



***2024 FIRST FOUR, FIRST
AND SECOND ROUNDS
HOST OPERATIONS MANUAL***



The 2024 NCAA Division I Women's Basketball First Four, 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.



This manual outlines the responsibilities of a school that will be hosting the First Four, 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 school staff member familiarize themselves with the information and policies included in this manual and available on Teamworks (Refer to Section No. 22).

The NCAA considers this hosting opportunity a partnership between the host school, 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, school 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 school 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 schools, 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., "NCAA 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 NCAA staff will work closely with the host school, competition venue and city to ensure that the championship provides a positive and rewarding experience and serves as a showcase for the host school and community.

Diversity and Inclusion.

NCAA CHAMPIONSHIP POLICY RELATED TO ANTI-DISCRIMINATION: On Wednesday, April 27, 2016, the Board of Governors of the National Collegiate Athletic Association (NCAA) approved the following 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.

Accordingly, today we, the NCAA Board of Governors, reaffirm that it is the policy of the NCAA to conduct events that protect the student-athlete well-being and safeguard the experience of our students, fans and campus communities alike. To that end, we expect that in awarding contracts to host events, the selection process will include as one of many criteria that each bidder must 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. Furthermore, we are directing the NCAA staff to inquire of all sites, which includes presently awarded predetermined sites and/or non-predetermined sites, as to how they intend on assuring its ability to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

We must and we shall operate our championships and events in alignment with our values as we strive to promote an inclusive atmosphere in which student-athletes participate, coaches and administrators lead and fans engage.

As a core value, the NCAA and its championship host school/conference must be committed to championing diversity, equity, and inclusion across its functions, staff, partners, stakeholders, and communications platforms. Host school/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe, and supportive culture across all dimensions of diversity, including race, age, 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. The host school/conference plays a central role in fostering, growing, and preserving an inclusive culture on-site at NCAA championship events.

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](#)

NCAA Women's Basketball Staff

Mailing Address: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222

Shipping Address: NCAA, 1802 Alonzo Watford Sr. Drive., Indianapolis, IN 46202



Lynn Holzman
Vice President
Cell: 317-319-1897
Email: lmholzman@ncaa.org
Oversight of NCAA Women's Basketball



Meredith Cleaver
Director
Cell: 317-532-7655
Email: mcleaver@ncaa.org
Internal Operations: Financial Administration, Committee Liaison; Transportation



Amy Reis
Director
Cell: 317-731-2566
Email: areis@ncaa.org
External Operations: Branding, Digital/Social Media, Marketing, Key Stakeholders, Corporate Partners and Tickets



Lynne Andrew
Associate Director
Cell: 317-965-6591
Email: landrew@ncaa.org
Officiating, Site Selection, Manuals, Misconducts



Rachel Kay
Associate Director
Cell: 317-437-9589
Email: rkay@ncaa.org
Game Management (Reg & WFF), Facility (Reg & WFF), Venue Security, Drug Testing, Sports Medicine, Site



Amanda Benzine
Associate Director
Cell: 317-403-4879
Email: abenzine@ncaa.org
External Operations: Community and Special Events.

Representative Coordination



Kelsi Mahoney
Coordinator
Cell: 317-225-9293
Email: kmahoney@ncaa.org
Student Athlete Experience, Lodging, Hospitality, Merchandise, Transportation



Demetria Woodard
Coordinator
Cell: 463-317-9100
Email: dwoodard@ncaa.org
Teamworks, Sustainability, Volunteers, DE&I Liaison



Andrea Gaither
Executive Assistant
Cell: 317-410-6613
Email: agaither@ncaa.org
Championship Operations



Thomas Deatsch
Assistant Director
Cell: 317-292-6078
Email: Tdeatsch@ncaa.org
Game Management (Campus sites), Facility (Campus sites), Equipment, Catering, Evaluations, Shipments

Contact Information – NCAA Staff



Mikayla Hayes
Post Graduate Intern
Phone: 317-917-6126
Email: mhayes@ncaa.org
**Operations, Hospitality,
Volunteers, Band/Cheer, Ball
Kids, Sustainability**



Rick Nixon
Associate Director,
Media Services
Cell: 317-440-3059
Email: rnixon@ncaa.org
**Media, Public Relations,
Credentials, Radio**



Natalie Steger
Associate Director,
Broadcast Services
Cell: 317-966-6450
Email: nsteger@ncaa.org
ESPN



Binh Nguyen
Director -
Academic and Membership
Affairs
Cell: 317-242-9898
Email: bnguyen@ncaa.org
Compliance



Melissa Piening
Director – Financial Operations
Office: 317-917-6849
Email: mpiening@ncaa.org
Travel



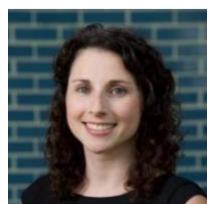
Tiffany Martin
Associate Director –
Championships External
Operations
Office: 317-917-6823
Email: tmartin@ncaa.org
Corporate Relations



Daress McClung
Assistant Director -
Championships External
Operations
Office: 317-917-6179
Email: dmcclung@ncaa.org
Digital and Social Media



Nathan Arkins
Associate Director –
Championships External
Operations
Office: 317-917-6790
Email: narkins@ncaa.org
Branding



Michelle Watsky
Associate Director, Media
Services
Cell: 317-437-4705
Email: mwatsky@ncaa.org
Media Coordination/Statistics

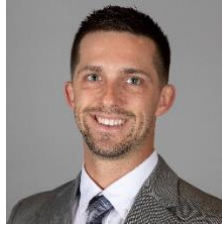


Tricia Krummen
Assistant Director –
Championships External
Operations
Office: 317-917-6534
Email: tkrummen@ncaa.org
**Ticket Marketing (Prelim &
WFF)**

Contact Information – NCAA Staff



Michael Gett
Assistant Director –
Championships External
Operations
Office: 317-917-6335
Cell: 317-410-7463
Email: mgett@ncaa.org
Game Presentation



Greg Bowder
Assistant Director –
Championships External
Operations
Office: 317-917-6465
Email: gbowder@ncaa.org
Tickets



Whitney Harris
Coordinator - Championships
External Operations
Office: 317-917-6345
Email: wharris@ncaa.org
**Licensing and Equipment
Suppliers**



Meghan Durham
Associate Director – External
Affairs
Office: 317-410-6583
Email: mdurham@ncaa.org
Communications

NCAA Affiliates

On Location (Hotels)

Jennifer Rothman Accardi

Office: 214-712-5256

Email: jrothman@onlocationexp.com

Event 1

Hayla Demel

Mobile: 913-202-3936

Email: hayla.demel@hanes.com

Collegiate Licensing Company

Olin Arnold

Office: 770-799-3234

Email: olin.arnold@clc.com

LEARFIELD Publishing (Programs)

Clerrinda Queen (Advertising)

Mobile: 336-473-3145

Email: Clerrinda.Queen@learfield.com

Chad Laytham (Editorial/Production)

Mobile: 859-396-7060

Email: chad.laytham@learfield.com

Casey Castle (Vending/Shipping)

Office: 859-226-4550

Email: casey.castle@learfield.com

Hammond Communications Group, Inc.

Craig Miller

Mobile: 859-221-0286

Email: craig@hammondcg.com

LEARFIELD Audio (Radio Rights)

Mike Dodson

Office: 859-226-4390

Email: mike.dodson@learfield.com

Cindy Johnson

Office: 859-226-4225

Email: cindy.johnson@learfield.com

Teamworks

Catie Conrad

Support: 877-821-5558

Office: 919-765-8666

Email: cconrad@teamworks.com

Van Wagner (VW)

Hannah Taylor

Mobile: 919-720-0996

Email: htaylor@vanwagner.com

Teamworks: To streamline communication with Women's Championship teams, the LOC and NCAA will utilize Teamworks as a messaging, file sharing and form submission platform. Teamworks is a complete online resource for pre-championship information, hosts and all 68 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>

NCAA Sports Science Institute: The NCAA's commitment is to protect the health and safety of college athletes. To read more about how NCAA works to provide college athletes with the best environment for safety, excellence and wellness through research, education, best practices and collaboration visit the SSI website.

Site: <https://www.ncaa.org/sports/2021/5/24/sport-science-institute.aspx>

Short's Portal Link: This website will provide tournament managers with travel information on teams, women's basketball committee representatives, NCAA 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 schools/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 schools/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 school/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 2023-24 is now available.

Site: <https://www.ncaapublications.com/productdownloads/WBR24.pdf>

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

Site: <https://www.ncaapublications.com/DownloadPublication.aspx?download=D123.pdf>

POLICY REVISIONS/REMINDERS

Please note the following new or revised championship policies for the 2024 championship. Refer to the appropriate section in this manual for additional information on these policies.

First Four - All sites bidding to host first- and second-round games must agree to host a First Four game as well for the 2024 championship. Facilities should be held exclusively for the championship from Monday, March 18 at 9 a.m. through Tuesday, March 26 at 9 a.m. All sites bidding to host must be available for all championship dates from First Four games through second round without exception.

Round	First Practice Day	Game Day
First Four	Tuesday, March 19	Wednesday, March 20
First Four	Wednesday, March 20	Thursday, March 21
First Round	Thursday, March 21	Friday, March 22
First Round	Friday, March 22	Saturday, March 23

Administrative/Sports Information Contacts Meeting. A meeting shall be held in-person on the first practice day at 10 a.m. (First Four) and 9 a.m. (First and Second-Rounds) to review administrative details, ESPN policies, media policies and sports information responsibilities. The meeting is mandatory for each school'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.

Additional attendees include the women's basketball committee representative, site representative, NCAA staff, timeout coordinator, ESPN producer and host personnel including, but not limited to, the tournament manager, media coordinator and facility liaison.

Game Officials Meeting. Each game official should be provided a \$35 voucher for a meal at their hotel or a nearby restaurant if the hotel does not have a full-service restaurant on property (reimbursable expense). This voucher should be provided during the game officials meeting the night before their game.

Credential Wristbands. Credential wristbands will be provided on practice 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 wristband at all times while inside the arena for practices.

Ambulance Service. At the NCAA's expense, an ambulance shall be provided to service the participants on all days the teams are in the building. The ambulance should be equipped with advanced life support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs and emergency respiratory equipment).

Alternate practice sites. Once assigned to an alternate practice site, hosts should share the AED location and EAP documents with teams assigned to that site.

Game Management Apparel. Hosts will receive a set of 50 assorted sized pieces of apparel to outfit tournament staff.

Scouting Seats for First Four game. Three scouting seats will be available only for the team that will be playing the advancing team from the First Four game.

The tournament manager shall assign four individuals to serve as liaisons with the participating schools' bands and cheerleaders. These individuals shall inform the groups of their designated entrance and storage area, ensure that they comply with NCAA Women's Basketball Championship policies and serve as escorts for the bands and cheerleaders at all times when they are in the facility, including postgame celebrations. These liaisons will work with the NCAA staff to coordinate performances and appearances by the participating bands while in the facility.

1.1 Commercial Identification.

Band and cheer members must wear their school band uniform that may bear only a single manufacturers or distributor's label or trademark, not to exceed 2 ¼ square inches in area. These uniforms must be worn for all official NCAA performances, including practices, pep rallies, Battle of the Bands, special appearances and games. Band and cheer groups may not perform routines that are affiliated with any professional sports team or commercial products.

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. The facility may provide amplification for the bands' performances.

1.4 Entrance/Seating.

Entrance to Facility. For their team's session only, a maximum of twenty-nine band members and one director shall be admitted to the facility. Additionally, twelve cheerleaders, one mascot and the cheerleading coach shall be admitted to the facility for their team's session 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. The band director or primary administrator may make changes to the pass gate list upon arrival. 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 their use only for the sessions in which their band is participating. The band director shall accompany and supervise the band at all times.

Cheerleading Coach. The cheerleading coach will be issued a credential for their use only for the sessions in which their 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.

Seating When Competing. The facility shall create two areas with 31 individual chairs, 29 for the band of each participating team, one for the school's band director and one for the school'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.

Cheer/Mascot Seating When Competing. 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 and breaks between quarters. They must not block the view of participants, patrons or media during competition. Cheerleading squads are not allowed to enter 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 or breaks between quarters. 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.

Seating When Not Competing. 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 school'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 Failure to Comply.

If any member of the band and cheer group does not comply with championship policies, the tournament manager and/or band/cheer 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 NCAA staff and the Women's Basketball Committee will consider it as failure to adhere to championship policies.

1.6 Maximum Number.

Bands are limited to a maximum of 29 individuals and one director. Each school is permitted a maximum of 12 cheerleaders or spirit squad members, one mascot and one cheerleading coach.

1.7 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.

1.8 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 schools 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.

1.9 Storage/Holding.

Bands must leave equipment cases on the bus or at their hotel. The facility shall provide an area where band members will hold prior to entering the courtside area to setup for their game. The space will also be outfitted with 20-40 chairs as space permits around the perimeter, beverages, trash can and a television (if available, first game

day only). 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. A restroom will be identified near the area for the group to access while waiting to move courtside. The NCAA, host school and facility are not responsible for the security of these stored articles.

1.10 Dance Squads.

If a school'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 a school elects to bring its dance squad in addition to the designated cheerleading squad, these individuals must be provided a ticket from the school'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 school'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 school at halftime. If an entertainment group has been scheduled to perform at halftime by the host school, they will be given priority over participating schools' dance teams. The host school must inform participating schools prior to them making travel arrangements, that a performance has been scheduled and therefore they will not have time on the court.

1.11 Mascot.

Each school 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 or breaks between quarters. During play, mascots must be seated on the end of the cheerleading squad 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 Four, first and second rounds or regional rounds of competition.

1.12 Performance Guidelines.

All cheerleading squads must conform to the guidelines established by USA Cheer and can be viewed at <https://usacheer.org/college-cheer>. The NCAA, host school 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 school's sole responsibility.

The participating school 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 schools if the facility has more stringent requirements than those set forth by USA Cheer and the primary team administrator of each participating school must apprise their 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 schools' representatives may perform at halftime. Each school may perform for a maximum of four minutes. However, if other activities are scheduled at halftime by the host school or the NCAA, those activities will be given priority over participating school'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.

