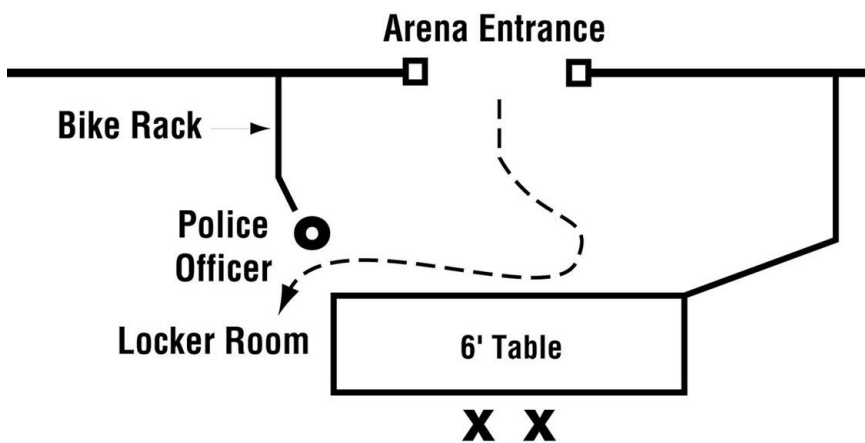
Description	Quantity	Height	Width
Second-Round Quotes and Notes	1	8"	11"
Second-Round Final Book	1	8"	11"
TOTAL	17		
<i>Games Management</i>			
Band and Cheerleader Entrance	1	18"	24"
Bus Driver Holding Area	1	18"	24"
ESPN Dining Area	1	18"	24"
Cheerleader Warm Up Area	1	18"	24"
Floor Access	1-4	18"	24"
Games Management Office	1	18"	24"
NCAA Use Only	2-4	18"	24"
Player-Guest Entrance	1	18"	24"
Team Entrance	1	18"	24"
Athletic Training Room	1	18"	24"
Administrative Meeting	1	18"	24"
First-Round Game No. 1 Higher Seed Locker Room	1	18"	24"
First-Round Game No. 1 Lower Seed Locker Room	1	18"	24"
First-Round Game No. 2 Higher Seed Locker Room	1	18"	24"
First-Round Game No. 2 Lower Seed Locker Room	1	18"	24"
First-Round Game No. 1 Higher Seed Team Will Call Entrance	1	18"	24"
First-Round Game No. 1 Lower Seed Team Will Call Entrance	1	18"	24"
First-Round Game No. 2 Higher Seed Team Will Call Entrance	1	18"	24"
First-Round Game No. 2 Lower Seed Team Will Call Entrance	1	18"	24"
TOTAL	20		

Signs shaded should be made team-specific once the teams are known.







Player/Guest Entrance



Team Personnel Entrance



**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
FIRST- AND SECOND-ROUND OFFICIAL SCORER'S TABLE ASSIGNMENT**

Center Court	1		Team Scorer
	2		Host Media Coordinator
	3		ESPN Stats
	4		ESPN Stats
	5		Stats Crew
	6		Stats Crew
	7		Stats Crew
	8		Stats Crew
	9		Game Producer
	10		Public-Address Announcer
	11		Official Scorer
	12	PT	Scoreboard Timer
	13		Scoreboard Operator
	14		Shot Clock Operator
	15		Timeout Coordinator
	16		Standby Game official (ESPN monitor and headset with talkback to be shared with TOC)
	17		DVSPORT (will provide own monitor & equip.)
	18	 	Basketball Committee (ESPN headset & monitor)
	19	 	NCAA Staff (tentative)
	20		Tournament Manager
	21		Facility Manager
	22		Team Scorer

LEGEND:  -Television Monitor  -Headset PT -Precision Time

Note: ESPN will also provide one monitor and headset with listen only ability for use by the officials evaluator, who will be seated opposite the scorer's table.

EQUIPMENT SHIPMENTS CHECKLIST FIRST AND SECOND ROUNDS

Below is a list of equipment to be used during the 2020 NCAA Division I Women's Basketball Championship. All items will be received beginning Tuesday, March 17 and as late as Friday, March 20, dependent upon your game days. Please contact Rachel Kay (rkay@ncaa.org) if you need further assistance. **NOTE: ALL ITEMS WILL BE SHIPPED TO THE "SHIPPING CONTACT" INCLUDED IN THE BID FORM.**

Description	Dimensions	Date Received	Quantity
#Traction mats			2
#Chairback covers			70
Sports wagering posters			10
NCAA bench towels			100
Basketballs and ball racks			24 / 2
Court mops			2
NCAA wordmark decals	66" L x 18.5" H		3
Backboard decals	5" x 8"		2
#News conference backdrop	20' L x 10' H		1
NCAA.com banner	57" L x 31" H		2
^Scorers' table banners	40' L x 27" H		1
NCAA Basketball Championship banners	72" L x 48" H		2
NCAA 1 st & 2 nd Rounds Logo banners	48" square		10
First/Second Round credentials			710
First Round Credential pins			110
Second Round credential pins			60
#Credential envelopes			300
#Media seat cards			300
Credential boards	8.5 x 11		50
Credential boards	11 x 17		50
Security bagtags			2,200
Photographer/Team Content Armbands			92
#Microphone Flags			5
#Official Scorebook			1
Drinking cups			10,000
Squeeze bottles			100
Water cooler carts			2
Water coolers			14
Ice chests			10
Water bottle carriers			12
Coca-Cola Product			195 cases
Souvenir cups			TBD
Complimentary game programs			200

- Host shall return these items after the tournament. (see reverse for return information)

^ - If no LED table.

Equipment Returns

Return the following items, via economy service with tracking, to:

Chairback Covers / Traction Mats	Credential Envelopes / Media Seat Cards / Microphone Flags / Official Scorebook	Press Backdrops
Rachel Kay	Rick Nixon	Sport Graphics
NCAA Distribution Center	NCAA Distribution Center	Fulfillment Dept
1802 Alonzo Watford Sr. Dr.	1802 Alonzo Watford Sr. Dr.	3423 Park Davis Circle
Indianapolis, IN 46202	Indianapolis, IN 46202	Indianapolis, IN 46235
317-917-6549	317-917-6539	317-899-7000

Hosts may retain all other items. Hosts shall include the shipping cost in the financial report.

Equipment returns must be shipped no later than April 30 or the host settlement process may be delayed.

ESPN PRELIMINARY ROUND SCHEDULE AND CATERING

Ops Producer Travel day (Day prior to set day)

TBA – Ops Producer conducts walk-through with Site officials (tournament director, media rep, building ops, arena TV rep). Timeline of meeting to be coordinated between Ops Producer and site officials once the assignments are completed. Suggested, selected topics to cover during this gathering: (Depending on Ops Producer’s familiarity of the venue, most of these items may not need to be addressed.)

- Detail TV compound
- Identify/confirm camera positions
- Confirm any required cable routing
- Confirm scoreboard direct-connect feed feasibility
- Official Stats scenario (is there a feed pertaining to official stats)
- Confirm following locations
 - Media room
 - Press conference location
 - Catering (space where hot, catered meal will be served on the double-header day)
- Secure Credentials and parking passes

Set Day

7:30 a.m. - Mobile unit parks and powers
9 a.m. - Crew call
Noon - Meal break (everyone on their own)
1 p.m. – Continue set up
Mid-afternoon – Uplink parks and powers on site
7 p.m. - Estimated time of TV crew departure from site

First Round Game Day (Double-header)

5.5 hours prior to air time – MU engineers open truck
5.0 hours prior to air – Crew call time
1.10 hours into crew call – Conduct fax (testing of equipment) **This task can start earlier if granted permission from tournament officials. ESPN crew will be ready within 15 – 20 minutes after arrival on site.**
3.0 hours prior to air – Hot, catered meal on site at arena
2.0 hours prior to air – Camera/Replay meeting
1.5 – Transmission test with ESPN in Bristol, CT

Between games, catered box lunch delivered to crew

Dark Day

No television activity.

Second Round Game Day (Single game)

5.5 hours prior to air time – MU engineers open truck
5.0 hours prior to air – Crew call time
1.10 hours into crew call – Conduct fax (testing of equipment) **This task can start earlier if granted permission from tournament officials. ESPN crew will be ready within 15 – 20 minutes after arrival on site.**
3.0 hours prior to air – Meal break. Everyone on their own (not catered)
2.0 hours prior to air – Camera/Replay meeting
1.5 – Transmission test with ESPN in Bristol, CT

Catering

Hot meal for approximately 25-30 people on the double-header day
Boxed lunch on the same day for 25-30 individuals
No catering for final game day

**NCAA Division I Women's Basketball Championship
Pregame Timing Sheet**

Game No. 1:	VISITING TEAM 1	vs.	HOME TEAM 1
	(Visitor)		(Home)

Date: _____ Day, March Date, 2020

Time to Tip-Off	Scoreboard Clock	Local Time	Scheduled event
94:00	90:00		Scoreboard clock starts.
16:30	12:30		Horn for National Anthem.
16:00	12:00		National Anthem. (Teams remain on the court.)
4:30	:30		Horn to clear floor for player introductions.
4:00	:00		Buzzer-Welcome-Video.
2:30	:00		Player introductions.
:00			Tip-off.

30 minutes between end of first game and tip-off of second game.

Game No. 2:	VISITING TEAM 2	vs.	HOME TEAM 2
	(Visitor)		(Home)

Time to Tip-Off	Scoreboard Clock	Local Time	Scheduled event
30:00	26:00		Scoreboard clock starts.
4:30	:30		Horn to clear floor for player introductions.
4:00	:00		Buzzer-Welcome-Video.
2:30	:00		Player introductions.
:00			Tip-off.