1.13 Cheer 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. This area should not be near the team locker rooms. The games management staff shall provide NCAA cups, soft drinks and water in this area. If available, mats should be laid down in this space.

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

1.14 Substitute Band.

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

A school 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 school provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the school 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 school's allotment or the host school's ticket office.

1.15 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.

2.1 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 the last 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. 2.2 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.
- **Credential Wristbands.** Credential wristbands will be provided on practice 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 wristband at all times while inside the arena for practices.
- **Armbands (GAME DAYS ONLY).** Armbands provide access to assigned photo boxes. All individuals with armbands, must also have a credential.

2.2 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 and interview room.
- **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 school'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. 2.3 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 Meal	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						

2.3 Participating School 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. In the event of a building evacuation, bus drivers must be ready to respond immediately. If bus parking is available within the loading dock area, bus drivers will be admitted to the facility through the team entrance and must 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 for games, or credential wristbands, which must be worn at all times while inside the arena for practices and shootarounds. Credential pins provide a seat on the bench during the game in which that team is participating, or a seat in the non-playing participant section or in a designated scouting seat, during the game in which the team is not participating. Twenty-five seats will be provided in the non-playing participant seating area. The Bench Pass Gate List must be submitted via Teamworks no later than 5 p.m. local time Tuesday prior to competition. 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 school 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 school name on it and do not need to include the name of the individual in possession of the credential. If requested by the participating school, 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 schools competing in that particular game. All other individuals with TEAM credentials must be provided tickets from the school's allotment and be seated in the general public seating area.

Team Photographer and Team Content. Each participating school may designate two individuals to capture photo and/or video team 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 school to record a "scout" tape. The team content provider will not be given access to the courtside photo boxes. (Refer to Appendix No. 17)

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. Based on space availability, a participating school may be provided courtside media seating access or a position in the audio/video distribution area to create "scout clips." Representatives of participating schools 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 school 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.

2.4 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 School. Only host school 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 school's athletic department who do not have game management or media coordination responsibilities.

Hammond Communications. Individuals representing Hammond Communications shall receive All-Access credentials.

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 photo armbands which will be distributed by a member of the host media staff.

Professional Scouts. Scouts for professional teams and organizations will not be issued credentials. Scouts who want to attend must purchase a ticket and sit in the ticketed area.

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

2.5 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 Four/First-Round Game Day	3 hours before tipoff of first game until end of first quarter of last game
"Off" Day	10:30 a.m. – 3:30 p.m.
Second-Round Game Day	3 hours before tipoff until end of first quarter

2.6 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 School'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.

2.7 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. 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 (150)
- Event Management (200)
- Media (230)
- TEAM (210)
- ESPN (100)
- Conference (25)
- Conference Network (14)

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.

Labels. A 1" x 2 5/8" adhesive label should be affixed to each credential (e.g., Avery labels #5160). Sheets of labels will be provided by the NCAA. 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.** .

NOTE: The example below illustrates the preferred font and size of the credential labels. The name, if possible, should be in Arial, bold, 18 pt. font and subsequent lines should be in Arial, bold, 12 pt. font. Templates will be made available to host media coordinators.

<p style="text-align: center;">JANE DOE</p> <p style="text-align: center;">Independent Gazette</p> <p style="text-align: center;">MEDIA</p>
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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.

3.1 Drug-Testing Expenses.

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

3.2 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 school 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.

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 from the NCAA-supplied inventory (water and hydration products);
- Three to four large trash containers.

The only access to the drug-testing area should be through the check-in/check-out area.

3.3 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.

3.4 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.

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.

3.5 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 school 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.

3.6 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.

3.7 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 school 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 school 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, school 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 school 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 staff.

4.1 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 Sunday, March 17, 2024**, that submit a bid meeting minimum requirements (specifically venue and hotel availability) for hosting in their regular season women’s basketball home facility. Additionally, all sites bidding to host first- and second-round games must agree to host a First Four game as well for the 2024 championship. Facilities should be held exclusively for the championship from Monday, March 18 at 9 a.m. through Tuesday, March 26 at 9 a.m. All sites bidding to host must be available for all championship dates from First Four games through second round without exception.

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 school’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 school, not the NCAA.

Additional notes:

- The host school is not required to play a game in the proposed facility during the 2023-24 regular season for it to be used for the 2024 NCAA championship.
- The division I women’s basketball championship committee retains flexibility to make an exception to the home facility conflict policy when necessary.

4.2 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, wine and prepackaged beverages with an ABV of 15% or less) 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;
- Financial agreement;
- 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).

“Drink Responsibly” messaging must be present and communicated at concession stands, through PA reads, video board messaging and other platforms available.

4.3 Concessions.

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

Alcohol Sales. Beer, wine and prepackaged beverages with an ABV of 15% or less are the only alcoholic beverages to be sold to general attendees at NCAA championship events or ancillary events. “Drink Responsibly” messaging must be present and communicated at concession stands. The alcohol management policy of the event venue or alcohol concessionaire (whichever may be the case) must address the following:

- Prevention of alcohol sales to visibly intoxicated patrons
- Prevention of alcohol sales to minors
- Serving sizes and quantities
- Alcohol sales cut-off time
- Outside beverages
- Security and disturbances
- Alcohol management training requirements for employees

NCAA requires the host/venue to pay an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event, less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses).

Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s) and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA. Copies of the concessionaire’s and/or venue’s certificates of insurance (to the extent applicable) must be submitted to the NCAA (insurance@ncaa.org) to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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.

4.4 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, chairback covers 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. 5.4)

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.

4.5 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 school 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. 1 and 2)

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.

Overflow Courtside Seating. An overflow seating section should be created for use of tournament staff that are not assigned to a space on the official scorer’s table, or a media row location.

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 stacked behind the first row consisting of nine boxes, for a total of 18 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. 11)

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 schools rather than “Home” and “Visitors.” The in-venue production coordinator shall test the display of participating school 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. 4.20)

Video of Other Games in Facility. Live look-ins of other First Four, 1st, and 2nd round games, with no audio, on the main videoboard are permitted and encouraged during media timeouts when able. It is also permitted to show other live game coverage in facility concourses, also with no audio.

4.6 Decorating and Advertising.

Alcohol/Tobacco/Gambling and Competitors to NCAA CCPs. All alcohol, tobacco and gambling advertisements/corporate identification visible by broadcast cameras or game attendees from any area visible from the competition area or seating bowl must be covered at the expense of the host or venue. Facilities shall use black material (e.g., heavy cloth, duvateen or visqueen). The coverings must be either 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. Typically, the American flag is placed in the lower right corner of the backboard.

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. Any static commercial signage on the scorer’s tables must also be covered at the facility’s expense.

Decorating. The facility shall coordinate the “look” as outlined in the style guide.

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 school has hosted the championship in the past and would like to reuse signage from previous tournaments, please contact Thomas Deatsch for approval and/or updated templates. A list of suggested signage is included in Appendix No. 3.

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

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. The signage will consist of courtside banners as well

as locker room and hotel décor. Signage may be incorporated into existing LED tables where possible.

Note – the 2024 WBB first and second round signage kits are under review and additional signage collateral is planned to be added to the above listing. Selected hosts will be notified of the updated and enhanced signage packages.

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.

4.7 Accessibility.

Americans with Disabilities Act – Title III (Public Accommodations). The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host school is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host school is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host school becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

If the host school receives a request for an accommodation, which may require input from the NCAA, the host school shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

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

The facility shall provide written confirmation of compliance and any other pertinent information when submitting the bid to host.

4.8 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. Refer to the below chart for first practice dates for the 2024 championship. All sites bidding to host first- and second-round games must agree to host a First Four game as well for the 2024 championship. Facilities should be held exclusively for the championship from Monday, March 18 at 9 a.m. through Tuesday, March 26 at 9 a.m.

Round	First Practice Day	Game Day
First Four	Tuesday, March 19	Wednesday, March 20
First Four	Wednesday, March 20	Thursday, March 21
First Round	Thursday, March 21	Friday, March 22
First Round	Friday, March 22	Saturday, March 23

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 at 4 p.m. 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 School Practices. The host school's team may practice on the competition floor until 9 a.m. the day prior to the first-round 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 school 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 Thomas Deatsch 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 chair back covers, traction mats (Slip Notts), mops, bench towels, sideline product (Coke), signage, etc.

4.9 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.

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 the following needs:

- (2) 120 V / 20 Amp Circuit at Video / Audio Control (near camera platform)
- (1) 120 V / 20 Amp Circuits at Dais Platform for Lights and Speakers

Power Requirements (Television Compound). Three dedicated services of power (all three phase and 208 volts) for mobile A-unit (400 Amps), B-unit (200 Amps) and satellite uplink truck (100 Amps) shall be available for all women's basketball regionals. An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks (75 feet long by 25 feet wide). There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers. Each trailer requires 220-volt, single phase and 100 amps per leg. If a facility meets all the requirements to host the women's basketball regionals, but does not have adequate power for television, ESPN will provide the generator.

4.10 Medical Facilities.

General Public. At its expense, the facility must provide certified medical personnel and a first-aid room on game days. One (1) ambulance must be provided on game days to serve the public. This one (1) ambulance will also be required to service participating teams. Should the on-site ambulance be called to service, another ambulance must immediately be sent to the facility in its place. Nearby hospital facilities (within a five-minute drive) must also be identified. If hospital facilities are further than five minutes, two staffed ambulances, one for general public and one for participating teams, may be required.

Participants. (Refer to Section No. 21.2)

4.11 Meeting with Women's Basketball Committee Representatives.

The women's basketball committee representative, NCAA staff and/or site representative 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 at 4 p.m. local time. 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.

4.12 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 official's 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 ABC, ESPN, ESPN2 or ESPNU).

4.13 NCAA Space Requirements.

The host school 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. 6.1)

Athletic Training Room. (Refer to Section No. 21.2)

Band Seating. The facility shall set two areas with 31 individual chairs, 30 for the band of each participating team and one for the school's cheerleading coach. The seating areas shall be in the baseline areas, on the floor in two or three rows or in end zone seating 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. 1.9)

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, site representative, 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 schools' 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. 1.13)

Drug Testing. (Refer to Section No. 3)

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. 8)

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 an electronic pass gate list, therefore power and connectivity will need to be available in this area. This entrance shall be separate from the team entrance and media entrance.

Credential Entrance. This entrance shall be near the media workroom and should be an entrance separate from the team, band/cheerleader and public entrances.

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. 20.2)

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.

Player-Guest Entrance. A separate entrance must be identified for expedited entry of individuals with player-guest tickets. This area must be near the team will-call area but must be a separate area. Each team’s player-guest and will-call entrance must be clearly identified with appropriate and highly visible signage as part of the overall décor plan. A game feed should be provided if a television exists in this area.

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.

Team Will-Call. The facility shall provide space for each school to operate a ticket window, if requested or the host school does not utilize digital tickets for entry. Each team’s ticket window must be clearly identified with appropriate 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 schools. 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 Meal Area. The facility shall provide a media buffet area to accommodate a minimum of 60-90 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 theater-style, must accommodate a minimum of 25 and up to 50 individuals. Sight lines should be unobstructed. This area should be free from background noise (e.g., noise from the playing floor or HVAC systems, etc.). The competition venue is responsible for providing room decor, staging / dais, camera platform, tables, chairs, Wi-Fi, and electrical power. It is preferred that the entire interview area be carpeted (or similar). The competition venue will provide communications, photographs, and documentation to NCAA and Hammond Communications prior to the event to help illustrate the details of the proposed media interview area size and layout. The NCAA / Hammond Communications will send a preliminary questionnaire form to initiate the process of identifying the proposed media interview area.

Hammond Communications. The NCAA has designated Hammond Communications Group, Inc. to provide audio / video production and media support services of the Division I Women’s Basketball First Four, First and Second Round. Hammond Communications' primary objective is to provide press conference production for all formal press conferences being conducted in the media interview room. Prior to the event, Hammond Communications will work with each host on the interview room space setup. All formal in-person press conferences will also include a virtual component that allows non-attending or off-site media to ask questions via an NCAA Zoom Webinar account. Hammond Communications will have 2 to 3 crew members onsite beginning on equipment set day (two days before the first game) until the conclusion of the event. Hammond Communications crew members include a Site Supervisor and a Video / Audio Technician. Hammond Communications will provide audio and video equipment to produce and distribute the press conferences,

including video camera, lighting, audio mixer, microphones, speakers, laptops, and pool feed mult boxes. Please note that the host / competition venue is responsible for providing two crew personnel members, namely a camera operator and a utility / stagehand (refer to the Host Personnel section of this document for additional details on Host personnel responsibilities). If the venue has Union Protocols that affect Hammond Communications' crewing, this will need to be coordinated during one of the NCAA / Hammond Communications phone conferences and subsequent correspondences prior to the event. Facilities should direct inquiries to Craig Miller, with Hammond Communications (refer to the Contact Information section).

Audio. Electronic media will have access to the audio of the news conferences taking place in the interview room via the audio/video distribution mult boxes provided by Hammond Communications.

Dais Platform. It is recommended that the competition venue provide staging / dais that is 20 feet wide, 8 feet deep, and 2 feet tall. The staging 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 student athlete / coaches holding area. Safety rails, at least four feet high, must be installed on the rear and sides of the dais. Two 8-foot-30-inch tables with BLACK skirting and white vinyl topping (or white table cloth topping) shall be positioned side by side on the dais to create a head-end table. The platform should have pleated black draping to the floor. We realize there may be space limitations, including ceiling height restrictions, necessitating dais size adjustments. The dais is to accommodate four (4) participants, namely the team's coach, two student-athletes, and a moderator; therefore, four chairs will be needed on the dais.

Camera Platform. It is recommended that the competition venue provide staging for two 8-foot by 4-foot camera platforms at the same height as the dais. The platforms should be positioned no less than 20 feet and no more than 30 feet from the dais, 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 2-inch gap separating each. The platform closest to the dais is to be used for the press conference camera, while the rear platform is for the camera operator. There should be no obstructions between the camera platforms and the dais, such as hanging lights, structural columns, etc. Competition venues shall provide two 8-foot tables and five chairs directly beside the camera platforms. Hammond Communications will position these tables for equipment and personnel to be used at their audio / video control positions. These tables and platforms should be draped as all tables should be in this area

Host Personnel Requirements for Press Conferences. Per the NCAA, the host will supply one (1) experienced camera operator, one (1) utility/stagehand, one (1) moderator, and one (1) microphone handler for the duration of the event. While the moderator should be selected for the entire event, we understand that the host may need to provide multiple individuals to fulfill the other positions.

General description of camera operator's skills:

- Assist with the set and strike of the interview room audio/video equipment
- Operate a stationary, single camera on a tripod set in studio configuration
- Should be able to quickly frame a shot and pan/zoom as interviewees speak
- Review an instructional video that details camera setup and use (Hammond Communications will provide video)

General notes:

- Hammond Communications' on-site tech will assist with the setup and operation of the camera
- Hammond Communications will provide all equipment, including the camera and tripod

Host Institutions may prefer to rely on their student body to fill this position.

Internet. The competition venue shall provide 75 Mbps Up / Down bandwidth via facility provided Ethernet cabling to Hammond Communications' control position in the Interview Room. This service allows the following:

- Press conference file uploads to the NCAA Digital Media Hub
- Live streaming to the NCAA selected online video sharing and social media platforms
- Hybrid press conference approach via NCAA provided virtual conferencing application

Décor.

Backdrop. The NCAA will furnish a news conference backdrop to be hung behind the dais. The backdrop is 20 feet wide by 10 feet high. The backdrops should be installed such that they are pulled taut and are wrinkle free. In some instances, this backdrop will be larger than the space allows. In these cases, the same backdrop will be utilized, yet installed such that only a portion of it is utilized with the goal of maintaining the look and feel of a NCAA championship backdrop.

Chairs/Tables. Two 8-feet x 30-inch tables with BLACK skirting and white vinyl topping shall be positioned on the dais. Four chairs will be needed on the dais.

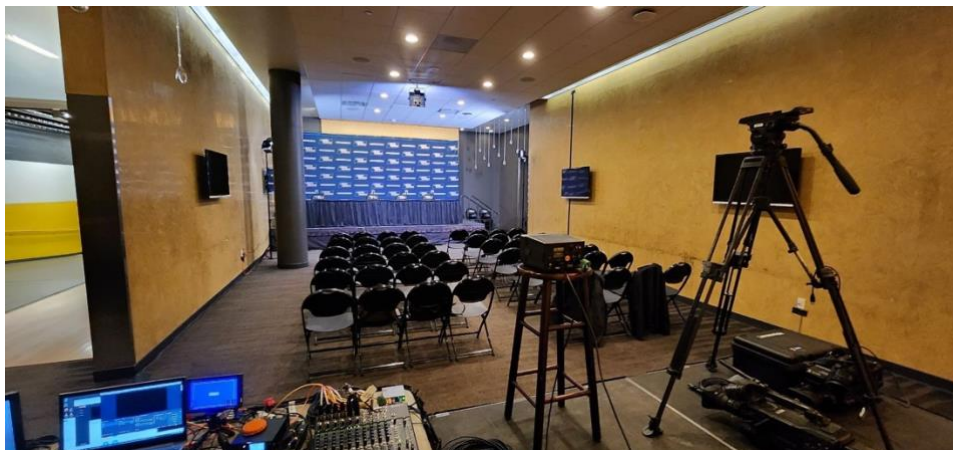
Chairback Covers. March Madness chairback covers should be used on the dais. These are the same as the allotment used for the benches and scorer's table. Covers must be returned to the NCAA following the championship.

Signs. Only NCAA-approved signs are permitted in the media interview area and direct walkways into the interview area. All other existing signs should be removed or covered.

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 to ensure a finished appearance.

Holding Area. An area in close proximity to the interview room can serve as a pre-interview holding area for coaches and student-athletes if distance from locker rooms to interview room is prohibitive. 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 notified by the locker room stewards and escorts that it is time to proceed to the interview room.

Seating. Sight lines should be unobstructed.





Set-Up Schedule. Hammond Communications will begin their equipment set at 10 a.m. three days before the first game. The competition venue should have the Interview Room and AV Distribution area set and ready prior to Hammond Communications' arrival. This includes the interview dais, camera platforms, carpet (if applicable), internet, electrical power, and tables. Pipe-and-drape, decoration, and chair placement can take place throughout the day, but must be complete by 2 p.m. during Hammond Communications' set day. The facility liaison should contact Hammond Communications with any questions or concerns relative to set up arrangements or schedule.

Security. After Hammond Communications' setup is complete (two days before the first game) in the media interview room and until the conclusion of the event, in-venue security services shall be provided for this space, which can include stationed security personnel, video monitoring and/or physical lockdown of the space, utilizing existing host venue security protocols. Hammond Communications is exempt from security fees.

Hammond Areas Electrical Requirements.

Interview Room

- (2) 120 V / 20 Amp Circuit at Video / Audio Control (near camera platform)
- (1) 120 V / 20 Amp Circuits at Dais Platform for Lights and Speakers

A/V Distribution

- (1) 120 V / 20 Amp Circuits
- Venue shall place surge protectors, outlets, or similar on both tables.

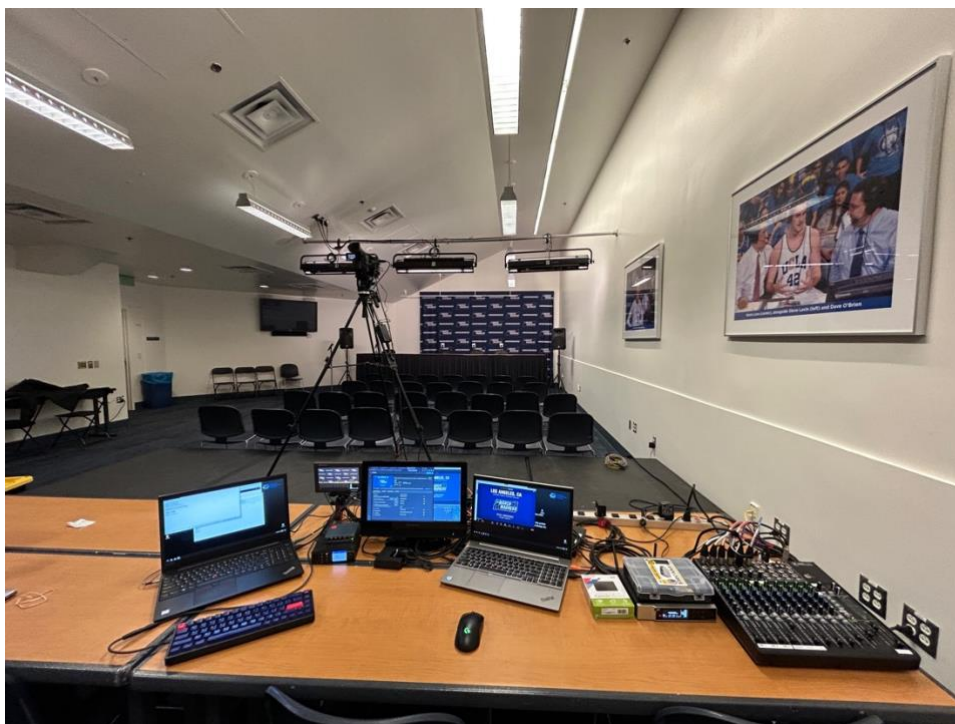
Misc Notes

- All circuits must be non-GFI and supplied by the facility.

- The facility must drop power at all designated locations. This includes necessary power strips on top of designated tables.
- Circuits utilized for Video control, Audio control, Speaker system, and AV Distribution must be on the same ground.
- All cables used for individual circuits must be 12/3.
- Mercury Vapor lighting instruments cannot be utilized in the interview room or AV Distribution areas. This type of lighting can create interference with video and audio signals, as well as uncorrectable color shifts. High pressure sodium lighting is also discouraged due to the orange color of the light.
- All fees / charges for electrical services are the responsibility of the facility or the host.

Audio/Video Distribution of Press Conference Interviews. The competition venue shall determine a location for Audio/Video Distribution where media members and schools can utilize their recording devices to record the press conferences. This area may be in the same space as the interview room (opposite the dais), or in an adjacent room / space / corridor near the interview room (no more than 75 feet from the interview room). The venue shall place two 8-foot tables in this area and provide electrical power to both tables. Hammond Communications will provide press conference video (with embedded audio) to pool feed mult boxes/press bridges at these two tables. Output will be 1080i 59.94 with embedded audio and will require participant's recording devices to have BNC / SDI connectors. The press conference pool feed is available to media and schools so they can record the press conferences live as they happen.

Video/Audio Distribution of ESPN Game Feed. An area near the ESPN truck compound 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 8-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 schools are responsible for providing their own cabling and equipment at the mult box. No melts will be provided. Melts can be obtained through Veritone: <https://www.veritone.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 3 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 3 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. 9)

NCAA Merchandise Storage Area. The facility shall provide storage space for merchandise, subject to the approval of the official NCAA concessionaire.

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. 7.5).

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. 6.1)

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 a school'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.

Media Access. Health and safety protocols permitting, locker rooms will be open to media access throughout the 2024 championship. All student-athletes not participating in the formal press conference on the dais in the interview room shall be made available to covering media at specific times. On practice days, open team locker room media access periods will occur simultaneously with the formal interview room press conference times. On game days, media access will be permitted for 30 minutes following the cooling-off period. Availability can take place in the respective team locker room, locker room hallway or other adjacent available space location that can provide increased spacing between student-athletes and the media. Host media coordinators are asked to assign two locker room stewards, per locker room, who will be asked to work with the respective team media relations contact to identify media access space and to ensure that access timing and protocol policies are followed. Participating institutions have the option of extending the media access time beyond the provided 30-minute availability, while they must receive approval by the on-site NCAA representative to shorten media access periods if no media is present.

Décor. Signage will be placed both inside and outside each locker room on game days.

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. 6.2)

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.

4.14 Official Scorer's Table.

The official scorer's table must be 40-50 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 school, 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. 4)

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: Thomas Deatsch) at the conclusion of the competition.

Monitors/Headsets. (Refer to Section No. 4.12)

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.

4.15 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 60-70 complimentary parking spaces for use by the media, the NCAA, game officials' evaluator, the participating schools and ESPN. If required by the facility, parking passes may be printed by the host school. There is no 'official template' for parking passes. However, parking passes may be created from the directional signage packages.

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 school shall prepare signage to designate the team bus, band/cheerleader bus and one additional school bus. A designated complimentary parking area should be identified for the school 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.

4.16 Personnel.

The facility is responsible for all operating personnel deemed necessary by the facility, host school 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 school 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.

4.17 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 school 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 school for the use of suites, shall be the responsibility of the host school.

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.

4.18 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. The NCAA has a no re-admittance policy.

4.19 Team Benches.

Benches will be assigned by the tournament manager with approval from the women's basketball committee representative, based on the host school'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. The tournament manager is responsible for returning the chair back covers to the NCAA (Attn: Thomas Deatsch) 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.

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.

4.20 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 (VW) will provide all videoboard and electronic messaging content inside and outside the facility. VW 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. See below for a breakdown of replay protocol throughout the tournament.

Type of Replay	Source	Replay Speed	# of Replays
Highlights (does not include highlight packages)	Any feed	Full speed or slow motion	2
Controversial	Unaltered broadcast feed <ul style="list-style-type: none"> From replay only-can be individual broadcast cameras or the clean feed DO NOT play the broadcast feed directly to the board 	Full speed	2
Official Review	Unaltered broadcast feed <ul style="list-style-type: none"> Do not use in-house cameras but can use a direct broadcast feed DO NOT play the broadcast feed directly to the board but can use it after it goes through replay. 	Full speed or slow motion	Up to 4 times until a decision is made

Video of Other Games in Facility. Live look-ins of other First Four and first & second round games, with no audio, on the main videoboard are permitted and highly encouraged during media timeouts when able and if possible. It is also permitted to show other live game coverage in facility concourses, also with no audio.

4.21 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 250 wireless, including NCAA staff, host school staff, radio rights holders, print media and others approved by the NCAA. Wireless accessible locations must include courtside, NCAA and host school 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, Hammond Communications, media, host media coordinator and participating sports information contacts on site.

5.1 Game Programs.

(Refer to Section No. 17)

5.2 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 Rental. In some cases, a school'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 videoboard staffing, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Additionally, 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. However, for off-campus venues, the NCAA shall reimburse for the following championship personnel: PA announcer, scoreboard operator (timer), official scorer, shot clock operator, statisticians and necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). 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. A facility fee (included in the face value ticket price) shall be permitted at off-campus venues provided the facility fee income is not a pass through to the competition venue's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NCAA upon request

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. 4.1). 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 school, not the NCAA.

5.3 Honorarium.

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

On-Campus. The women's basketball committee may recommend that a school serving as a host to a First Four/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. A school serving as a host of a First Four/first- and second-round session in an off-campus facility that serves as the school's home arena, may be awarded a maximum of 10 percent of the net receipts as a host honorarium.

5.4 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 school, 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 schools can be offered but will not be offered in cases where the host school 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 school, 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 school 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 school or venue. Any actions, errors or omissions that may invalidate coverage for host school 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.

5.5 Lodging Expenses.

Approved Master Bill Expenses. The room and tax for individuals outlined below must be direct billed to the host school 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 and/or Site Representative.
- Replay Technician (DVSport).
- Game Officials.
- Officials Evaluator.

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

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. 10.3)

NCAA Affiliates. All NCAA affiliates (such as Hammond Communications) will be responsible for their own lodging expenses. Host schools 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.

5.6 Expense Responsibility and Reimbursement.

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

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

Host Responsibility. These costs should be added to the final host expense report.