Distribution (15 copies)

	Basketball Committee Representative(s)		Home Team Radio Position
	Timeout Coordinator		Visiting Team Radio Position
	Clock Operator		Home Team Head Coach
	Public Address Announcer		Home Team Locker Room
	Television Producer		Visiting Team Head Coach
	Television Broadcast Position		Visiting Team Locker Room



2019-20 NCAA CHAMPIONSHIPS

Strobe Lights

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

A maximum of three sets of strobe lights may be installed at an arena for media agencies 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.

**NCAA DIVISION I WOMEN’S BASKETBALL CHAMPIONSHIP
CREDENTIAL CRITERIA**

The NCAA Division I Women’s Basketball Committee has reiterated its opposition to all forms of sports wagering, and encourages the media to assist in the education of the public with regard to the hazards of sports wagering.

Agencies shall direct requests for working media credentials for all rounds of the championship to the NCAA website at NCAA.com/media. If space is limited at preliminary-round sites, preference will be given to applications received by the credential application deadline of March 1, 2020.

A “media agency” for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage. “Immediate news coverage” for purposes of these criteria shall mean that the editorial, audio and/or visual deadline for the tournament action being documented occurs not later than 48 hours after the competition at the site has been completed.

Any agency that has been certified for a Women’s Final Four credential shall receive a first- and second-round and/or regional credential upon request.

At the discretion of the media coordinator, a minority media enterprise that does not meet established criteria may receive one credential, space permitting. A “minority media enterprise” shall mean a media agency that disseminates Division I college basketball news to individuals socially or economically disadvantaged from cultural, racial or chronic economic circumstances, or other similar cause.

Except for television camera operators or photo messengers, a credential may be issued only to an authorized full-time, salaried representative of, or a representative who regularly and customarily performs services for, the agency submitting the request. Credentials are not transferable.

Membership in a writers’ or broadcasters’ association (e.g., United States Basketball Writers Association) does not automatically qualify an agency for credentials.

The provisions under “print,” “television,” “radio” and “online” herein do not apply to media agencies (e.g., student newspapers, television stations, radio stations and yearbooks) that are affiliated with a participating or host institution. Credentials may be issued to three individuals, plus three photographers, certified by the director of athletics or designated representative of each participating and host institution, who will be the sole representatives of all such campus media organizations. NOTE: Team Content providers will be given separate credentials and must adhere to the terms and conditions outlined for both preliminary rounds of the championship and the Women’s Final Four.

Eligible Agencies

Subject to space limitations, credentials at all sites shall be assigned in accordance with the following priorities:

Print

Separate publications sharing common ownership may not be combined for purposes of meeting circulation or other criteria.

- A daily agency with circulation greater than 60,000, a weekly with circulation greater than 500,000 or a monthly with circulation greater than 750,000 will be identified as “national media” and will qualify for credentials. Press agencies may receive credentials according to the following circulation requirements:

Daily Circulation	Credentials	Seats
60,000-99,999	ONE	NONE
100,000-199,999	TWO	ONE
200,000-299,999	THREE	TWO
300,000-399,999	FOUR	THREE
400,000-549,999	FIVE	FOUR
550,000-749,999	SEVEN	FIVE
750,000 plus	EIGHT	SIX

Weekly Circulation	Credentials	Seats
500,000-3 million	FOUR	TWO
3 million plus	SIX	FOUR

Monthly Circulation	Credentials	Seats
750,000-3 million	THREE	TWO
3 million plus	FIVE	FOUR

- An agency that does not meet the circulation criteria qualifies for credentials if a full-time staff member has covered at least 90 percent of the participating institution’s regular-season home games and each of its games in the NCAA championship. Covering all of the institution’s competition in a different NCAA championship fulfills the latter requirement. Such an agency can receive one more than the number of credentials it used for a majority of the institution’s home games.
- A daily newspaper that is located in the market of a host institution but does not meet the circulation criteria qualifies for credentials if it covers college basketball on a daily basis (i.e., full-time staff members cover games several nights each week).
- A weekly or monthly publication that covers college basketball exclusively and is distributed on a national

basis, but does not meet the circulation criteria, qualifies for one credential if space is available.

- The Associated Press and the primary newspaper(s) that provide daily coverage for the host institution each may receive a maximum of four tabled seats, and six non-tabled seats.
- At the host media coordinator's discretion, one credential may be issued to a reporter representing the "news side" of the major newspaper of a participating and/or the host institution.
- A print agency included on a team's local media list may receive additional credentials at a regional site not to exceed the total combined number of credentials it received covering first- and second-round competition at all sites.

Television

For purposes of these criteria, a crew consists of one talent, one camera operator and one audio technician or producer and one for a technician who is responsible for maintenance of a satellite truck that may be parked at the competition facility.

- Credentials may be assigned to a maximum of one crew representing a television station in a market area estimated to have represented a minimum of one million U.S. television households the previous year by the A. C. Nielsen Company.
- Television stations that do not meet the aforementioned television household criteria but covered (i.e., full-time reporters attended and filed reports) at least 90 percent of a participating institution's home games and each of its games in the NCAA championship may be represented by a maximum of one crew. Covering all of the institution's competition in a different NCAA championship fulfills the NCAA championship requirement.
- Television stations from the tournament host city each may be represented by a maximum of two crews if the station regularly covered (i.e., full-time reporters attended and filed reports) college basketball during the regular season and if the crews are representing multiple, regularly scheduled news programs.
- Each participating institution may be represented by a maximum of one crew for a "coach's show."
- Credentials may be assigned to an individual or one crew designated by a national television network or cable entity that originates a daily sports news program. A second crew not affiliated with an agency's sports' division may be permitted on a space-available basis. Approved agencies are: CBS Newspath, CBS News, CBS Morning News, The Early Show, CBS College Sports Network, NBC News, Today, ABC World News, Good Morning America, ABC NewsOne, CNN, ESPN, ESPN Sportscenter, FOX, FOX News Channel, Fox Sports Regional Networks, Big Ten Network, Comcast SportsNet and all other conference initiated networks. Credentials may also be assigned to a crew from SNS Sports NewSatellite.

Radio

- A maximum of two credentials may be assigned to a radio station in a market area representing at least one million households the previous year by the A.C. Nielsen Company, if it (1) airs six or more daily sports reports and (2) airs 15 or more college basketball games during the regular season.
- Radio stations that do not meet the aforementioned radio household criteria but covered (i.e., full-time reporters attended and filed reports) at least 90 percent of a participating institution's home games and all of its games in the NCAA championship shall receive a maximum of two credentials. Covering all of the institution's competition in a different NCAA championship fulfills the NCAA championship requirement.
- Radio stations from the tournament host city each may receive a maximum of two credentials if they (1) regularly covered (i.e., full-time reporters attended and filed reports) college basketball during the regular season and (2) aired six or more daily sports reports in the six months before the tournament.
- One credential may be assigned to each of the following radio entities: ABC, AP, CBS, CNN Radio, Echlin Sports Service, ESPN Radio, FOX Sports Radio, NBC, National Public Radio, Sirius/XM Satellite Radio, Sporting News Radio, Sports Byline USA, USA Radio Network, Voice of America and Westwood One.

- Each radio station that has purchased live broadcasting rights is limited to the number of individuals required to originate 90 percent of its games during the regular season, up to a maximum of four credentials. If an institution is represented by more than one originating radio outlet, the NCAA will work with the host institution or conference to determine the number of seats that shall be assigned to each agency.

Reporting Services

STATS LLC and The Sports Network are each eligible for one credential.

Print Photographers

- If space is available, an agency with a minimum daily circulation of 300,000, a weekly circulation of 500,000, or a monthly circulation of one million, may receive two credentials, with one for a floor shooting position. An agency with a daily circulation greater than 400,000 is eligible for upper photo shooting position.
- A participating institution may identify a maximum of four credentials for non-university media agencies that do not meet the aforementioned circulation criteria. These agencies must have staffed at least 90 percent of the institution's home games throughout the season and each of its games in the championship. They are assured of floor shooting positions for their teams' games only; positions may be provided for other games if space is available. These print photographers can represent a newspaper or websites of credentialed television or radio stations that wish to send a still photographer, as well as photo wire services that otherwise do not receive credentials.
- Credentials may be issued to three photographers, certified by the SID of each participating or host institution, who will be the sole representatives of all entities (e.g., student newspapers, yearbooks and the athletics department) affiliated with any such institution and all media organizations whose coverage primarily is directed to any such institution and its activities.
- The primary agencies at the competition site that have staffed at least 90 percent of the home games of the host institution may receive a maximum of three (two floor, if space permits) credentials.
- The Associated Press may receive four (three floor-level) credentials. Sports Illustrated, Reuters and USA Today each may receive three (two floor-level) credentials. The Sporting News magazine, ESPN The Magazine, Getty and McClatchy each may receive two credentials, with one floor spot guaranteed. A second floor spot can be given to those four agencies if space is available. Each of the above agencies may also receive two additional credentials for backstage photo editing purposes.
- A "minority media enterprise" may receive one credential and a floor shooting position, if space is available.
- A credential does not guarantee a floor spot. Because of space, some photographers will be stationed in an upper photo position designated by the NCAA.
- Sports or news editors shall request all credentials.
- Except with the prior written approval of the NCAA, no photographer, news entity, media agency or other individual or entity receiving a credential hereunder may sell photos of the Division I Women's Basketball Championship.

Photo Couriers

A maximum of 10 credentials for couriers will be available at each site. Seven will be available to The Associated Press (AP) and three will be reserved for Reuters News Service. AP Photo will be responsible for coordinating the courier service at all sites for all newspapers, except those serviced by Reuters. No other agency will receive a credential for courier services.

International Media Agencies

When space is available, credentials (writer and/or photographer) will be issued to a full-time, salaried employee, or a representative who regularly and customarily performs services, for:

- A newspaper that has a minimum circulation of five percent of the total population of the country;
- A specialty publication with minimum circulation of one percent of the total country population;
- The official publication of the country's basketball federation;
- A television station that has a signal reaching 25 percent of the homes in the country; or,
- Each of the two largest television or radio sports networks in the country.

Online

- One credential may be issued to an online agency that (1) registers at least one million unique users per month in each of the 12 months before the tournament and (2) covers college basketball daily. Additional credentials may be issued to AOL Sports, CBS Sports.com, ESPN.com, FoxSports.com, NCAA.com, SI.com, SportingNews.com and Yahoo.com, to the extent that space is available.
- One credential may be issued to an online agency that does not meet the aforementioned unique users criteria if it covers (i.e., full-time staff members filed reports) at least 90 percent of the participating or host institution's home games.
- One credential may be issued to an online agency if it covers (i.e., staff members are credentialed and file original reports) a minimum of 100 regular-season and/or conference tournament games during the year.
- The official website of a competing institution, as approved by that school's sports information department, may receive one credential in addition to the three credentials affiliated with a participating institution (e.g. student newspapers, television stations, radio stations and yearbooks).
- A local print, local radio or local television agency will not receive more credentials than the number provided for elsewhere in this document. An agency may allot one (or more) of its credentials to its online entity.
- An online entity may receive a credential only if its own full-time staff writes an overwhelming percentage of that site's material.
- Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

Radio and Audio Policies for Online Entities

Internet websites are not permitted to use audio highlights from the local (i.e., institution's radio station or network) broadcast without prior consent of the NCAA and its radio rights-holder.

Internet websites may use audio highlights from the NCAA national broadcast under the following guidelines:

- Audio clips may not be used until the game is completed;
- Such clips for the Internet should not exceed a total of four minutes for all games in a single day, and should not exceed one minute for any single game;
- Audio clips of press conferences shall not exceed a total of four minutes for all games in a single day, and should not exceed one minute for any single game's press conference;
- Credit for use of audio must be given to "NCAA Radio Network;"
- Non-affiliates of the NCAA radio network must receive prior consent from the NCAA;
- Live and archived streaming of all regional and Women's Final Four news conferences is available at NCAA.com. First- and second-round sites that have the ability to live stream may do so as long

as NCAA.com serves as the host site for any transmission. For the latest details, satellite uplink and live streaming information, go to NCAA.com/media.

Use of Television Footage for Online Entities

Under no circumstances may any highlights be broadcast or otherwise distributed on the Internet or via any other online service or computer service without the prior written consent of NCAA and ESPN.

Internet sites may not broadcast live feeds of news conference taken from the video and audio distribution facilities provided by the NCAA. Upon the conclusion of press conferences, Internet sites may use a total of four minutes of press conference footage for all games in a single day, and should not exceed one minute for any single game's press conference.

Blogging and New Media Policies

Each Credential Holder (including institutional, television, Internet, new media, and print publications) has the privilege to blog (or update Facebook or Twitter accounts) during competition through the Credential Entity. However, the blog may not produce in any form a "real-time" description of the event. Real-time is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an event. Live video/digital images or live audio are not permitted. Each of the aforementioned descriptions is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. Periodic updates of scores, statistics or other brief descriptions of the competition throughout the event are acceptable. Credential Holder agrees that the determination of whether a blog is posting a real-time description shall be in the NCAA's sole discretion. If the NCAA deems that a Credential Holder is producing a real-time description of the contest, the NCAA reserves all actions against Credential Holder, including but not limited to the revocation of the credential. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy.

The NCAA and its designated championship personnel shall be the final authority on whether a Credential Holder or Credential Entity is following the NCAA Blogging Policy.

Agencies Not Eligible

- Credentials will not be issued to persons solely for the purpose of writing or gathering material for books.
- Credentials shall not be issued to representatives of professional basketball organizations, nor to telephone reporting services, nor to publications normally identified as "tout sheets," nor to other publications devoted solely to gambling.
- Credentials shall not be issued to representatives of agencies that normally provide specific services for a media agency (e.g., scores) if many of its clients have been accredited to staff the event.
- Credentials shall not be issued to photo wire services, other than those identified within these criteria.

Terms and Conditions for Use of Credentials

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

GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

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

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

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

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

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

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

MEDIA

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

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

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

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

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

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

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

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

NCAA CHAMPIONSHIP TEAM CONTENT

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

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

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

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
DUPLICATION ROOM GUIDELINES**

Although adjustments will be made based on the arena configuration, the duplication/statistics control area should conform to the following guidelines:

- Minimum 400 square feet (e.g., 20' x 20'). This will accommodate necessary photocopy machines, paper storage, computer/fax machine setup and working space.
- Secure, possibly lockable area.
- Close proximity to courtside to facilitate the timeliness of reproduction and distribution.

1. Equipment.

a. Photocopy Machines.

The three basic types of duplication are:

- (1) High speed duplication for single sheets not stapled.
- (2) High speed duplication, collation and stapling of short sets as well as approximately 50 final sets of full statistical books (e.g., approximately 12-16 pages) per game.
- (3) High speed duplication on heavier card stock for front and back covers, if necessary, as well as regular paper.

To accomplish this, the following minimum copier equipment standards should be applied:

- (1) Minimum of two machines.
- (2) Each machine capable of producing a minimum of 70 copies per minute with full collating and stapling features.

b. Paper Stock.

The host media coordinator should anticipate that at least 15,000 copies might be run during the championship. However, additional paper should be available in the facility. Major needs for this reproduction include:

- (1) Copying all statistical materials for games.
- (2) Copying all notes and quotes for the pregame news conferences.
- (3) Copying of all updated information, notes and statistics for the first round or regional semifinal winners.
- (4) Copying of all announcements, press releases and materials.

It is recommended that a minimum of 50 reams of plain white paper be available and a minimum of 10 reams each of three additional colors (e.g., blue, yellow, green, pink, buff). The colors will be used to run the final play-by-play sheets and the cover sheet for each complete statistics book (plain white will be used for the remaining portion of the final book).

Once each game has concluded, the host media coordinator should have original artwork for the final book cover designed. The official site logo should be utilized for the covers for the final books. This should be done in advance to avoid possible last-minute problems.

2. Additional Equipment/Supplies.

In addition to copiers, several other types of equipment are essential to the proper function of the duplication room.

- a. Toner. Extra toner must be available.
- b. Laptop Computers. Two or three laptops are recommended for producing postgame notes and quotes, as well as for a variety of purposes.
- c. Two printers.
- d. One fax machine with a dedicated phone line.
- e. One outside telephone line to be used for general communications.
- f. A minimum of 10 chairs for messengers and staffers working in the duplication/statistics control area.
- g. The facility should provide a television, with the ESPN feed, to enable workers in the duplication center to keep up with game progress and to update scores from other sites. It also may be used for postgame quickie quotes.
- h. Trash Cans. At least three (3) large trash cans placed evenly throughout the work area.

3. Machine Technicians and Operators.

The host media coordinator should ensure that full-time trained operators are on duty for each machine. These individuals should preferably be copier company employees or other individuals who have undergone training sessions on the equipment by company representatives.

Technicians and machine operators should be available at the following times:

- a. Before, during, and after pregame news conferences on the practice days, a minimum of one copier operator on duty no later than 60 minutes prior to the first news conference. One technician should be on call.
- b. Day before the second-round or regional final, a minimum of one copier operator on duty. One technician should be on call.
- c. At least 90 minutes before tip-off on game days, a minimum of two copier operators on duty. One technician should be on call.

4. Duplication Procedure.

At halftime and postgame, all sheets should be run and distributed individually. Speed is the most important factor, and while this method calls for more work on the part of runners, it is the most time-effective.

There are three possible approaches to handling the assembly of the final postgame books:

- Using people exclusively to collate and staple;
- Using machines exclusively to do the collating and stapling, or
- Utilizing machines and people to handle collation and stapling.

If the ideal photocopy equipment is available, the machines should collate and staple the final books. However, a sufficient number of runners can also do the job by hand if necessary. Regardless, three electric staplers capable of stapling 12-16 sheets (and extra staples) should be available.

5. Statistical Runners.

A minimum of 10 statistical runners should be assigned to work on game days. A minimum of four should be assigned to work the practice days to assist with news conferences, distribution of notes and quotes, etc.

General tips for statistical runners:

- Attire is dress shirt and tie for men; sweater or blouse for women.
- Wear comfortable shoes.
- Understand they will likely not see much, if any, of the games.
- Speed is top priority; move to your destination quickly.
- Be sure to check out with "checker" before leaving duplication room.
- Get back to the duplication room ASAP.

All statistical runners should meet with the host media coordinator to review their individual assignment after the arena is set up. Statistical runners should report to the duplication center at the arena no later than 90 minutes before tip-off, and they are expected to remain in the area as late as necessary to complete all work in the duplication plan. It should be made abundantly clear to the runners that they should not expect to watch any of the games.

In addition to general duties and distribution of statistical material, runners should also be used to assist with the following functions:

- Deliver game programs to the committee room and team and game officials locker rooms on the first game day. Game programs should also be delivered to the game officials locker room on the regional final game day.
- Assist in monitoring the working media areas. Remove cans and bottles from courtside media area.
- Keep tables in media workroom free of debris.
- Help distribute flip cards and game programs upon signal by the host media coordinator prior to each session.
- Be available to assist in other areas as directed.