Scorer's Table Personnel. The host school shall provide a staff experienced in college basketball to serve on the official scorer's table, including the PA announcer, official scorer, timer, shot clock operator and statistics crew. These individuals shall be paid a minimum of \$100 per game. Payment of game fees which exceed this amount must be approved in advance by the NCAA.

Timeout Coordinator. The host school shall select and pay the TOC directly for their service. TOCs shall be paid a minimum of \$100 per game.

Venue Operations Staff. The venue shall provide and pay staff for basic operations during the championship including custodians, maintenance, police and security, ticketing personnel and ushers.

5.7 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 (already a requirement for hosts); 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 Equipment, Facility, Facility Fees, Officiating Expenses, Personnel, Promotion Expenses and State and City Taxes plus actual Entertainment expense

(not to exceed budgeted Entertainment expense) within the Budget System. Refer to Appendix 19.

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. Additionally, NCAA may request or require hosts to adjust their planning and budget as planning for the championship evolves. Any expenditure more than the approved amounts or expenses that are not approved will be the responsibility of the host school, even if estimated receipts are exceeded.

Borrowing. The host school 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 school 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 school 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. Hosts should review the below timeline to ensure the settlement is complete within the required timeframe. The following items could delay the final settlement:

Returning Items. Each host site must return any equipment or other items that NCAA requires must be returned. The NCAA staff will inventory all items and will notify sites if anything is missing.

Ticket receipts. A ticket audit must be uploaded to the host reporting system (prior to submission) as a requirement of the settlement.

Friday/Sunday Site	Saturday/Monday Site	
Wednesday, March 20, 2024	Wednesday, March 20, 2024	Deadline for last budget edits to NCAA pre-tournament
Wednesday, March 27, 2024	Thursday, March 28, 2024	Venue will email the completed Program Sales Settlement Sheet to casey.castle@learfield.com no later than 3 days after event.
Monday, April 8, 2024	Tuesday, April 9, 2024	Venue shall send the completed Program Sales Settlement Sheet and a check for the amount due to Learfield Communications, LLC, P.O. Box 843038, Kansas City, MO 64184-3038. Other payment options include ACH and wire, please send payment notification to AR@learfield.com. ACH instructions: Bank: Commerce Bank Routing: 101000019 Account: 403549625

Monday, May 6, 2024	Tuesday, May 7, 2024	<p>Deadline for:</p> <ol style="list-style-type: none"> 1. Budget, ticket receipts (including uploading your ticket audit document - REQUIRED) submitted in the host reporting system. 2. Hosts to return all equipment items to NCAA. (NCAA Contact: Thomas Deatsch, tdeatsch@ncaa.org).
Monday, May 13, 2024	Monday, May 13, 2024	<p>Hosts will be notified via email from the host reporting system once the Internal NCAA review is complete.</p> <p>*Review process includes budget review by WBB staff and NCAA ticket staff (audit must be uploaded), alcohol/concessions settlement review by NCAA finance staff, and inventory of championship equipment returned by host. Then, NCAA champs finance staff will review and provide final approval. Host contacts will be notified via email once the host report has received final approval by all NCAA parties involved, please only remit payment to the NCAA after this notification has been received.</p>
Monday, May 20, 2024	Tuesday, May 21, 2024	<p>Completed settlement due.</p> <p>DO NOT REMIT PAYMENT UNTIL NCAA CHAMPIONSHIP FINANCE HAS APPROVED YOUR SUBMISSION.</p> <p>NCAA Wire Transfer or ACH Account Information: Please note that we have separate ABA numbers for wires and ACHs. To: PNC Bank, Indiana Account Name: NCAA General Operating Account Account No: 4622326847 ABA for ACH: 071921891 ABA for Wires: 041000124</p>

Payment to NCAA. The NCAA will accept payment via ACH, wire transfer, credit card or check. Do not forward payment until the NCAA has reviewed and approved the actuals.

NCAA Wire Transfer or ACH Account Information:

Please note that we have separate ABA numbers for wires and ACHs.

To: PNC Bank, Indiana

Account Name: NCAA General Operating Account

Account No: 4622326847

ABA for **ACH**: 071921891

ABA for **Wires**: 041000124

Ticket Service Charges. (Refer to Section No. 24.10)

Host Revenue Opportunities. The facility shall retain all the revenue from concessions (excluding alcohol; see Section No. 4.3) and parking unless a split of concessions is agreed upon by the facility and the NCAA.

Concessions. Beginning in 2024, all concessions reporting will be included within the host reporting system and will be reviewed during the settlement process. Refer to Section Nos. 4.2 and 4.3 for more information regarding alcohol sales.

Parking. 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. Parking fees may not be charged to members of the media. (Refer to Section No. 4.15)

5.8 Taxes.

Through the bid system, the host school 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 June 2023, the NCAA was tax-exempt in the following states: Alaska*, Arkansas, Colorado, Connecticut*, Delaware*, District of Columbia, Florida, Illinois, Indiana (not for hotel lodging or food/meals), Kansas, Kentucky, Louisiana*, Massachusetts, Michigan, Missouri, New Jersey, New Mexico*, New York, North Carolina*, 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 Emily Clow in the NCAA national office (317-917-6430) with questions. *Contact Emily Clow for additional information pertaining to these states: Connecticut, Delaware, Montana, New Hampshire, New Mexico, North Carolina, Oregon and Utah.

5.9 Ticket Payment.

It is the responsibility of the host school to collect revenue due from the sale of tickets. No tickets may be distributed (other than NCAA tickets and participating school 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. 24.1)

The host school is required to include its vendor identification number and an original invoice to expedite the participating school's payment. The host school 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 school 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 school shall issue a reminder to participating schools and notify the NCAA that payment has not been received. The NCAA staff will assist in the facilitation of ticket payments by the participating schools. If there are any outstanding payments on the 45th day following the competition at the site, the box office manager should provide the NCAA (Thomas Deatsch, tdeatsch@ncaa.org) with details regarding this delinquency. (Refer to Section No. 24.3)

6.1 Required Meetings.

Administrative/Sports Information Contacts Meeting. A meeting shall be held in-person on the first practice day at 10 a.m. (First Four) and 9 a.m. (First and Second-Rounds) to review administrative details, ESPN policies, media policies and sports information responsibilities. The meeting is mandatory for each school'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.

Additional attendees include the women's basketball committee representative, site representative, NCAA staff, timeout coordinator, ESPN producer and host personnel including, but not limited to, the tournament manager, media coordinator and facility liaison.

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

- **Meeting Materials.** The meeting materials will be available on Teamworks.
- **Facility Diagram.** The facility diagram will be available on Teamworks. Additionally, the tournament manager should make copies of the facility diagram available for each team in the locker room on the first practice day.
- **Facility Walkthrough.** Following the administrative meeting, the tournament manager may conduct a facility walkthrough for participating team representatives who request it.

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. This meeting is typically informal and not on the schedule of events. (Refer to Appendix No. 6)

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 Four and first-round games. Attendance shall be limited to the game officials, women's basketball committee representative, site representative, timeout coordinator, DVSPORT representative, NCAA staff, tournament manager and game officials' liaison. Each game official should be provided a \$35 voucher for a meal at their hotel or a nearby restaurant if the hotel does not have a full-service restaurant on property (reimbursable expense).

Incident Plan. During 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.

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, approximately 60 minutes before tip. 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.

6.2 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.)

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

ESPN Dining. (Refer to Section No. 4.13 and Appendix No. 6)

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

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

Media Meal Area. Snacks shall be available in the media meal 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 meal area.

Administrative Meeting. At the administrative meeting, a light breakfast (pastries, coffee, beverages) should be provided.

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 Thomas Deatsch for future tracking.

The NCAA will send the following product to each site:

Dasani, PowerAde, Core Power, Coke, Diet Coke, Sprite, Coke Zero and Minute Maid Juice. Local bottlers may deliver in varied case sizes. Information on bottle/can counts will be shared on Teamworks.

Media meal area should not receive any Dasani, PowerAde or Core Power.

Team Administrators Meals. Participating team and conference administrators shall eat in the media meal 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 Snacks. Individually packaged snacks for teams should be provided upon their arrival – recommended to place on the team bus at the airport, or at the hotel upon their arrival. \$100 of snacks per team should be used for this. It is recommended to purchase from a warehouse store such as Sam’s Club or Costco.

Team Catering. Snacks shall be provided to teams in the locker room each day for the 25 individuals on the pass gate list. Teams may also select a meal from the team meal order form each day at the competition venue, at no expense to the team for up to 25 individuals. Should a team request additional meals at the competition venue, they should work with the host school. Meals in addition to the 25 daily team meals are at the participating school’s expense.

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 meal area.

6.3 Facility Meeting with Women’s Basketball Committee Representatives.

(Refer to Section No. 4.11)

6.4 Host School Functions.

In space not used at the facility as designated by the NCAA, the host school may entertain its constituents and participating team administrators at the host school’s expense. All plans for such functions must be approved in

advance by the NCAA. No representatives from the media may be invited.

6.5 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.

6.6 Participating Team Pregame Functions.

Participating schools 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).

6.7 Schedule of Events.

The NCAA shall be responsible for the development and distribution of the site-specific schedule of events. Once First Four/first-rounds game times have been confirmed on Selection Sunday, 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. 16 to view the generic First Four/first- and second-round schedule of events.

7.1 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.

7.2 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 NCAA. Contact info and flight schedules will be made available to the tournament manager to provide to the officials' liaison to arrange airport pickups.

7.3 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.

7.4 Officials' Evaluator.

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

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 online expense form through the Travel Expense System (TES).

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. 10.3)

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.

7.5 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. 20.7)

Refreshments. (Refer to Section No. 6.2)

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 school 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, NCAA 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. 12.13)

7.6 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.

7.7 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 Four and first-round games.

Attendance shall be limited to the game officials, NCAA women's basketball committee representative, timeout coordinator, NCAA staff or site 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, patches, meal vouchers and game tickets. No A/V is required for this meeting.

Meeting with Scorer's Table. (Refer to Section No. 6.1)

7.8 Selection.

The women's basketball committee will select game officials and determine game assignments of officials assigned to each site. On Selection Sunday evening, the NCAA will provide each First Four/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' first/second-round game assignments will be finalized after the First Four/first-round competition. The women's basketball committee representative will notify the officials assigned to the first/second round of their assignment on the "off" day.

Game Official Jersey. Each game official will be provided with two NCAA patches at the officials meeting prior to the first game at the site. One patch should be designated for the jacket, and one for the official's uniform. Officials that advance should receive one additional patch to replace the patch on the uniform upon advancement. Officials will receive a whistle that may be used in the championship.

Notifying Participants and Media. The game officials' assignments will be shared with each teams Primary Administrator via Teamworks three hours prior to their game. 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 replay representative.

7.9 Tickets and Seating Location.

Each official should be provided the opportunity to purchase game tickets. The tournament manager or game official's liaison should determine each official's ticket needs when they contact the officials with site-specific information. Tickets should be distributed as digital ticket to the game officials. (Refer to Section No. 24.3)

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.

7.10 Replay.

The DVSPORT video replay system will be utilized during the championship. They will receive their feed directly from ESPN. They are responsible for providing each participating team and the game officials with game video following each contest at the site.

8.1 Attire.

The NCAA will provide apparel to be worn by the games management staff on game days. The NCAA will ship pre-selected quantities of various apparel types with equipment after the Selection announcement. The NCAA will provide 50 total pieces in this shipment. Host personnel should wear the apparel to enhance the championship feel and experience for participants.

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

8.2 Basketballs/Ball Racks.

Wilson will provide 24 Wilson EVO NXT basketballs and two (2) ball racks to each host school.

Basketballs should be inflated to 7 PSI. A digital gauge and air pump will be provided to calibrate the basketballs. The gauge and pump do not need returned. Balls should be checked prior to the first practice session, and recheck prior to the first basketball activity each day. The tournament manager should notify Thomas Deatsch 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 mail one basketball to each of the participating teams at that site. The host school may keep the remaining basketballs and ball racks.

8.3 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 school'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 school 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:

- 8 cases of 16 oz. cups (1,000 cups each) for use in the media area, on the team benches and the band/cheerleader area
- 18 cup holders for the top of the water coolers
- 14 ice chests
- 6 wire stands for ice chests
- 175 squeeze bottles (18 per team; 14 for spirit squads and sprit squad coach). Additional bottles
- 16 water coolers for use on the team benches, in the locker rooms and band/cheerleader area
- 6 wire stands for water coolers
- 2 water cooler carts, to be placed behind the team benches
- 2 cases of PowerAde powder
- 12 carriers for the squeeze bottles

to be provided to game officials and official scorer's table personnel for use during the game

*Sites hosting a first four will receive a total of 200.

- 8 rolling chest coolers – 2 given to each team (10 at sites that host a First Four game) •

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. Product quantities are under review for 2024. Hosts should inventory the product upon delivery. Upon completion of competition at their site, hosts should send final inventory numbers to Thomas Deatsch for future tracking.

Information on bottle/can counts will be shared on Teamworks.

There will not be enough quantity of bottled water or sports drink to include in the media areas. The media area should use tap water (may use the NCAA provided water cooler equipment).

8.4 Equipment.

For a full list of equipment, refer to Appendix No. 5.

8.5 Locker Rooms.

Assignment. Locker rooms shall be assigned according to a school'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. Food 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.

Game Days. The locker rooms will be open to the media for a maximum of 30 minutes following the conclusion of the cooling-off period. At the participating school'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. (Refer to Section No. 12.9)

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 school's sports information staff and a member of the media coordination committee shall be in the area to coordinate interview requests on both game and practice days. 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.

8.6 Microphones.

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

8.7 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 <https://www.ncaapublications.com/productdownloads/WBR24.pdf> to view the 2023-24 Women's Basketball Rule Book.

8.8 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 are not required to remain on the floor for the playing of the National Anthem.

If teams are on the court, they 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. 1.7) (Note: this may be changed per COVID guidelines)

Public Display of Expression. (Refer to Section 8.16)

8.9 Participant Manual.

The NCAA will develop and distribute the championship participant manual. The participant manual is the same for First Four/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 Sunday. The teams will submit all forms and requested information directly to the tournament manager for distribution to the appropriate games management staff.