6. The Folder System.

In the distribution process during and after each game, the “folder system” has been effective and should be utilized. Manila folders should be prepared for each runner, which aids in his or her specific assignments for dissemination of reproduced material. The folders should be numbered in priority order, and should include the name of the runner, the number of box scores, play-by-plays, etc., and the area to which the materials should be delivered. Sets of folders should be prepared for halftime and for postgame dissemination. The machine operators should also be briefed on the overall plan so they can help maximize the efficiency of the process.

7. Other Duplication Personnel/Duties.

- a. Duplication Room Coordinator/Checker. An experienced, full-time individual in sports information to serve as a coordinator/checker in the duplication area. This individual will coordinate and monitor duplication on machines and have a master list of runners and their distribution areas. The individual keeps a master list and always knows what has been done and what is left to do.
- b. Media Workroom Coordinator. An experienced, full-time individual in sports information to monitor the statistical material distributed and available in workroom table trays. This individual should be sure materials are replenished when quantities get low and be sure materials such as stats, notes, quotes and media guides are kept in supply in the media workroom.
- c. Tournament/Game Notes Coordinator. A member of the media relations staff will be responsible for coordinating the research and compilation of individual, team and overall tournament records and notes. This individual will coordinate use of the laptop computers by the designated media assistants who will be assisting with the notes. This individual will also oversee the updating of notes/records for the media and be certain the notes are reproduced in sufficient quantities.

8. Quotes.

The host media coordinator should assign four individuals (preferably experienced, full-time individuals in sports information) who will be responsible for handling quotes during the championship including:

- Interview room quotes from the first and closed practice day news conferences.
- Locker room quotes during first and closed practice day news conferences.
- Interview room quotes from the postgame news conferences.
- Locker room quotes during postgame news conferences.
- Locker room quotes from the closed practice day news conferences (regionals only).
- Quickie quotes from the winning team following the second-round game and regional final.

One or two additional individuals will be needed to assist with the quotes for the locker rooms on the closed practice day at regionals. A member of the host institution/conference sports information staff should oversee the quote takers. This individual will develop a basic format for pages containing notes (e.g., single spaced, headings) in advance to insure consistency and will coordinate use of the laptop computers by the designated media assistants who will be gathering quotes. They will also be responsible for double-checking with the sports information contacts in the second-round and regional final game about the postgame quickie quotes, and coordinate typing and reproduction of these quotes.

It is imperative that everyone understands the responsibilities in taking quotes. The schedule for the week should be prepared in advance indicating coverage of the various news conferences and interview sessions, and which individuals are responsible for specific teams. Each individual should have a tape recorder to use as a backup while typing the quotes in the interview room.

9. Signage.

The host media coordinator should prepare a set of signs to post on the display tables in the media workroom where media guides, game notes, statistics, etc. will be displayed. Trays for each of these material categories should be placed on the display tables to avoid piles being mixed together.

10. Other Notes and Reminders on System.

- a. Staple all multi-page material (e.g., play-by-play, game notes).
- b. For seating charts posted in the media workroom, use oversized paper (11"x17") and enlarge type for a more readable size.
- c. Save extra media guides and tournament guides for the closed practice day and second-round game/regional final.
- d. Make sure the duplication coordinator has radio contact with the host media coordinator.
- e. Save five sets of everything for the files.
- f. Meet with winning sports information staffs after the first-round or regional semifinal games to schedule stats updates and duplication for the next morning.
- g. Deliver game programs to all four team locker rooms on the day of the first-round games only.
- h. Deliver game programs to the basketball committee room and game officials locker room.
- i. Schedule statistics runners, copier operators/technician and quote takers schedules for each day.
- j. Set up a runner holding area where they can sit or stand during the game. If not possible, runners should stay in the duplication room and watch the games on television.
- k. Make sure each stat page is distributed individually rather than combining with others for distribution. Speed is top priority.
- l. Set aside an "on call" area for runners in duplication room. Runners who have completed their assignments report back to this area for tasks that may come up.
- m. Determine the runners who will assist in the distribution of the all-tournament team after the regional final game.

NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP		
MEDIA COORDINATOR CHECKLIST		
	DESCRIPTION	DETAILS
✓		
FACILITY SETUP		
	Review directional signage	Note placement of media signage at credential distribution, backstage and playing areas.
	Photographers Boxes	Review photographers box layout and assignments.
	Media refreshment and buffet areas	Check media refreshment and buffet areas to assure proper setup. Make sure NCAA drinking cups are provided at each location.
	Seating	Check on seating in media workroom, interview room, digital photo work area, audio/video distribution area and courtside seating areas.
	Duplication room	Review setup of duplication room, checking for proximity of entrances and exits as well as size and number of electrical outlets, tables and chairs.
	Courtside statistics monitors and live stats feed	Confirm courtside positions for statistics monitors and availability of live stats link to courtside computers.
	Media Interview Room (FIRST AND SECOND ROUNDS)	Identify media interview room and secure audio sound operator to manage audio needs in the room.
	Hammond Communications (REGIONALS ONLY)	Check with the Hammond Communications site coordinator to see if there are any issues. Confirm placement of monitors and headsets courtside and double-check audio feed to committee and officials evaluator or courtside positions.
	Interview Room Holding Area	Check the furniture and availability of NCAA drinking cups and beverages in the interview room holding area and keep secure.
	Media Coordination Office	Make sure the media coordination office is set with computer terminals, fax machine, television monitor, office and paper supplies.
	Credential Boards	Review placement of large credential boards around the facility and confirm that security and ushers working media entrances and exits are familiar with credential type designations. Supply each with smaller credential boards for easier identification. Participate in security meeting with tournament manager.
MEDIA WORKROOM		
	Room setup	Review the number of electrical outlets, tables and chairs.
	Distribution of materials	Coordinate distribution of materials (e.g., stats, play-by-play, quotes) to media workroom and press rows.

	Workroom signage	Check to see that all participating team information has been displayed appropriately with proper signage to support distribution areas.
	Media workroom coordinator	Assign a media relations assistant to monitor the media workroom. Remind this individual to note placement and number of participating team information, including media guides and game notes as well as the latest game books, boxscores, notes and quotes. This individual should also maintain the cleanliness and appearance of the room.
CREDENTIAL DISTRIBUTION		
	Distribution Area	Identify and confirm credential distribution area.
	Delivery of credentials	Deliver credentials at least one hour before distribution is scheduled to begin.
	Credential distribution hours	Review credential distribution hours and assign media relations assistants to serve as distributors, reminding each of their responsibilities in the area.
	Participating institution credentials	Provide team credentials to tournament manager to include in participating institution packet delivery to team hotels the night before the first practice day.
	Review credential list	Review comprehensive credentials list to ensure that credentials have only been provided to approved entities and individuals.
MEDIA SEATING CHART		
	Seats per table	Review diagram illustrating seats per table.
	Assignment of seats	Review diagram for assigning seats at the official scorers table and press row.
	Place cards	Print labels with name and affiliation on place cards. Position cards on tables and photo boxes prior to the start of the first practice.
	Monitor courtside appearance	Inspect the tables each day, noting appearance and functionality of each.
	Monitor seating assignments	Review seating assignments during each half to ensure that authorized persons are in their proper seat. If a media agency does not continue to staff the competition once the team it primarily covers is eliminated, its seats can be reassigned to other media representatives.
	Seating charts	Reproduce final seating chart and post at the conclusion of the last practice.
	Monitor courtside phone lines	Monitor placement of media-ordered phone lines.
	Review designation of scouting seats	Confirm that the appropriate number of scouting seats have been assigned and determine location.

TOURNAMENT MEETINGS		
	Sports information contacts meeting	Basketball committee representatives and host media coordinator conduct sports information contacts meeting with representatives from each participating institution's sports information staff and ESPN producer immediately preceding the administrative meeting on the morning of the first practice day. Review postgame interview, mini-camera, team content and ESPN policies.
	Following sports information contacts meeting	Make copies of participating institution forms: (1) ESPN Production Access Form and (2) General Media Access Form for those on site that need, including basketball committee representative.
	Administrative meeting	Attend administrative meeting on the morning of the first practice day.
	Security meeting	Attend security meeting with facility security representatives. Tournament manager will facilitate.
	Table tents	Work with tournament manager in supplying table tents for both meetings.
	Media relations assistants	Meet daily with media relations assistants to review schedule of events and responsibilities beginning on the morning of the first practice day.
COACHES		
	Meet coaches	Introduce yourself to the participating coaching staffs, including the director of basketball operations.
	Review policies	Review policies that may be contrary to the regular season, including 1) coach may have ESPN and/or NCAA Radio Network interview responsibility after game; 2) coach cannot honor in-season radio or television contract before making himself/herself available to covering media; 3) locker room will be open to all media if a single media representative is permitted to enter prior to end of cooling-off period.
	Coaches escorts	Assign individuals to escort coaches from the playing floor to their respective locker rooms to begin cooling-off period, which begins when they reach the locker room area. Escort coaches and student-athletes to interview room at the end of the cooling-off period.
	News conferences	Winning coach and student-athletes will appear at news conference first, followed by the non-advancing team. Coaches make opening statement. Questions then go to the student-athletes. Escort student-athletes back to dressing room while coach remains in the interview room.
	Media responsibilities/drug testing	Remind the coach that the student-athletes' first responsibility following the game is to the media onsite. They then shall go to the drug-testing area if requested.
	ESPN	Coaches shall not grant postgame interviews to ESPN once they have left the court.
	Media access	Review 30-minute media access time to team locker rooms with locker room stewards.
GAME DAY ASSIGNMENTS		

Appendix 13..... Media Coordinator Checklist

	Proofing, printing and delivery	Administer proofing, printing and delivery of flip cards for the media and table tents for the interview room. Deliver tents to news conference moderator.
	Pregame information sheet	Upon approval of women's basketball committee representative, distribute pregame information sheet that includes starting lineups, game officials and postgame protocol prior to each game.
	Game programs	Confirm that game programs have arrived and that runners have been assigned to deliver game programs to the team/officials locker rooms, basketball committee room and media. Game programs are provided to the teams at first-round games only.
	News conferences and interview room	Assign an individual to moderate all news conferences. Assign another to serve as interview room coordinator. Remind interview room moderator to make special announcements and introduce the sports information personnel of participating teams at news conference. Remind moderator to make contact with each participating team's sports information contact prior to the first news conference in order to ascertain the proper pronunciations of all roster names. Coordinate with interview room coordinator and moderator the placement of the table tent cards on the dais identifying each news conference participant. Review news conference schedule and moderator format protocol with all involved.
	Photo stewards	Assign individuals to work with the photographers as photo stewards. Provide stewards with photo armbands and instructions on distribution and usage.
	Mini-camera steward	Assign an individual to manage mini-camera operations and monitor satellite truck parking.
	Distribution of game statistics/quickie quotes	Assign individual to coordinate the distribution of game statistics. Coordinate post-game quickie quotes with the winning team's sports information contact. Monitor all statistics, records, notes and quotes.
	Media assistants	Assign and coordinate media assistants' responsibilities.
	Postgame interview designation	Work with participating sports information contacts to identify student-athlete's going to interview room for postgame news conferences. Distribute names of identified postgame interview participants to media at the 10:00 mark of the second half.
	Duplication room personnel	Coordinate the schedule of all duplication room personnel, including technicians, operators, coordinators, checkers and runners.
	Statistics delivery	Make sure statistics are delivered promptly to all working areas and provided to teams before they leave the court at halftime.
	Tournament notes	Have team and tournament notes/records available after each game.
	Postgame obligations	Make sure all statistics, quotes and notes are sent via e-mail to designated outlets following each practice and game.
	Final mailing	Following completion of play send a complete set of the final book which includes halftime and final box scores, complete play-by-play, quotes, notes, flip cards of each game and official scorebook to Rick Nixon.
TELEVISION		

Appendix 13..... Media Coordinator Checklist

	ESPN meeting representation	Make sure an ESPN representative attends both the administrative and sports information contacts meetings.
	Timeout coordinator	Make sure the timeout coordinator has all the necessary information, including timing sheets. Remind TOC of meeting schedule (sports information contacts, administrative and game officials).
	Sports information assistance	Remind the sports information contacts to assist with pregame introductions. Double-check lineup with coach and remind him/her of format. Make sure student-athletes are in order. Remind coaches to move to the center line to shake hands with the other coach.
	Postgame interviews	Remind the sports information contacts to work with ESPN and the NCAA Radio Network (REGIONAL ONLY). ESPN, NCAA Radio Network and institutional radio are permitted a maximum of a combined four minutes for interviews in the court area immediately following the end of the game.
	Game-feed monitors	Check on game-feed monitors for the media workroom, interview room, officials' evaluator, basketball committee representative seat(s). Check on the monitor feeding ESPN to the media workroom.
	Mini-camera access	Work with playing floor media coordinator and mini-camera steward to monitor television mini-camera operators access to the floor. Note that on game days, mini-cameras are not allowed in the area of the playing floor from 30 minutes prior to tipoff, until ESPN has signed off the air.
	Review microphone policy	Microphones may not be placed on or near the team benches.
RADIO		
	Telephone line installation	Ensure proper placement of telephone/ISDN lines for all participating radio stations.
STILL PHOTOGRAPHERS		
	Photographers Boxes	Make sure there are photographers' boxes for still photographers. Work with floor photo stewards on special photo arrangements, including assignment of arena floor positions. Print place cards for all still photographers.
	Photographers protocol	Brief photographers at each end of the court about pregame, game and postgame protocol.
	Security brief	Brief security and ushers on each end of the court about what photographers can and cannot do.
	Monitor digital photo work area	Periodically check digital photo work area to troubleshoot any problem areas.
SECURITY		
	Review security plan	Confirm that security has been positioned at the appropriate media check points. Coordinate the release of officers/uniformed security when appropriate after games.
	Security bag check	Make sure security personnel are at credential distribution during all times credentials are being distributed for monitoring and bag check responsibilities.

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
MINI-CAMERA POLICIES**

1. ESPN is the only television entity that may transmit live from inside the facility from the open practice day until competition ends at that site.
2. ESPN, NCAA Productions and the designated team content provider for a participating institution are the only entities authorized to use mini-camera equipment in the facility during the competition. ESPN and NCAA Productions have no access restrictions except when the facility is closed for team practices or other activities as designated by the Division I Women's Basketball Committee.
3. If a non-originating television station, network or local cable origination channel desires to receive audio and video of tournament game action, international sound, crowd/team "color" activities and formal news conferences, it must take a feed from the video and audio distribution facilities provided by the NCAA at the facility. Any video or audio highlight excerpts received from the distribution facilities that are aired by a telecaster shall include an on-air "Courtesy NCAA/ESPN" credit.
4. Mini-camera operators representing non-originating agencies will not be permitted to videotape game action and will not have courtside access except as noted below:
 - a. Non-originating television networks or stations and cable systems shall have access to the facility floor up to 30 minutes before the first game of a session at a site. During this time, mini-camera operators may tape "standups" or record other material from the baselines only.
 - b. From that point on, the floor (and all other areas from which the playing floor may be seen) shall remain off limits to all mini-camera operators until ESPN has discontinued its live coverage of the session.
 - c. Mini-camera operators shall not return to the facility floor between games of a session.
 - d. The NCAA shall identify an area off the court for all non-originating mini-camera operators to wait until ESPN has discontinued its coverage from the site. The host media coordinator or his/her designee will escort non-originating mini-camera operators to the court when it is available. They may videotape from anywhere on the courtside apron or behind the courtside media area.
 - e. Video equipment is limited to the locker rooms, hallways, audio/video distribution area in the media interview room and media workroom during the restricted-access times.
5. On the open practice day, representatives of non-originating agencies may videotape practice from the baselines, behind the courtside media area or from the public seating area.
6. On game days, television entities may tape stand-ups from the back-of-house areas as long as the court or entrance into the facility seating area is not visible by the camera.
7. Locker rooms are open for postgame coverage following the cooling-off period.
8. Editing in the audio/video distribution area is permitted anytime the media workroom is open.



NCAA Championships (Other than Division I Men's Basketball)

Digital Highlight and Footage Use Policy for Participating Member Institutions and Conferences

As the NCAA's digital rights holder, Turner Sports owns the right to license digital highlights from NCAA Championships. Turner has partnered with Wazee Digital, a Veritone Company to manage these rights. This policy applies to NCAA member college and university institutions and conferences ("Member Institutions") in connection with the use of footage from all NCAA Championships other than Division I Men's Basketball.

For purposes of this policy, "Digital Highlights" are defined as NCAA Championship game or event footage distributed through any digital, mobile or social application, platform or device.

Policy for NCAA Championships excluding Div. I Men's Basketball

For all NCAA Championships (Divisions I, II, and III) and all games/events in all rounds, excluding all Div. I Men's Basketball Championship games, the following policy applies:

- Digital Highlights may be posted to:
 - Member Institution's official website, mobile and connected device apps.
 - Member Institution's official social media accounts (including official team and athletic department accounts) on Twitter, Facebook, Instagram, YouTube, and Snapchat.
- Digital Highlights may only be posted from games or events in which that Member Institution participates.
- Digital Highlights may only be posted after the game or event concludes; Digital Highlights may not be posted while a game or event is still in progress.
- Member Institutions may not sell sponsorships or other advertising on their official websites or social media accounts specifically targeted against the Digital Highlights.
- For Digital Highlights posted to social platforms (including but not limited to Facebook, YouTube, and Instagram), Turner reserves the right to claim and monetize the video posted by Member Institutions.
- For clarity, any videos posted to YouTube should be posted without a monetization or usage policy – no pre-roll or companion ads are permitted.
- Digital Highlights shall be limited to an aggregate of two (2) minutes of footage per game or event. For clarity, two identical 30-second clips posted to two different platforms count as only 30 seconds, not 60 seconds total, and two different 30-second clips posted to two different platforms count as 60 seconds total.
- Digital Highlights may only be used as set forth in this policy and may not be used commercially, sold, sublicensed, transferred or re-purposed for any other use.
- Member Institutions are responsible for sourcing and editing all Digital Highlights.
- Upon Turner's request, Member Institutions shall transmit to Turner (via FTP or other means as requested) Digital Highlights (including raw footage and/or a produced segment) for use on NCAA Digital platforms.

Appendix 15..... NCAA Digital Highlights and Footage

Licensed from Wazee Digital, a Vertone Company – Except as set forth in this document, all uses of Digital Highlights must be licensed through Wazee Digital, a Vertone Company regardless of how such footage is acquired (e.g. team content, television broadcast, etc.).

For information on licensing Digital Highlights or other NCAA Championship footage, please contact Wazee Digital, a Vertone Company via sports@veritone.com or 866-815-6599.