8.10 Personnel.

Games management staff, experienced in women's collegiate basketball event management, shall be provided by the host school and shall include an official scorer, timer, shot clock operator, scoreboard operator, public-address announcer, 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 kids. 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 Kids. The six ball kids 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 kid shall be dressed in a polo/Game Management apparel, black pants and athletic shoes. Diversity and recruitment of female ball kids is highly encouraged. Use of host school students who are in these roles for regular home games is also an option. Ball kids and supervisors must be outfitted in the NCAA apparel provided to sites. If the court requires attention during a live ball at the other end, the supervisory adult should be the one to attend to the wet spot.

Ball Kids Responsibilities. Ball kids should be seated in chairs at the end of the court. They should use the mops and towels 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, and in-between games.
- 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.
- 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 school shall provide the following staff members:

- Two - four individuals who will maintain the team and officials' locker rooms;
- Athletic training staff;
- Physicians – one orthopedic and one general practitioner, available on-site for all games and non-game day practices;
- Drug testing liaison and two escorts, if needed;
- 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 equipment staff to assist with laundry and towels;
- Two ball kid coordinators who is responsible for supervising the ball kids on each end of the floor and attending to wet spots.
- Two greeters who will meet all teams and game officials when they arrive at the facility, escort teams and officials to locker rooms;
- One game officials liaison;
- Two individuals to check in teams and distribute bench credential pins or wristbands;
- Two individuals to check in bands and cheerleaders, and
- Four individuals to escort bands and cheerleaders and serve as liaisons;
- Hospitality/catering liaison to check orders, work with caterer and restock beverages, as needed;
- Off-site practice coordinator to organize and prepare 2-3 alternate practice locations, field team requests, assign practice sites and share relevant information (see Section 16.1 for more information)

- Table crew – official scorer, officials timer, scoreboard operator, shot clock operator, timeout coordinator, PA announcer;
- Statistics crew of 2-4 individuals.

Official Scorer. The official scorer must have extensive experience keeping the scorebook at women’s 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 virtual and in-person first practice day meetings, including the sports information/administrative meeting on the first practice day, and the game officials’ meeting (6:30 p.m.) at the headquarters hotel. The timeout coordinator shall be paid \$100 per game and 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 \$100 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 school 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. If the traditional location for the statistics crew is elsewhere in the venue for home games, the NCAA site representatives may approve that location. A printer must be available courtside to distribute stats to teams during timeouts.

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

Sports Medicine Staff. The host school should appoint athletics training and sports medicine personnel to staff the athletics training room and assist the participating schools’ sports medicine staffs. (Refer to Section No. 21)

Tournament Physicians. The host school shall coordinate medical coverage during the competition. A general practitioner and orthopedic surgeon shall be on-site for all games and non-game day practices. There will be two seats assigned on the media row for physicians to be positioned courtside during games. (Refer to Section No. 12.11)

Video Production Staff. In facilities, capable of video production, host school 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.

8.11 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. A school 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 school 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.

8.12 Starting Times/Order of Games.

Halftime. There shall be a 15-minute intermission between halves. Entertainment during halftime may include performances by participating schools' 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 school'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:** A minimum of twenty-six minutes (26:00) shall be provided for team warm-up and will be posted on the clock.

Hosts should be prepared to have the court ready for play as quickly as possible following the first game, assisting with having basketballs ready for warm-ups, and ensuring post game interviews stay off the court.

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 meeting, administrative meeting, scorer's table, and posted in the team locker rooms and game officials' locker room. A new pregame timing sheet will be provided for each game day. (Refer to Appendix No. 7)

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.

8.13 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. 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 game and the beginning of each half. 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. Team benches will be set with 20 chairs, all in one row. If space is available, teams may move bench chairs to create a second row, if desired. Additional chairs may not be added. Bench seating is for the 25 individuals listed on the Bench Pass Gate List which includes up to 15 players in uniform and 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 NCAA-branded towels for use on each team bench and during practice. The host school may keep these towels following the competition.

(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.

8.14 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 schools 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 teams may record the high-definition ESPN telecast of any game at its site using a video distribution outlet in the audio/video distribution area. There will be a designated table/area for participating team use only. On-site teams who are not participating in a competition may live clip the games, but teams participating in the competition get priority access (seats, specific feeds, etc.). Teams must bring their own capture equipment (including SDI cables).

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 <https://www.ncaa.com/media-center/digital-social-media>. Participating schools **must adhere** to the Digital Highlight and Footage Use Policy for Participating Member Schools and Conferences Located here: [https://www.ncaa.com/flysystem/public-s3/files/2020-21 NCAA Digital Highlights Policy Non-DI MBasketball Championships 1.pdf](https://www.ncaa.com/flysystem/public-s3/files/2020-21%20NCAA%20Digital%20Highlights%20Policy%20Non-DI%20MBasketball%20Championships%201.pdf)

8.15 Uniforms.

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

Logos. Per NCAA Bylaw 12.5.4, a school'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, a school'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. 18

Additionally, the logo restriction shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the school'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. Uniform colors will be confirmed during the administrative meeting and again at the transition meeting for advancing teams.

8.16 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 school 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 school’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 school and NCAA representatives should work with the participating school’s primary administrator to address any questions or concerns.

The following statement can be used as needed:

“The NCAA and [name of host school] value expression and freedom of speech at championship events. The NCAA and [name of host school] 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.”

For more information please visit: [Student-Athlete Activism - NCAA.org](https://www.ncaa.org/sportscollection/student-athlete-activism)

9.1 Championship Hosts.

The support, commitment and involvement of the host school, competition venue, convention and visitor's 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 NCAA staff to ensure that the mission of the women's basketball committee and the championship is preserved. In addition, the host school will ensure the host school'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 school even if estimated receipts are exceeded. (Refer to Section No. 5)

9.2 Host School.

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

The host school is the local entity responsible for making arrangements for the preliminary round competition in conjunction with the NCAA 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 school will provide the NCAA with first-class services in connection with all aspects related to the championship while being fiscally responsible throughout the process.

9.3 Diversity and Inclusion.

Non-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 non-discrimination policy was updated in 2020 to make changes to the questionnaire that hosts are required to submit.

The board requires those hosting or bidding on NCAA events in all divisions to demonstrate how hosts will provide an environment that is safe, healthy, and free of discrimination. The Association prohibits championship events in states where the Confederate battle flag has a prominent presence and prohibits NCAA members from hosting championship events if their school nicknames use Native American imagery that is considered abusive and offensive.

The NCAA is committed to operating championships and events that promote fairness, respect and an inclusive atmosphere in which student-athletes participate, coaches and administrators lead, and fans engage. As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators.

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

NCAA Board of Governors Approved 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 NCAA 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, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. Programming and education also will strive to support

equitable laws and practices, increase opportunities for individuals from historically underrepresented groups to participate in intercollegiate athletics at all levels, and enhance hiring practices for all athletics personnel to facilitate more inclusive leadership in intercollegiate athletics.

9.4 Budget and Host Honorarium.

(Refer to Section No. 5.3)

9.5 Credentials.

(Refer to Section No. 2)

9.6 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.

9.7 Host Staff Responsibilities.

Tournament Director. This individual **MUST BE** the director of athletics/commissioner/senior woman administrator of the host school 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 school, 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. 8)

Facility Liaison. The facility liaison shall work with the tournament manager and the NCAA 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.

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 school, 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.

Courtesy Car Liaison. This individual should assist in the booking and delivery of courtesy vehicles to participating teams.

10.1 Securing Hotels.

The NCAA will utilize On Location (formerly known as Anthony Travel) to work in partnership with host schools to source and contract First Four, and first and second round hotels for the 2024 championship.

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 On Location 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 18, 2024. Each hotel agreement should **ONLY** be shared with the assigned team for each property. Any questions, please contact Jenn Rothman Accardi, On Location.

10.2 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 Four and first-round competition. Complimentary light refreshments are requested to be provided for each meeting.

10.3 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. A total of eight (8) rooms should be held for game officials for First Four and first and second round games as noted in the room block in LOI. These rooms (room and tax only) shall be direct billed to the host school. Game officials are responsible for their own incidental expenses.

Officials' Evaluator. Tournament managers/lodging liaisons shall reserve one (1) 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 school. Evaluators are responsible for their own incidental expenses.

DVSPORT Representative. Tournament manager/lodging liaison shall reserve one (1) 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 school. 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 nights before the First Four and first round.

National and Participating School 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. If additional rooms are requested, the host school 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 NCAA 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 throughout the duration of the stay.

Telephone and Internet Service. Local telephone and Internet service shall be provided on a complimentary basis to each women's basketball committee representative and NCAA staff member.

Payment. Room and tax for women's basketball committee representatives', timeout coordinator's, officials, 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. NCAA 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:

Day:	Mon*	Tue	Wed	Thu	Fri	Sat	Sun	Mon*	Total
Date:	3/18/24	3/19/24	3/20/24	3/21/24	3/22/24	3/23/24	3/24/24	3/25/24	
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
Kings	2	5	5	11	11	11	7	6	58
Double/Double	0	3	4	8	8	8	5	5	41
Suite	0	1	1	1	1	1	1	1	7
TOTAL	2	9	10	20	20	20	13	12	106
<i>*The NCAA will confirm dates of competition at awarded sites immediately following the Selection Show. The host institution/conference will communicate the dates to the Hotel. If your site is hosting First Four, the stay pattern will either be Monday-Monday or Tuesday-Tuesday. If your site is NOT hosting First Four, the stay pattern will be Tuesday-Monday or Wednesday-Tuesday.</i>									

The hotel should be advised to maintain a waiting list, if rooms become available following Selection Sunday March 12th 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 Jenn Rothman Accardi, On Location (Hotels), as soon as possible.

10.4 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 school or the NCAA shall not be responsible for securing additional hotel sleeping and/or meeting space in order to facilitate the request.

10.5 Participating Schools.

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 schools. A separate hotel

for each team is preferred. Please notify the NCAA if this is not possible.

Cut-Off Date. The Cut-off Date shall be 5 p.m. local time on Monday, March 18, 2024, if chosen for a First Four game OR Tuesday, March 19, 2024, if NOT chosen for a First Four game. Rooms will be held for the Host School and Participating Team until this applicable Cut-off Date. Host School or Participating Team will have the option of reducing the room block up to 100% prior to this Cut-off Date without penalty. At the Cut-off Date, Hotel shall offer Host School the opportunity to guarantee unreserved rooms. All unreserved rooms not guaranteed in writing at that time shall be released from the Room Block by Hotel without charge to the Host School. All reservations requested after the Cut-off Date or outside the Room Block must be confirmed by hotel and will be accepted on a space available basis at the contracted group room rate.

Early Arrival. In the event a team arrives early; the host school 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. This Event is an elimination tournament, as teams lose in the tournament, Participating Team may choose to go home and reduce their stay at hotel. Hotel understands the nature of the tournament and agrees to NOT charge any early departure fees to Host School or Participating Team. Hotel will return any prepayment on said nights to Host School or Participating Team within 14 days of group departure. In addition, Hotel agrees to not charge for any cancelled food and beverage due to elimination from the tournament.

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 (1) 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 **Sunday, March 17**. If the school 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 school is not selected to host, the hotel can release the blocks at this time. If an school would like to use a different property, the school must work with the hotel to request a release, keeping the host school and NCAA informed. Refer to the NCAA hotel agreement for more information.

Double-Doubles/Suites. At least 35 of the guaranteed rooms should be double doubles. The hotel shall provide a complimentary upgrade for two (2) 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.

Full-Service Restaurant. Hotels with a full-service restaurant are preferred. Per the agreement, complimentary full or continental breakfast will be provided daily for the duration of the event if provided to other Hotel guests. If the hotel does not have a full-service restaurant, the host school must arrange for comparable-rate catering for the team at the hotel at the participating school'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 and meeting space if possible, 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 school's arrival.

Meeting Space. Two complimentary meeting rooms (800-1,000 square feet each), adjacent to or near each other, and related setup required by the Participating Team 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 from the time the team checks-in until they check-out.

Catering. If the participating team establishes meal functions with the hotel and the participating team is eliminated from the tournament, the hotel agrees not to charge participating team for any cancelled functions due to elimination from the tournament.

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 schools 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 school designates an outside entity to handle its reservations, it must notify the hotel in writing.

Day:	Mon*	Tue	Wed	Thu	Fri	Sat	Sun	Mon*	Total
Date:	3/18/24	3/19/24	3/20/24	3/21/24	3/22/24	3/23/24	3/24/24	3/25/24	
Rate	Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
	Double/Double	35	35	35	35	35	35	35	280
	King	8	8	8	8	8	8	8	64
	Comp King	1	1	1	1	1	1	1	8
	Suite	2	2	2	2	2	2	2	16
TOTAL		46	46	46	46	46	46	46	368

**The NCAA will confirm dates of competition at awarded sites immediately following the Selection Show. The host institution/conference will communicate the dates to the Hotel. If your site is hosting First Four, the stay pattern will either be Monday-Monday or Tuesday-Tuesday. If your site is NOT hosting First Four, the stay pattern will be Tuesday-Monday or Wednesday-Tuesday.*

**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 schools 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 and, free local telephone and internet service for the official travel party.

Wireless. Complimentary wireless internet access for sleeping room block in their rooms, meeting room(s) and lobby area.

Signage. The host Institution shall inform hotel of the appropriate NCAA signage that will need to be displayed in Hotel during the Event at no additional charge to NCAA, Host Institution, or Participating Team. In addition, NCAA and Host Institution shall have the right to approve all related signage at hotel during the room block dates. Signage will include but not limited to the following:

1. Table Tents
2. Branded buttons for staff
3. Pop Up Banners
4. Window/door Clings
5. Floor Decals
6. Large NCAA Bracket for public view

10.6 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 school.

11.1 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>

11.2 Preliminary-Round Logo.

The NCAA has produced a universal March Madness 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 school. The development and use of any other site logo are prohibited.