Turner reserves the right, in its sole discretion, at any time and for any reason, to modify any or all of the terms hereof, grant any exception to, or waiver of, any term, and/or withdraw permission or amend this policy.

For any questions about this policy, please contact: school-rights@turner.com



**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
PRINT PHOTOGRAPHY FLOOR ASSIGNMENT GUIDELINES**

The following guidelines should be used in assigning locations for photographers:

1. Teams A and B are the teams playing in the first game and Teams C and D are teams playing in the second game.
2. Place participating team photographers at the end of the court nearest their team bench as this will allow photographers to be located nearest its team's basket in the second half.
3. University-affiliated media may only shoot the game in which their team participates.
4. Reassign participating team photographers between games in order for these individuals to have a front row seat for the game involving the team they cover.
5. If national organizations (Associated Press, USA Today, Sports Illustrated, etc.) have more than one photographer, place one at each end of the court and attempt to locate one on the far outside of the seating area and one nearest to the inside or basket support.
6. A photographer may prefer the second row outside over the front row nearest the basket.
7. Second row photographers may sit on the flat side, not on the long end, of their photo box provided they do not obstruct the view of baseline "paid" seating.
8. Since each participating team does not send an equal number of photographers, please make an effort to provide front row space to national media outlets when possible.
9. Before completing the seating chart, check with installers of "pool" strobe lighting to identify those photographers tying into the "pool" service. This is to avoid having a photographer from Paper A at one end of the court and the tie-in for the strobes at the opposite end.

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
PRINT PHOTOGRAPHY POLICIES**

1. Floor photographers must wear armbands provided by the NCAA. These colored armbands must be worn on the right or left arm. Armbands worn in any other location will not be valid. The armbands will change color each day and shall be distributed by the floor photo stewards at the facility prior to the first game in a session. All other still photographers are restricted to the upper photography areas.
2. The NCAA will assign spaces for each floor photographer in the courtside photo boxes. Newspapers covering a particular team are not guaranteed a floor location when that team is not playing.
3. Photographers on the floor level are restricted to the courtside photo boxes at each end of the playing court except as noted below:
 - a. **First Practice Day:** Baselines or behind Row No. 2, along the sideline opposite team benches. The courtside media area is not accessible to photographers during closed practices.
 - b. **Game Day from the Beginning of Pregame Warm-ups Until End of Game:** Baselines only.

The playing floor opens to the media one hour before tip-off on game days. However, still photo technicians from credentialed agencies may have access earlier. These individuals should contact the host media coordinator for specific information.
 - c. **Between Games of a Session:** Baselines or along the sideline opposite team benches, to shoot the postgame celebration. When the celebration ends, the photographers must return to their baseline positions.
 - d. **After the Last Game of a Session:** Anywhere on the courtside apron or behind Row No. 2, along the sideline opposite team benches to shoot the postgame celebration or the awards ceremony.

NOTE: The NCAA may identify other facility positions off the court where photographers may work, provided the view is not blocked for any fans. At no time may photographers work from directly behind the official scorer's table and team benches.
4. A photographer assigned to the second photo row may sit on an elevation no more than nine inches high.
5. No tripods may be placed on or beside the playing floor.
6. A still photographer shall not utilize a flash attached to the camera or to any other courtside location.
7. Photo messengers and technicians shall not photograph game action. A photo editor from the Associated Press (AP) will coordinate the assignment of photo messengers for AP and other newspapers. Reuters will coordinate the assignment of its photo messengers.
8. Photo messengers and technicians have "in-and-out" access to the facility and these individuals are required to display their credential. They shall not remain around the playing court or obstruct the view of any ticketed patron.
9. No cameras or strobes shall be attached to the backboard or goal standards. Technical equipment, such as camera remote controls, may be placed or mounted behind the goal standard.
10. Remote cameras at the feet of the photographers must be on a floor plate and cannot be secured to the

floor. These cameras must be placed within the assigned courtside photo box.

11. The NCAA may approve requests to place photography equipment in upper arena areas or under the first row of press tables opposite the official scorer's table. Cameras may not protrude more than four inches from under the draping. Rubber lens hoods must be used.
12. Cameras shall not be installed over the playing court without the special permission from the NCAA. If permission is granted, the camera shall be double-secured and in position 24 hours prior to the start of the first game. Requests for placement of overhead cameras shall be made to the NCAA and host media coordinator 72 hours prior to open practice day.
13. Photographers will not be admitted to any potential working position over the playing court from 60 minutes prior to the first game of a session until 30 minutes after the second game.
14. Strobe lights. (Refer to Appendix No. 10)
15. The playing floor opens to the media at least one hour prior to tip-off on game days or at the conclusion of the last practice. However, credentialed still photographers and photo technicians installing remote cameras may have access to the arena, unless a closed practice is in progress. These individuals should contact the host media coordinator for specific information.
16. Individuals assigned by the NCAA to assist photographers will provide armbands, copies of photo policies, game programs and/or flipcards. Photographers should claim statistical information in the media workroom.



2019-20 RADIO/ INTERNET POLICY NCAA Championships (All Divisions)

Westwood One owns the exclusive national radio rights to all 90 NCAA championships and the NIT. If Westwood One exercises its right to nationally broadcast an NCAA championship event via radio and/or the Internet, then each official university or college radio station will be the only stations granted the right to broadcast a separate signal. These stations must contact IMG College, (Mike Dodson - mike.dodson@learfieldimgcollege.com or 859-226-4390; Cindy Johnson - cindy.johnson@learfieldimgcollege.com or 859-226-4225) in order to obtain the broadcast rights.

Note: A separate form will need to be completed for each round or day of coverage. These forms may be filled in advance for games that may or may not take place depending on your school's advancement in the Championships.

1. A rights fee will be charged for commercial broadcasts and rebroadcasts of any NCAA championship round/game(s). The rights fee will be waived for non-commercial, university funded, student-run radio stations.
2. No exclusive rights shall be granted, except in those instances when a competing institution shall request such rights for a station or network that contracted for exclusive coverage of the institution's regular-season games. Such exclusive rights then shall be restricted to the markets where exclusivity existed during the regular season games. In the instance that two universities or colleges have radio stations in the same market, then exclusive rights shall not be granted in that market.
3. The university or college station of each competing institution, or the station designated by that institution as its official station, shall be guaranteed broadcast space. Applications from other stations will be referred to the on-site media coordinator/host sports information director and space will be made available as the facilities permit. The NCAA reserves the right to deny radio stations the right to broadcast NCAA championship events.
4. All stations broadcasting any round/game of an NCAA championship shall be required to submit a completed radio agreement to Mike Dodson/Cindy Johnson at IMG College. If the broadcast is being distributed via the Internet, you must submit the direct link to the audio player. The radio agreement must be fully completed and submitted Online in advance of the round/game that will be broadcast. **Please note, if the form is not fully completed, rights will not be granted.** The form shall be submitted for each round/game that a station wishes to broadcast.

IMG College will authorize the form and submit it to the on-site media coordinator/host sports information director. Facilities may not be reserved until the media coordinator/host sports information director has received an authorized radio agreement from IMG College. On-site personnel from the radio station also should retain a copy of the radio agreement for reference. This agreement is the .pdf file that will be automatically generated upon completion of the online form.

5. Westwood One may elect not to sublicense to a radio station the right to produce and distribute a local radio broadcast, unless such radio station broadcasts a minimum of fifty percent (50%) of the regular season games (excluding conference tournament games) played by the NCAA institution of such sport for which the sublicense is sought. However, if such prospective sublicensee's FCC license is within the MSA (as defined by Arbitron) of the participating NCAA institution's main campus, Westwood One shall sublicense the right to produce and distribute a local radio broadcast to such sublicensee, even if such number is less than fifty percent (50%). If such sublicense is granted, sublicensee shall not further sublicense or distribute such broadcasts.

6. All originating stations will be invoiced for rights fees associated with these broadcasts by IMG College. A fee will be charged for each affiliate station of the network as well. Stations will be charged for each game of the championship in which it broadcasts.

If the originating station or any station within the network intends to stream the broadcast over the Internet via their station's Web site or any other third-party Web site, or provides such audio for distribution by any mobile application, then an additional fee will be charged.

Note: The station streaming the broadcast is required to supply a link back to the official NCAA Championships Web site, NCAA.com. The per game radio, per game Internet and per game mobile rights fees are as follows:

A. Division I championships (excluding men's and women's basketball)

Originating commercial station - \$125.00
All affiliates joining a network - \$60.00 (per station)
Non-commercial station feeding a commercial station - \$125.00
Additional Internet streaming fee - \$125.00
Commercial Internet-only fee - \$150.00
Mobile Streaming Fee - \$50 additional

B. *Division I Men's Basketball Championship

Originating commercial station - \$1,200.00
All affiliates joining a network - \$250.00 (per station)
Non-commercial station that feeds a commercial station - \$750.00

All alternate audio platforms for the Division I Men's Basketball Championship are handled exclusively by Westwood One. No other radio entity is allowed to stream audio online or on mobile apps, nor provide their audio to satellite radio for this particular NCAA Championship.