11.3 Style/Reference Guide.

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

General:

2024 NCAA Division I Women's Basketball Championship

First Four/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 Four

First and Second Rounds of the 2024 NCAA Division I Women's Basketball Championship

2024 NCAA Division I Women's Basketball Championship First and Second Rounds

As an adjective: First Four Games

First- and Second-Round Sessions

First- and Second-Round Games

Site reference: <City Name> First Four, First and Second Rounds at <Facility>

Example: Columbia First Four, First and Second Rounds at Colonial Life Arena

Reminders:

DO NOT refer to the first and second rounds as "subregional."

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.

11.4 Using Trademark Symbols.

When trademarks apply to products or services, they may be followed by the symbols TM 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 TM or ® symbol unless it is marketing collateral with multiple pages, spreads or otherwise advised by the NCAA.

11.5 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.

11.6 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 Ali Narracci, anarracci@ncaa.org.

11.7 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 venues 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.

12.1 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.

12.2 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. 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>.

12.3 Locker Rooms.

Game/Practice Days. Health and safety protocols permitting, all student-athletes not participating in the formal press conference on the dais in the interview room shall be made available to covering media at specific times. On practice days, open team locker room media access periods will occur simultaneously with the formal interview room press conference times. On game days, media access will be permitted for 30 minutes following the cooling-off period. Availability can take place in the respective team locker room, locker room hallway or other adjacent available space location that can provide increased spacing between student-athletes and the media. Host media coordinators are asked to assign two locker room stewards, per locker room, who will be asked to work with the respective team media relations contact to identify media access space and to ensure that access timing and protocol policies are followed. Participating institutions have the option of extending the media access time beyond the provided 30-minute availability, while they must receive approval by the on-site NCAA representative to shorten media access periods if no media is present.

12.4 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.
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.
Locker Room Stewards (four; two per locker room)	Two locker room stewards should be available in each locker room, to assist in setting parameters between student-athletes and media during open locker room periods. Stewards should also determine if individual student-athlete open locker room interviews should be conducted in the hallway, outside of the participating team locker room, for increased spacing purposes. Stewards should also monitor cooling-off period timing, entering locker room when open and alerting media to countdown to closure.
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 court-side photo boxes. Preclude mini-cameras from working court-side or in-arena except during 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.
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.
Press 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.
Press Conference Microphone Handler (one)	A microphone handler will be required to participate in all NCAA scheduled press conferences. The local onsite media coordinator will assign this position and the mic handler should report to Hammond Communications' video control position (interview room) one hour before the first press conference for instructions. For all other press conferences, the mic handlers should be in the interview room no later than two minutes of playing time before the end of a game.
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, school postgame radio interviews. Monitor court-side area, providing NCAA cups for media with beverages.

Quote-Takers (two)	Collect and prepare quickie quotes from postgame interviews and during postgame open locker room periods.
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 schools' 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.

12.5 Administrative/Sports Information Contacts Meeting.

A representative of each participating school's sports information staff shall attend an in-person Administrative/Sports Information Contacts 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 and review all media obligations. (Refer to Section No. 6.1)

12.6 Media Coordinators' Responsibility to NCAA.

At the conclusion of play, each First Four/first- and second-round host media coordinator shall send via regular mail the official scorebook to Rick Nixon, (NCAA, 1802 Alonzo Watford Senior Drive, Indianapolis, IN 46202). (Refer to Appendix No. 8)

12.7 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. 4.13)

Display Material. Limited printing will be conducted on-site, even though each host facility will provide an area where each participating school's sports information contact can provide a limited number of printed team materials. Championship media materials and information, including pressers, team/conference game notes and all in-game materials including box scores, game books, quotes, notes etc. will be provided electronically via an NCAA Box account that will be provided to all credentialed on-site and virtual media.

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 Four/First-Round First Practice	11:30 a.m. - 5 p.m. (First Four); 8:30 a.m.–7 p.m. (First/Second)
First Four/First-Round Game Day	3 hours prior to tip-off until 3 hours after last game
Day Before Second-Round Game	10:30 a.m. – 5 p.m.
Day of Second-Round Game	3 hours prior to tip-off until 3 hours after last game

12.8 NCAA Online Service.

NCAA Digital Media Hub/NCAA Box Account. Championship media materials and information, including pressers, team/conference game notes and all in-game materials including box scores, game books, quotes, notes etc. will be provided via an NCAA Box account that will be provided to all credentialed on-site and virtual media via the NCAA

Digital Media Hub.

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

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

12.9 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 school shall make coaches and student-athletes available at all scheduled news conferences. All interviews at the facility must occur in the interview room, except for on-court ESPN interviews.

News Conference Formats.

Day Prior To First Four/First Round and Second Round Games. The head coach and a maximum of two starters are required to participate in the scheduled news conference.

News Conference Format Day Prior to First Four/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. 4.13)

First Practice Day. Teams will be provided 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 10 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. NCAA microphone flags are to be used on the microphones on the interview room dais. Hammond Communications will be responsible for providing and reconciling microphone flags at the conclusion for the championship games at the site.

Halftime Interviews. Assistant coaches may participate in halftime interviews with their school'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/Hybrid Press Conference. The host media coordinator shall appoint a moderator for all news conferences. This individual shall be dressed in business attire for all news conferences. Hammond

Communications will facilitate a hybrid press conference approach. This means in addition to fielding questions from in-room media, the moderator will also oversee questions from media attending via Zoom. We suggest the moderator be familiar with Zoom Webinar and supply their own laptop or tablet for this purpose. The NCAA suggests the moderator first field questions from media in the interview room and then, pending the number of raised hands within Zoom, field questions from those attending virtually. The interview room audio levels will be such that virtual questions can be heard within the interview room space. Also, questions from the interview room will be heard on the Zoom Webinar. The moderator should be prepared to participate in an onsite test with Hammond Communications in the afternoon during our equipment setup day (two days before the first game).

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.”

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/Protocol. The moderator shall ensure that questions are asked by credentialed members of the media ONLY both on-site and virtually. 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.

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.

Microphone Handlers. A microphone handler will be required to participate in all NCAA scheduled press conferences. The local onsite media coordinator will assign this position and the mic handler should report to Hammond Communications’ video control position (interview room) one hour before the first press conference for instructions. For all other press conferences, the mic handlers should be in the interview room no later than two minutes of playing time before the end of a game.

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 school’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.

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 15 minutes for the winning team and 25 minutes for the non-advancing team.

Name Plates for Interview Room. The NCAA will provide name plates for the coaches, student-athletes and news conference moderator to be placed on the dais during the news. An electronic template will be provided by the NCAA in advance as a backup in case delivery of name plates is delayed. The news conference moderator will be

responsible for setting the interview room dais with name plates, 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 school'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/school 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 their school's radio network.

On-Court Interviews. If requested, the winning coach and winning student-athletes and the non-advancing coach shall grant postgame interviews, not to exceed a total of four minutes, with ESPN and/or the participating school'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 school'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 school'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.

12.10 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 Four/first-round games only. Seats should be designated at the free throw lines extended. Only credentialed members of the competing teams, wearing bench credential pins or Team credentials, may occupy scouting seats. Coaches must utilize the assigned seats regardless of whether additional seats or other seat locations are available. Non-playing participant seating will be available for the 25 team members on the bench pass gate list. If a coach is to sit in the courtside area, the only two places they may occupy a seat are at the designated scouting location or the non-playing participant seating.

Tournament Round	Scouting Seats Available
First Four	Three seats (for the team that plays the advancing team in the First Round)
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

12.11 Seating Assignments.

Only credentialed media representatives, game officials' evaluator, participating team scouts, participating school 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. 14)

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

Drug Testing. (Refer to Section No. 3.6)

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 official's 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 School 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 schools. All seating assignments shall be reviewed and approved by the women's basketball committee representatives.

Participating School Representatives. The host media coordinator will reserve seats for designated school personnel (see below). All other participating school staff members who have been provided a school 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 schools are participating. Four seats should be located at the same end of the court as their participating school'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 Schools' Radio Network.** A maximum of four (4) seats on the first row opposite the official scorer's table shall be reserved for each participating school's radio network. Telephone lines, ordered by the participating school, must be installed no later than the first practice day.
- **Other Radio Networks Spaces.** If a participating school 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. 11)

Armbands. Floor photographers must photo armbands provided by the NCAA. Photo stewards are asked to monitor their usage.

Policies, Flip Cards. The photo stewards shall distribute the photography policies and provide flip cards to photographers. (Refer to Appendix No. 12)

12.12 Security for Media Areas.

Security personnel shall limit access in all NCAA areas, including the playing floor, courtside media area, media workroom, media meal area, media interview room, interview room holding area and team locker rooms to individuals wearing credentials. (

12.13 Services.

Runners shall distribute final box scores to the media seated courtside and in the workroom. 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. News conference quotes will be transcribed and provided by ASAP Sports following each news conference and should be uploaded to the NCAA Box Library/Digital Media Hub by a host media assistant.**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 NCAA 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.

Pool reporters may request access to the game officials, via the committee and staff members on site, when a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules

interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the Division I Women's Basketball Committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the Division I Women's Basketball Committee and the NCAA staff representatives assigned to the site are permitted in the locker room during this meeting.

Upon completion of the meeting, staff will communicate with the pool reporter and the sideline reporter from ESPN (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

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. Hard monitors are not mandatory, but if available can be provided 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 available in the NCAA Box Library/Digital Media Hub 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.

12.14 Team Film/Team Content/Photographer.

Non-Commercial Usage. Footage of any game of the championship may be used for an school'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. 8.14 and Appendix No. 17)

Team Photographers and Content. (Refer to Section No. 2.3)

12.15 Telecommunications/Data Services.

Facility is responsible for providing a secured wireless network (WLAN) with established and sufficient bandwidth to support a minimum of 250 credentialed wireless users, including NCAA staff, host school 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. 15)

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.

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, 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.

13.1 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).

13.2 Availability.

Stands. Merchandise stands must be operational on game days.

Online Ordering System. An online ordering system will be available to participating schools interested in ordering Event 1, Inc. merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating school's campus.

13.3 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.

13.4 General Policies.

School Merchandise. The host school may sell merchandise featuring school marks or logos at NCAA championships only if it has guaranteed a buy-out 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 NCAA 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 school 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.

13.5 Licensees.

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

13.6 Merchandising Policies.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host schools 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 Hayla Demel. (Refer to Contact Information)

Event 1, Inc. will enter into an agreement with the official vendor of the host school or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host school 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 school 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 customer's 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 school 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 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, neat and accessible 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 or access to a dedicated and secured Wi-Fi connection to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant. Event 1 cannot guarantee that reorders will be able to be placed.
- 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.
- The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within one day of the conclusion.
- Having met each of the above requirements, Event 1, Inc. will pay to the host school, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host schools 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 school 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 school wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host school agrees to purchase the entire product that Event 1 provides. The host school 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 school 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)].

13.7 Names and Marks.

(Refer to Section No. 11)

13.8 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.

14.1 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](#)

14.2 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 school 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 school 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.

15.1 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 school'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 school, 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 games, or a credential wristband which must be worn at all times while in the building for practices. **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 school.
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 first game day and, new pin for second game day). First round credential wristbands will be provided in the information packet delivered to the team hotel. Second round credential wristbands will be distributed when teams enter the facility on day between games. The pin must be worn at all times while inside the arena for games and the wristband must be worn at all times for practices. 	<ul style="list-style-type: none"> Primary Administrator and SID will receive personalized credentials. Key school personnel (AD, SWA, sports information staff) may be identified on the credential/form if requested by school. The remaining TEAM credentials will not include individual names, but rather the school 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 school'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 – 10 additional TEAM credentials provided to both teams at halftime. • Regional Final and National Championship – 50 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.

15.2 Mementos.

NCAA Mementos. NCAA will provide 28 of each memento item (utility bags, hoodies, jogger pants, beanies, wall flags, playing cards, socks) to be presented in each team's locker room prior to their first practice in the competition venue. All NCAA gifts should be placed inside a March Madness branded box and placed in each locker room.

The host school **SHALL NOT** provide gifts or mementos to the participating teams.

15.3 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 Four/first round	OPTIONAL at all rounds of the championship.
First Practice	Day prior to First Four/first round and regional semifinals	The first 15 minutes of practice are open to the media.
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

15.4 Team Information.

Participant Manual. (Refer to Section No. 8.9)

Team Information Packets. The tournament manager shall prepare a team information packet to be delivered to the primary administrator upon their arrival at the team hotel. The packet should include a schedule summary, parking passes, NCAA patches, credentials (25 credential wristbands, 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.

15.5 Team Meals.

Locker Room Snacks. Snacks should 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. A member of the games management staff will be identified to ensure that all meals are delivered at the correct times. Teams may receive up to 25 meals per day. All meals should be prepackaged. Choices should be made via the team meal form in Teamworks.

Arrival Snacks. Hosts should purchase \$100 of prepackaged snacks per team and have delivered to the team bus or hotel upon their initial arrival. It is recommended that these are purchased through a wholesale club for these such as Sam's Club or Costco.

15.6 Team Scouting Seats.

(Refer to Section No. 12.10)

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.

16.1 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 Four and first-round games.

Host School Practices. The host school'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 hardwood, regulation-size playing courts, fully operational clock and scoreboard and will be offered to the teams at no cost. The alternate site practice coordinator shall coordinate the scheduling of each alternate practice site based on team requests as best as possible. Practice sites should provide a water cooler and ice cooler courtside for teams. 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. The availability of locker rooms, showers, athletic training rooms/modalities and weight rooms are not required at alternate practice facilities and should not be made available unless uniformly available to all teams at all alternate practice facilities.

Within the participant manual, hosts will be asked to share the location of AED equipment at each site and how emergency response teams would access the sites if called. Once a team has been assigned to an alternate practice facility, the coordinator shall email the Emergency Action Plan for the facility to the team contact.

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 25 individuals on the Bench Pass Gate List and the 28 individuals on the Team Personnel Credential List.

16.2 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 Appendix No. 16)

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.

16.3 Security.

(Refer to Section No. 20)

17.1 Programs.

This championship will feature a printed program, which the NCAA and LEARFIELD 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 LEARFIELD before, during and after the event.

17.2 Content/Editorial.

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

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

Any pages promoting the host school/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfield.com).

17.3 Supplemental Handouts.

LEARFIELD encourages the host school/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 LEARFIELD approval.

17.4 Program Vending and Complimentary Programs.

LEARFIELD will enter into an agreement with the official program vendor of the host school or sponsoring agency listed on the key contact form and will supply programs and settlement sheets to the official vendor. The official vendor of the host school 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 school will receive a 20 percent commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

17.5 LEARFIELD 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 LEARFIELD.
- 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.

17.6 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 LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD 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 LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below.

Round	Quantity
Teams	112 (28 per team)
Game Officials	7
Committee/Site Representatives	2
Media	66

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

17.7 Program Vending Standards.

- Receive and take inventory of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs.
- 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, neat and accessible 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 LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- 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@learfield.com) at LEARFIELD.

18.1 Contacts.

The host school 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.

18.2 Expectations.

- The NCAA will dictate the marketing budget to the host school.
- The host school 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 school database.
- Regularly communicate issues, questions, updates and requests for approval to Tricia Krummen.

18.3 Marketing Plan.

The host school 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 school via the NCAA Marketing Portal, but proper sales staffing will be the responsibility of the host school. The host school 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.

18.4 Marketing Collateral.

NCAA Championships Marketing Creative. First Four and First and Second Round marketing materials are available through the NCAA Marketing Portal. This includes all print, social, and digital materials and is designed to make things more streamlined as well as keep everyone in brand across all sites. The NCAA Marketing Portal will be available for utilization on Selection Sunday, March 17. The top 8 seeds following the second and final Top 16 release will be granted access around March 1.

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.

18.5 Social Media Guidelines.

Host schools 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 schools 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 schools 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.

- **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:



The ESPN App (Live Video of Tournament Games)



18.6 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 school, 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 school, 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 school's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an school sponsored sport. *(Adopted: 4/29/04 effective 8/1/04, Revised: 2/17/12)*

13.1.8.7 NCAA Promotional Activities Exception. A school'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)*

18.7 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.

19.1 General Information and Policies.

Banners. No participating school'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.

19.2 Host School Originations.

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

19.3 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 Appendix No. 13)

Originating Stations. Refer to Appendix No. 13 for radio and audio internet policies.

19.4 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, Learfield, 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 Schools. The university or college station of each competing school, or the station designated by that school 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.

19.5 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 Learfield. Learfield will distribute radio rights holder fee information for each Division I school 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.

19.6 Seating Assignments.

(Refer to Section No. 12.11 and Appendix No. 14)

19.7 Telecommunication Administration.

Service. Participating schools' 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. 12.15 and Appendix No. 15)

20.1 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. 2.1)

Credential Recipients. (Refer to Section No. 2.4)

Credential Distribution. (Refer to Section No. 2.5)

20.2 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:

- Encourage guests to attend "bagless," or only with a small, hand-sized clutch for expedited entry.
- Prohibit all bags larger than 12" x 12" x 6" (e.g., backpacks, duffel bags, large shopping bags).
- Guests carrying bags larger than a hand but smaller than 12" x 12" x 6" will need to have their bags inspected or sent through x-ray.
- Physically inspect all bags at guest, team and credential entry.
- 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 specific 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.

20.3 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. 2 and 4)

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 school, it shall be continued from the point of interruption at a time determined by the women's basketball committee representatives and NCAA 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, NCAA 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 school's 25-person pass gate list, 53 other individuals designated by each school'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 their 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 school 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.

20.4 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. 4.8)

20.5 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 schools 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.

20.6 Practice.

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

20.7 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.

Band/Cheer, Media and Team Entrances. A minimum of one security person at each entrance to assist the facility or host school 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 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.

20.8 Security Plan.

The development and implementation of a security plan is the responsibility of the facility management. The host school shall submit a detailed security plan to the NCAA, for consultation with NCAA security contractor, BEST, 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 schools.

20.9 Team Security.

Participating schools 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 school'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 schools 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.

21.1 Equipment.

Towels. (Refer to Section No. 8.13)

Cups/Coolers/Water Bottles. (Refer to Section No. 8.3)

21.2 Medical Facilities.

Ambulance Service. At the NCAA's expense, an ambulance shall be provided to service the participants on all days the teams are in the building. 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. This information will be provided within the participant manual distributed to teams.

Participants. An athletic training room shall be open and a certified athletic trainer (the host school'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 on-side during official (non-game day) practices and all games.

Supplies. The athletic training room shall be stocked with basic items supplied by the athletic training staff. The NCAA will reimburse for items used during the event or that need to be replaced due to participant use, such as air splints or crutches, as part of the settlement process. Basic stocked supplies shall include:

- | | |
|----------------------------|--|
| • Immobilization splints | • Ice |
| • Blood borne pathogen kit | • Immobilizer/knee stabilizer |
| • Crutches | • Moist hot packs |
| • Muscle stimulator | • Sharps kit/biohazard trash can |
| • Ultrasound unit | • Spine board |
| • Face masks | • First-aid equipment/athletic training supplies |
| • Suture materials | • Emergency eye care and dental equipment |

Locker Rooms. The team locker rooms shall be equipped with hot hydroculators, bio-hazard trash cans, sharps containers and taping tables. 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 schools 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.

X-Ray. The competition venue is not required to have x-ray equipment during the championship, however the host athletic trainer should identify a location in close proximity to the arena that is staffed during practices and games.

The host athletic trainer shall ensure priority care and attention at a local hospital partner should further examination be necessary.

21.3 Miscellaneous Items.

Injured Players. The host athletic trainer will be prepared to provide two credentials to be used ONLY in the event a parent or guardian needs to be escorted from the general public seating area to be with an injured student-athlete.

22.1 Teamworks Overview.

NCAA women's basketball will be utilizing mobile app software to communicate and share information with hosts and participating schools. 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 schools. 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 schools. 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 profile's function will allow users easy access to host, NCAA and participating school contact information.

22.2 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 schools 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 three 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 Sunday (First Four and 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 schools will be required to complete the 2024 Prospective Host Contact Info. Form ([click here to complete form](#)) as a requirement of the bid process and is due **January 10 at 11:59 p.m. EST**. 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 2024 Institution Registration Form ([click here to complete form](#)) by **December 31** for their school to be considered to host the championship.*

22.3 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)

22.4 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 schools. 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.

22.5 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 Four and first and second round sites should have the updated Site-Specific Participant Manual uploaded no later than 10 p.m. ET on Selection **Sunday, March 12**. Please remember that the final version must be sent to Lynne Andrew 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.

22.6 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.

23.1 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 school 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.

23.2 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 school. 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 school'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.

23.3 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.

23.4 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. 2.2)

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.

23.5 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.

23.6 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 schools 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. 8.10 and Appendix 8)

23.7 Monitors/Headsets.

ESPN Equipment. (Refer to Section No. 4.12)

23.8 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. 10)

Live Streaming and Social Media Usage Guidelines. (Refer to Section No. 12.2)

Locker Room Access. Locker rooms are open for postgame coverage following the cooling-off period.

23.9 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 School Representative. The pregame timing sheet and the timeout format will be reviewed with representatives of the participating schools 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.

23.10 Set Schedule.

ESPN will park and power the morning of the first practice. Setup will occur throughout the day on the first practice day.

23.11 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 12.

- **Venue Diagram.** The host school 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 fees should also be submitted using the Ticket Fees form during the bid process.

24.1 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 Four/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.) 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 5.7)

24.2 All-Session, Single-Session and First Four Ticket Sales.

Tickets must be offered for sale both as an all-session (first and second round tickets, excludes First Four), single-session (first or second round ticket) and First Four (only applicable if hosting a First Four game) 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 19**. 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 Greg Bowder prior to going on-sale. (Refer to Contact Information section)

The facility's box office or the host school 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 ticket link on NCAA.com

Consignment Sales. Other than the opportunity for participating schools 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 schools and the NCAA/affiliates, the host school may not distribute tickets until payment has been received, unless approved in advance by the NCAA.

24.3 Allotments.

The following groups shall be allocated tickets within price level 1 best available. The specific seat locations shall be approved by the NCAA before the host school assigns seats for any other groups (e.g., host constituents, general public). These tickets must be sent digitally. The NCAA will be in communication for allocating tickets below.

Entity	Allocation	Responsible for Payment
--------	------------	-------------------------

Warner Brothers, Discovery	50 tickets	NCAA
ESPN	75 tickets	NCAA
Wilson	10 tickets	NCAA
Game Officials	14 tickets	Individual game officials
NCAA	30 tickets	NCAA
Participating Schools	100 tickets (each team)	Participating Schools
Non-Playing Participants	25 per team (48 seats) FIRST ROUND ONLY	Killed
Band Corrals	2 total	Killed

Warner Brothers, Discovery. WBD 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 WBD personnel and NCAA corporate champions/partners. Additional tickets requested above the allotment should be placed in the next best available seats.

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. 23.3)

Wilson. Wilson may purchase 10 all-session tickets (lower-level, 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.

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 sending tickets digitally.

The host school shall reserve a total of 14 all-session tickets (lower level) for the seven first-round game officials.

Host School Constituency. The host school 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.

For all NCAA holds:

- **Invoice.** The NCAA will provide the ticket requests and distribution information to each ticket manager no later than **Monday, March 18.**
- **Distribution.** These tickets will be distributed digitally.
- **Release.** If these tickets will not be utilized, the NCAA will release these tickets no later than **Monday, March 18.**

Participating Schools.

- **Additional Tickets.** Only those tickets as specified herein shall be reserved for the participating schools.
- **Bands.** (Refer to Section No. 1.4)
- **Cheerleaders.** (Refer to Section No. 1.4)
- **Required.** Each participating school in the First Four must purchase 100 lower-level tickets and if they advance to the first round, the school must purchase 100 lower-level tickets and, if they advance, the school must purchase 100 lower-level tickets for its second-round game.

- **Distribution.** The required purchase allotment of tickets for the First Four/first-round game should be sent to participating schools ticket manager digitally for distribution. 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 school shall NOT distribute all-session tickets but should only distribute the tickets for the session in which the team participates.
- **The host school shall distribute tickets digitally for the second-round game to the winners following the conclusion of first-round games.** Additionally, following the first-round games, the host school shall provide the four participating schools 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 school's allotment shall begin in the first row above the media seating area and shall be within the end lines. The host school 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 schools 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 school is required to include their vendor identification number and an original invoice to expedite the participating schools' payment. The host school 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 school also must be sent to the NCAA. The women's basketball committee may assess a \$500 fine for each day a participating school 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 oversees the ticket payment process of participating schools to ensure that the host's financial report is submitted by the 60-day deadline. (Refer to Section No. 5.7)
No later than one week in advance of the payment deadline, the host school shall send a reminder to the participating schools 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 schools. 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 (Thomas Deatsch, tdeatsch@ncaa.org) with details regarding this delinquency on the same date.
- **Players/Coaches Admittance.** (Refer to Section No. 15.1)
- **Player Guest Ticket Purchase.** The facility does not need to designate an area to serve as the player-guest entrance. The participating schools can distribute their player guest tickets digitally as student athlete guest signature is not required and guests should be able to enter through any general public entrances. Under NCAA rules, participating schools are not entitled to complimentary tickets. The participating schools must purchase the tickets, which are then treated as complimentary tickets for student-athletes' guests. (Refer to Section No. 4.13)
Bylaw 16.2 states "A school 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.** The NCAA does not require a separate player guest area but If the school elects to utilize a ticket office window for guest services issues, 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 schools shall forward names of representatives who will staff the ticket office window to the tournament manager by noon the Wednesday prior to competition.

24.4 Complimentary Tickets.

Hosts schools **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 provide press row seating. Tickets may be sold to these representatives through the general public allotment.

24.5 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 school 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 Greg Bowder gbowder@ncaa.org for review and approval prior to Selections. Templates should be free of any commercial identification. All printed 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 Greg Bowder.

Ticket Database. The competition venue's box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please pull all relevant customer information in as Excel or CSV file including, but not limited to: First Name, Email, Phone Number, Address, City, State and Zip. If possible, please also include purchase information such as Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price and Seat Location. *For Ticketmaster sites, simply include reporting code "NCA" and privilege "3" when building the events. This will allow us to assist with data management and sales reporting via an automated feed.*

24.6 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.

24.7 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.

24.8 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.

24.9 Prices.

The NCAA Division I Women's Basketball Championship is a premium event and should be priced accordingly. Therefore, championship tickets should be priced not less than the single game regular season ticket price or minimum listed in the chart below, whichever price is higher. The following ticket price parameters are applicable for First Four, 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 Minimum (First and Second Rounds only. Does not include First Four.)	Single Session Minimum (First and Second Rounds only. Does not include First Four.)	First Four Minimum (First Four game only. Should be sold separate from Single Session and All Session tickets.)
Adult	\$30	\$16	\$10
Student/Youth	\$20	\$10	\$5

Student tickets. All students, both from the home and visiting teams, must be offered the student ticket price. All NCAA championship tickets must be paid. The host can determine if tickets are paid by students, university, donor or other.

Youth tickets. Hosts should follow their regular season ticket policy to define age identified for a youth ticket.

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.

24.10 Service Charges.

The host school has several options relative to service charges. Each site will be responsible for submitting their proposed service charge fees to the NCAA for approval, which is a requirement of the bid process. This 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. 5.2)

Year-Round Service Charge Option. The host school 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 school 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.

24.11 Suites.

Suites. The NCAA will not require the use of private viewing suites. The suites may be used at the discretion of the host school 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 school for the use of suites shall be the responsibility of the host school.

24.12 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.

24.13 Ticket Settlement.

Ticket Receipts/Audit. A ticket audit must be uploaded to the host reporting system (prior to submission) as a requirement of the settlement. (Refer to Section No. 5.7 for more information about post-event settlement, including a timeline.)

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 regularly is best qualified for this responsibility.

25.1 Basketball Committee/NCAA Staff.

The host school should arrange airport transportation for women's basketball committee representative, site representative, NCAA staff and game officials pending communication that these individuals are renting a car from the airport. 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 should connect with their assigned NCAA representatives to determine their travel schedule and any transportation needs. Officials travel information will be made available through the Short's portal. 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.