C. *Division I Women's Basketball Championship

Originating commercial station - \$250.00
All affiliates joining a network - \$100.00 (per station)
Non-Commercial originating station that feeds a commercial station - \$200.00
Additional Internet Streaming fee - \$150.00
Commercial Internet-only fee - \$200.00
Mobile Streaming Fee - \$50 additional

D. *Men's NIT Originating commercial station - \$400.00

All affiliates joining a network - \$150.00 (per station)
Non-Commercial originating station that feeds a commercial station - \$250.00
Additional Internet Streaming fee - \$200.00
Commercial Internet-only fee - \$250.00
Mobile Streaming Fee - \$75 additional

E. *Division I Baseball Championship

Originating commercial station - \$175.00
All affiliates joining a network - \$100.00 (per station)
Non-Commercial originating station that feeds a commercial station - \$175.00
Additional Internet Streaming fee - \$125.00
Commercial Internet-only fee - \$200.00
Mobile Streaming Fee - \$50 additional

***This information should be forwarded to your radio rights holder. Originating university networks will receive a different NCAA Radio Agreement for the Division I Men's and Women's Basketball Championships. Contact IMG College directly at the contact information for Mike Dodson and Cindy Johnson listed above.**

F. Division II and III championships

Originating commercial station - \$50.00

All affiliates joining a network - \$30.00 (per station)
Additional Internet streaming fee - \$50.00
Commercial Internet-only fee - \$50.00
Mobile Streaming Fee - \$25 additional

Note: A rights fee will be waived for any non-commercial, university funded, student-run radio station.

The rights fee will be waived for Internet-only broadcast as long as there are no commercials, sponsored elements or underwriting spots within the broadcast. In addition, there cannot be any advertising on the audio player itself. Any of the aforementioned circumstances will result in a rights fee for an Internet-only broadcast.

At the conclusion of each championship IMG College will invoice rights fees, except for the Men's NIT Season Tipoff, Men's NIT Post-season Tournament, and Division I Men's and Women's Basketball Championships. All rights fees will be collected in advance for these tournaments/championships.

7. A participating or host institution shall make no additional charge or receive any additional consideration for the rights accorded hereunder to the originating station(s) or network.

8. Association policy governing acceptable advertisers and advertising copy for broadcasts of NCAA championships prohibits the following: alcoholic beverages (except for malt beverages, beer and wine as listed hereafter), cigarettes and other tobacco products, professional sports organizations or personnel (except as specified hereafter) and organizations or individuals promoting gambling. Bona fide political advertisements are acceptable on broadcasts of NCAA championships.

Advertising of malt beverages, beer and wine shall not exceed more than 60 seconds per hour of any broadcast.

Advertisements featuring active professional athletes from the sport for which an NCAA broadcast is being produced shall be prohibited. Advertisements featuring active professional athletes in other sports may not exceed more than 30 seconds per hour of any broadcast. Parties representing the NCAA in advertising sales or involved in advertising sales for NCAA broadcasts shall take every reasonable step to discourage the use by advertisers of active professional athletes from sports regulated by the NCAA, informing the advertisers of the NCAA's desire that such professional athletes not be used. Every potential sponsor shall be advised of the terms of this provision prior to contracting with such sponsor. Advertisements in broadcasts that contain references to the games, personnel (except as noted above), broadcasts, or other activities of professional sports organizations are not acceptable,

Nontherapeutic drugs and, generally, other drug and patent medicine advertisements are prohibited; however, analgesics, cold remedies, antacids and athletic training aids that are in general use are acceptable. Institutional advertising by pharmaceutical firms also is acceptable.

For a full list of the NCAA's advertising and promotional standards, please visit:
<http://www.ncaa.com/content/ncaa-promotion-and-advertising-guidelines>

9. No commercial may relate, directly or indirectly, the advertising company or the advertised product to the participating institutions or their student-athletes, or the Association itself, unless prior written approval has been granted by the NCAA president.

10. The NCAA reserves the right of final approval for all advertising in any championship.

11. Any station that does not broadcast a game of a championship, after contract for such space, shall be required to pay a forfeiture fee of 50 percent of the initial rights fee for that particular championship.

12. Only the NCAA Radio Network banner may be displayed at the championship site.

13. The commercial format used by radio stations shall conform to acceptable broadcast standards to ensure a quality broadcast.

14. Non-rights holding radio stations/networks may report on the events of the championship at anytime (other than on a live basis from courtside) for broadcast within the framework of general and sports newscasts. Only a station/network that has purchased rights from the NCAA may air a live description of any competition. Non-rights holders originating live reports from an NCAA championship venue must adhere to the following guidelines when Westwood One is broadcasting the NCAA Championship event.

- A. Live description of any game in progress is prohibited. Programming shall originate only from the media workroom, and use of NCAA courtesy telephones is prohibited. Radio station or networks may order telephones from the NCAA telecommunications contact center.
- B. Live programming may not originate from inside the arena on game days from the beginning of the contest at the site each day until the end of the last game at the site each day.
- C. Agencies that do not own play-by-play rights but are affiliates of Westwood One or a participating institution's network may generate live programming (e.g., news reports, call-in show participation) for a maximum of ten minutes per hour at times other than the period described in 14B.
- D. Agencies that are not affiliates of Westwood One or the schools' networks may generate live programming for a maximum of one minute per hour at times other than the period described in 14B.

15. Non-rights holding radio stations/networks shall not be allowed to originate any ancillary programming (e.g., call-in shows) from the arena during the championship.

16. This policy only applies to the 2019-20 championship season and is subsequent to change next season.

17. If you have any questions regarding this policy, please contact Nate Flannery at the NCAA national office (phone: 317-917-6523 or e-mail: nflannery@ncaa.org), Howard Deneroff at Westwood One (phone: 212-641-2100 or e-mail: hdeneroff@westwoodone.com), or Mike Dodson at IMG College (phone: 859-226-4390 or e-mail: mike.dodson@learfieldimgcollege.com), or Cindy Johnson at IMG College (phone: 859-226-4225 or e-mail: cindy.johnson@learfieldimgcollege.com).

FIRST- AND SECOND-ROUND MEDIA SEATING CHART GUIDELINES

1. M-1 is the first media row across from the official scorer's table; Official Table is the official scorer's table; T-1 is the media row behind the official scorer's table.
2. "National media" indicates agencies with circulations greater than 60,000. "Team media" indicates other agencies with lower circulations that cover the participating institutions throughout the regular season.
3. There is **NO MID-COURT BREAK** for first- and second-round sites.
4. The broadcast talent for ESPN shall be placed in the five mid-court seats on M-1.
5. If there are 40 seats available on row T-1, the breaks should be between seats 12 and 13 and seats 28 and 29.
6. If there is only one major local newspaper, the other seats should be assigned to national or team media.
7. If a radio station has fewer than four credentials, the fourth reserved seat shall be reassigned to a national media representative.
8. For the radio network assignments, engineers' seats shall be assigned at each end to assure separation between announcers.
9. If a participating institution has more than one radio origination, the additional station(s) shall be seated on the media side or the row behind the official scorer's table.
10. Four seats shall be reserved for each participating team's director of athletics, senior woman administrator, primary team administrator and sports information director for sessions in which their team is playing. The seats shall be on the row T-1 behind their team's bench.
11. Conference office representatives may be seated on the first row behind the scorer's table, if space allows, for the games in which their member institutions are participating. Seats should be located at the same end of the court as their participating team's bench. If space does not allow, they should be seated in the courtside media seating directly across from their team's bench.
12. Game officials who are not officiating in the game should be seated in the courtside media seating area. These seats should be located on M1, opposite the team benches on the end closest to the officials' locker room. Officials **SHALL NOT** be seated behind the team benches.

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
TELECOMMUNICATIONS SUMMARY**

WIRELESS NETWORK: The facility is required to provide a secured wireless network to support the NCAA, host institution/conference staff, radio rightsholders, print media and others approved by the NCAA. Wireless accessible locations must include courtside, NCAA and host institution/conference work areas, media workroom and media interview area. Complimentary wireless services, access codes and detailed login instructions shall be provided to all credentialed individuals. This includes women's basketball representatives, game officials evaluator and NCAA staff on site. **Broadband capacity must be sufficient to support a maximum of 150 wireless users in the media workroom and courtside media seating area.**

Note: Television media and photographers are prohibited from using wireless services.

HARD LINES, MEDIA RESALE AND ORIGINATING RADIO:

LOCATION	Phone Lines	Hardwired Internet	ISDN Circuits	Expense
Score Reporting Courtside Seat	1			Facility Expense
NCAA Stats Courtside Seat		1		Facility Expense
Print Media Workroom- Telecommunications Help Desk	1			Facility Expense
Media Interview Room - Hammond Control (REGIONAL ONLY)	2			Hammond/Facility Expense
Broadcast Parking Area - Hammond Satellite Truck (REGIONAL ONLY)	1			Hammond Expense

THE FOLLOWING SERVICES ARE **ESTIMATES ONLY** AND **SHOULD NOT** BE INSTALLED WITHOUT AN ORDER FROM A SPECIFIC MEDIA AGENCY.

MEDIA RESALE	Phone Lines	Hardwired Internet	ISDN Circuits	Expense
Courtside Media Seating	7-8			Media Expense
Print Media Workroom	1-2			Media Expense
Digital Photo Work Area	1-2	6-7		Media Expense
Satellite Truck Parking Area	1-2			Media Expense

ORIGINATING RADIO	Phone Lines	Hardwired Internet	ISDN Circuits	Expense
Participating Team Radio			3-4	Media Expense
NCAA Radio Network (REGIONAL ONLY)			1	Media Expense

ALL TIMES LISTED ARE LOCAL TIME

Thursday, March 19 or Friday, March 20, Day prior to first round

*The court will be open to members of the media for the first **15 minutes** of practice after which the court will be cleared and practice closed. Mini-camera operators may videotape practice from the baseline, behind the courtside media area or from the public seating area.

8:30 a.m. – 4 p.m.	Credential Distribution
8:30 a.m. – 7 p.m.	Media Workroom Hours
9 – 9:45 a.m.	Sports Information Contacts Meeting
10 a.m.	Team Entrance and Training Room Open
10 – 10:45 a.m.	Administrative Meeting
10:45 – 11 a.m.	Game No. 1 Higher Seed News Conference – Coach
10:45 – 11:15 a.m.	Game No. 1 Higher Seed – Open Locker Room Media Availability
11:05 – 11:20 a.m.	Game No. 1 Higher Seed News Conference - Players
11:30 a.m. – 1 p.m.	Game No. 1 Higher Seed Practice* (90 minutes)
Noon – 2 p.m.	Media Buffet
12:25 – 12:40 p.m.	Game No. 1 Lower Seed News Conference – Coach
12:25 – 12:55 p.m.	Game No. 1 Lower Seed – Open Locker Room Media Availability
12:45 – 1 p.m.	Game No. 1 Lower Seed News Conference - Players
1:10 – 2:40 p.m.	Game No. 1 Lower Seed Practice* (90 minutes)
2:05 – 2:20 p.m.	Game No. 2 Higher Seed News Conference – Coach
2:05 – 2:35 p.m.	Game No. 2 Higher Seed – Open Locker Room Media Availability
2:25 – 2:40 p.m.	Game No. 2 Higher Seed News Conference - Players
2:50 – 4:20 p.m.	Game No. 2 Higher Seed Practice* (90 minutes)
3:45 – 4 p.m.	Game No. 2 Lower Seed News Conference – Coach
3:45 – 4:15 p.m.	Game No. 2 Lower Seed – Open Locker Room Media Availability
4:05 – 4:20 p.m.	Game No. 2 Lower Seed News Conference - Players
4:30 – 6 p.m.	Game No. 2 Lower Seed Practice* (90 minutes)

Friday, March 20 or Saturday, March 21, First-round game day

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. The last practice shall conclude a minimum of 2.5 hours prior to tip of Game No. 1. If Game No. 1 tipoff is at 4 p.m. or later, the last practice shall conclude 5 hours prior to tip of Game No. 2.

**If the team entrance and training room will close after practices, both should re-open 2 hours prior to tipoff of the first game.

^If doors open 90 minutes prior to tip during the regular season, NCAA will follow the regular season protocol.

1 hour prior to first practice	Team Entrance and Training Room Open**
1 hour, 10 minutes prior to next practice	Game No. 1 Higher Seed Practice (one hour)
1 hour, 10 minutes prior to next practice	Game No. 1 Lower Seed Practice (one hour)
1 hour, 10 minutes prior to next practice	Game No. 2 Higher Seed Practice (one hour)

3 hrs prior to tipoff until 4 hrs after 2nd game	Media Workroom Hours
3 hrs prior to tipoff until halftime of 2nd game	Credential Distribution
Minimum 2.5 hours prior to tipoff	Game No. 2 Lower Seed Practice (one hour)
2 hours prior to tipoff up to tipoff	Media Buffet Open
90 minutes prior to tipoff	Playing Floor Open to Teams
1 hour prior to tipoff^	Facility Doors Open to Public
TBD	First-Round Game No. 1
Approx. 30 minutes after Game No. 1 ends	First-Round Game No. 2

Saturday, March 21 or Sunday, March 22, Day prior to second round

10:30 a.m. – 3:30 p.m.	Credential Distribution
10:30 a.m. – 5 p.m.	Media Workroom Hours
11 a.m.	Team Entrance and Training Room Open
Noon – 2 p.m.	Game No. 1 Winner Practice (2 hours)
1:25 – 1:40 p.m.	Game No. 2 Winner News Conference – Five Starters
1:25 – 1:55 p.m.	Game No. 2 Winner – Open Locker Room Media Availability
1:45 – 2 p.m.	Game No. 2 Winner News Conference – Head Coach
2:15 – 4:15 p.m.	Game No. 2 Winner Practice (2 hours)
2:15 - 2:30 p.m.	Game No. 1 Winner Team News Conference – Five Starters
2:15 – 2:45 p.m.	Game No. 1 Winner – Open Locker Room Media Availability
2:35 – 2:50 p.m.	Game No. 1 Winner News Conference – Head Coach

Sunday, March 22 or Monday, March 23, Second-round game day

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. The last practice must conclude 3 hours prior to tipoff. If tipoff is at 4 p.m. or later, the last practice should conclude 5 hours prior to tip.

****If the team entrance and training room will close after practices, both should re-open 2 hours prior to tip-off of the game.**

^If doors open 90 minutes prior to tip during the regular season, NCAA will follow the regular season protocol.

Note: Second round game times will be announced after the first round concludes.

1 hour prior to first practice	Team Entrance and Training Room Open**
1 hour, 10 minutes prior to next practice	Game No. 1 Winner Practice (one hour)
Concludes 3 or 5 hours prior to tipoff	Game No. 2 Winner Practice (one hour)
3 hrs prior to tipoff until 4 hrs after game	Media Workroom Hours
3 hrs prior to tipoff until halftime	Credential Distribution
2 hours prior to tipoff up to tipoff	Media Buffet Open
90 minutes prior to tipoff	Playing Floor Opens to Teams
1 hour prior to tipoff^	Facility Doors Open to Public
TBD	Second-Round Game



**TEAM CONTENT POLICY
2019-20 NCAA CHAMPIONSHIPS**

Each participating institution may designate two individuals to capture photo and/or video content. The team content personnel will be provided a credential and an armband/vest. They will be permitted to film and/or photograph their student-athletes ONLY while they compete from the designated shooting area(s), as determined by the media coordinator. During competition, team content personnel must follow all rules that apply to any other credentialed media.

Access will also be provided to the court/field during closed practices, the team locker room during pregame, halftime, postgame and any other times when the locker room is open to the media. In addition, the team content personnel can shoot from any area that credentialed media has access to (e.g., concourse).

Video footage shot by team content personnel must follow the guidelines set in place by the [Digital and Social Media](#) policy. Digital highlights may only be posted after the game or event concludes; Digital highlights may not be posted while a game or event is still in progress.

[NOTE: The team content personnel for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.]



WOMEN'S BASKETBALL UNIFORM GUIDELINES

HEADBANDS

- Only one nonabrasive and unadorned permitted.
- Must be cloth, elastic, fiber, soft leather, pliable plastic or rubber.
- Must be single color (white, black, beige or fabric color of jersey).
- Must not exceed 2 inches in width.
- One manufacturer's logo or one institutional logo/mascot permitted.
- No hard items permitted.
- Must be unadorned, e.g., no decorations.

UNDERSHIRTS

- Considered part of game jersey.
- Color must be similar to neutral zone of game jersey.
- Sleeves must be same length.
- One manufacturer logo permitted; may not exceed 2 1/4 square inches in area.
- Same color must be worn by teammates.
- Medical waiver from rules committee required for undershirt different from neutral zone of jersey.

WRISTBANDS

- Only one (per arm) nonabrasive and unadorned permitted.
- Must be cloth, elastic, fiber, soft leather, pliable plastic or rubber.
- Must be single color (white, black, beige or fabric color of jersey).
- Must not exceed 2 inches in width.
- One manufacturer's logo or one institutional logo/mascot permitted.
- No hard items permitted.
- Wristbands and headbands must be the same color and uniform among teammates.

GAME JERSEY NUMBER

- Number should be clearly visible, from a significant distance, to a variety of groups (e.g., coaches, officials, media, fans, etc.).
- Mandatory numbers on front and back centered horizontally.
- Number must be one solid color clearly contrasting with jersey regardless of any border. This border shall not be more than 1/2-inch wide and may be of any color(s).
- The border is not part of the number and may not make an illegal number legal.

LEG/KNEE SLEEVES

- May be white, black, beige or fabric color of jersey.
- Same color must be worn by teammates.



GAME JERSEYS

- See Rule Book Diagram (Rule 1-82)
- Neutral zone must be of same single color.
- Tonal shift of 15% permitted in neutral zone.
- Any logo/patch/flag on front or back shoulder panel may not exceed 2 1/4 square inches in area.
- Institutional/conference logo or memorial patch permitted on front apex of neckline or right/left shoulder panel.
- Institutional/conferences/memorial patch may appear on back at neckline but not on both front and back.
- National flag of NCAA institution may appear on left shoulder panel.
- Names intended to celebrate/memorialize persons, events or worthy causes permitted in back neutral zone of game jersey.
- Game jersey must be tucked into game shorts.

ARM SLEEVES

- Must be solid color (white, black, beige or fabric color of jersey).
- Same color must be worn by teammates.

SHORTS

- Perceptible majority of color must be same as neutral zone of jersey.
- One conference logo permitted; may not exceed 2 1/4 square inches in area.
- The waistbands of game shorts may not be rolled to show the manufacturer's logo when it appears on the outside of the shorts or any other words or phrases.

UNDERGARMENTS/TIGHTS

- May be white, black, beige or fabric color of jersey.
- One institutional logo/mascot may appear on tights.
- Same color must be worn by teammates.
- Both legs of the tights must be the same length.

MISCELLANEOUS

- All manufacturer's logos, labels and trademarks on uniform or apparel may not exceed 2 1/4 square inches.
- No logos of professional sports entities may appear on any uniform, article of apparel or equipment.
- Manufacturer's logo, label or trademark may appear once on shorts, once on jersey and once on any article of apparel.
- Only one institutional logo or mascot may appear on an arm sleeve, knee sleeve or leg sleeve.
- Fabric color does not include color of letters, numbers or logos on the game jersey.

NCAA is a trademark of the National Collegiate Athletic Association.