25.2 Courtesy Vehicles.

The courtesy car program is made up of two unique components:

1. Host will reserve/hold one full-size SUV for each team that will be competing at their site as a part of the bid process. Any vendor may be used for this reservation. Each participating team at that site should notify the host if they will be using this vehicle. If any team turns down the use of this vehicle, the host will cancel that reservation prior to it being delivered or picked up and without financial penalty. Any courtesy vehicle(s) used by a participating team will be paid for by the host and submitted to the NCAA as a reimbursable expense. Insurance and the pre-paid fuel option must be included in the reservations. The host school should also make one full-size car reservation for the NCAA Committee, Site Rep, and NCAA Staff representative for airport pickup unless it is communicated to the tournament manager that these individuals are renting cars at the airport.
2. Hosts should arrange for one courtesy vehicle (minivan) for each First Four, first- and second-round site through any vendor, with insurance prepaid fuel included. This is to be used to transport the game officials to and from the airport and venue.

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.

Committee Representatives. NCAA representatives may book cars with their own travel.

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 school 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.

25.3 Game Officials.

The game officials' liaison shall provide transportation using the courtesy vehicle 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 their transportation.

25.4 Participating Schools.

Teams eligible for air travel must make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at ncaachampstvl@shortstravel.com.

Teams who fly, and are eligible for NCAA paid transportation onsite, will be required to use Short's Travel (STM Driven) to book onsite ground transportation. If a team decides not to use STM Driven's held bus equipment will be billed back for any cancellation fees. Short's Travel (STM Driven) can be reached at ncaachamps@stmdriven.com.

The home site ground transportation will be arranged by the school in accordance with [NCAA safety standards](#). Teams who are eligible to drive to the championship will book ground transportation independently in accordance with the [NCAA safety standards](#) and seek reimbursement through the NCAA Travel Expense System (TES).

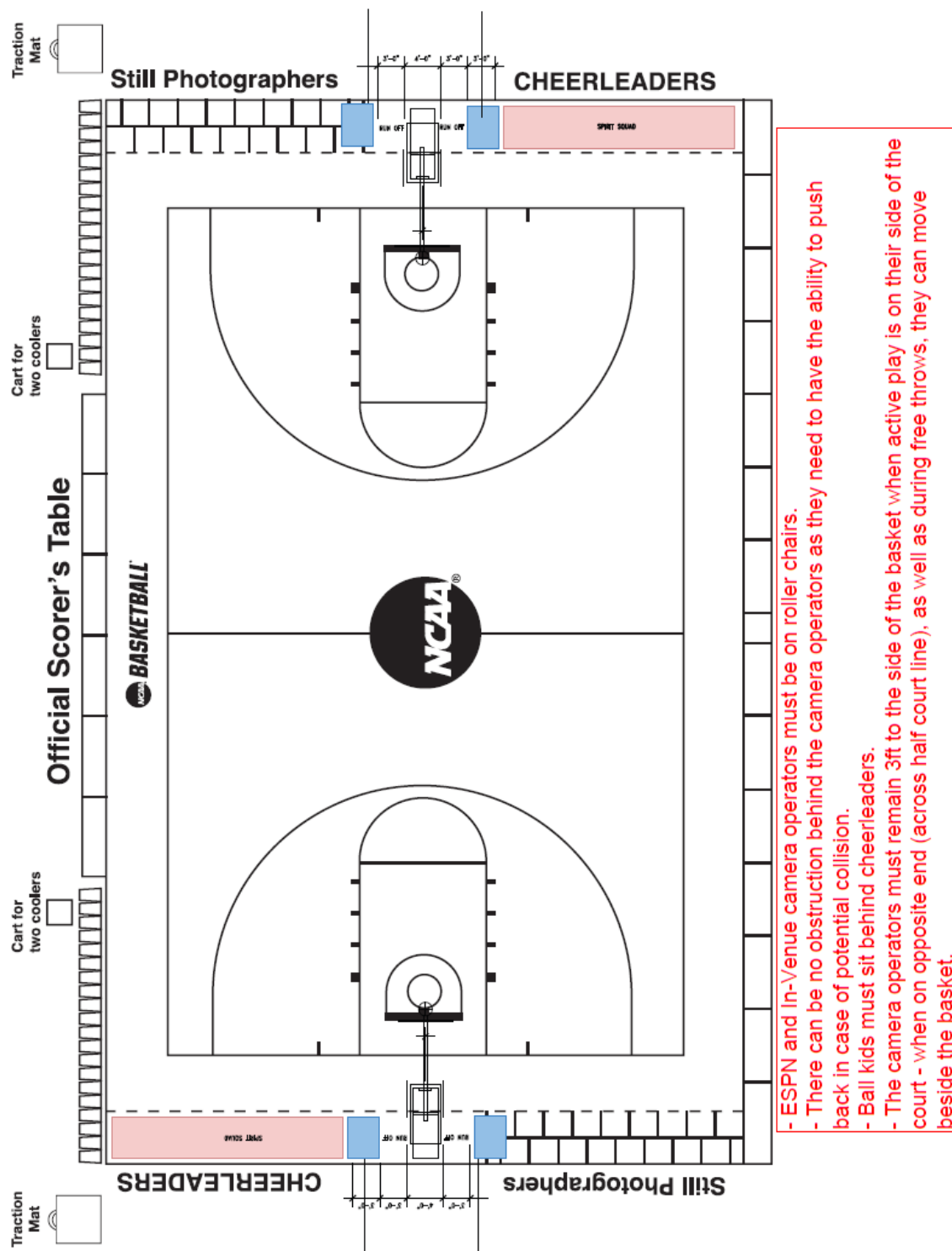
Expense reimbursement for participation in championships will be filed through our online system. The Travel Expense System (TES) can be found at travel.ncaa.org (SSO is required).

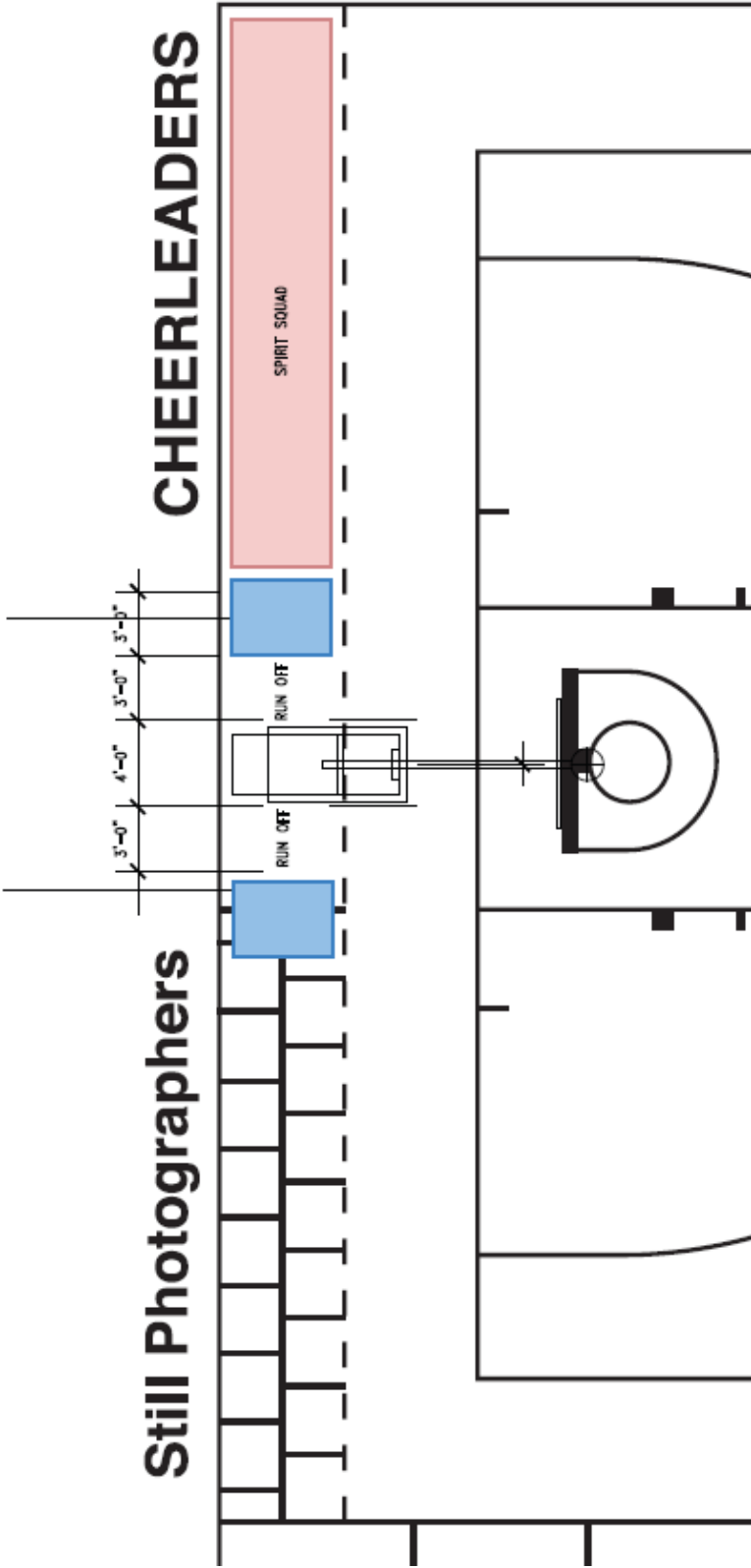
DI Women's Basketball will have a [Short's Host Portal](#) available to view team flight information. Access codes and training will be provided at a later date.

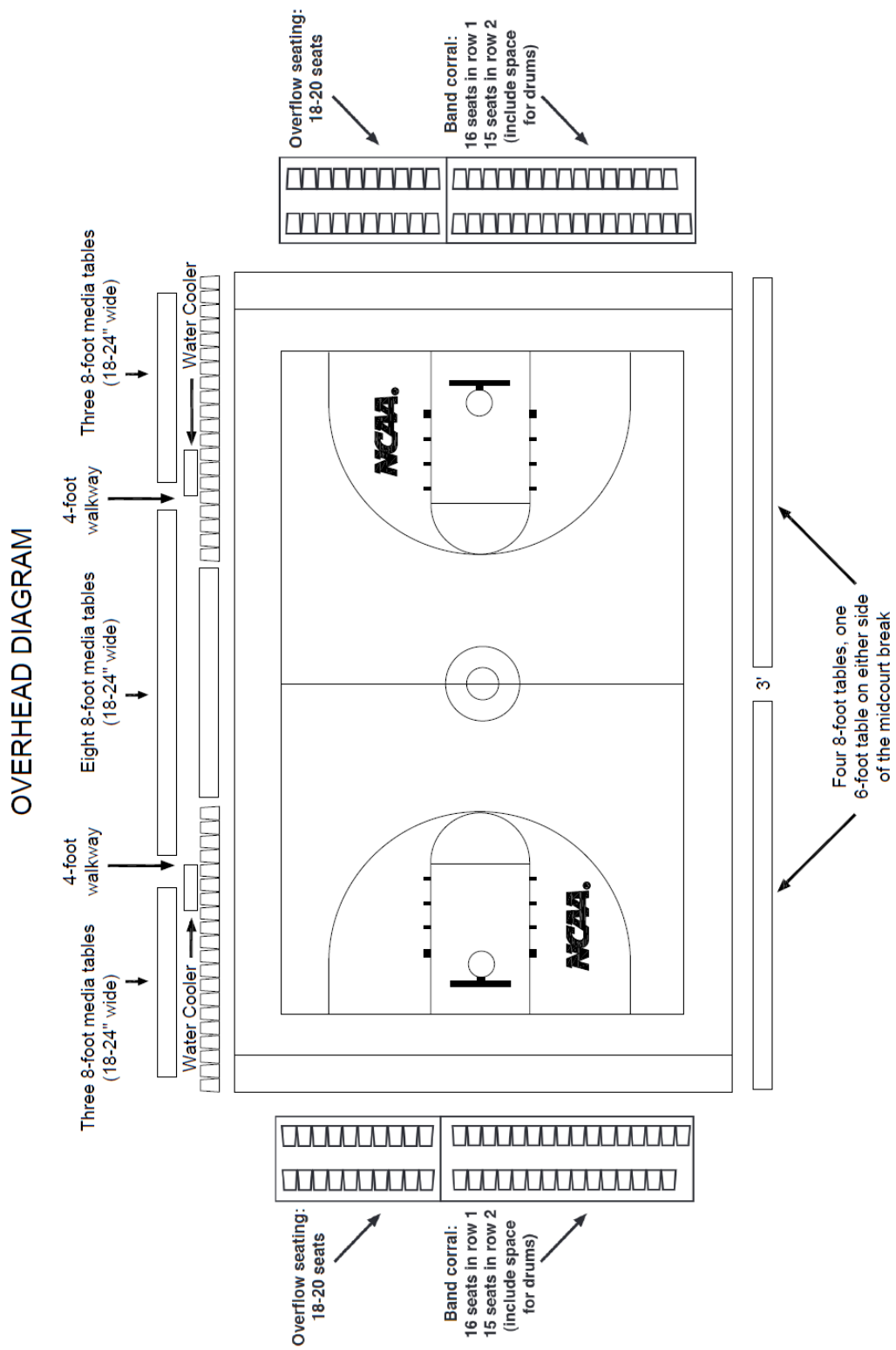
All NCAA Championship travel information can be found [here](#).

Parking. The host is responsible for securing complimentary parking at the team hotels for the team buses and the courtesy vehicles (i.e., one minivan per team). The facility shall provide a designated complimentary parking area for the team buses and courtesy cars at the facility.

Police Escorts. If a First Four and/or First and Second Round site has significant concerns with traffic based on the schedule and team hotel proximity to the venue, the host can request special approval to provide police escorts on a case-by-case basis. If approved in advance, police escorts will be reimbursable for teams to and from the airport as well as for all other official team movements from the hotel to the competition facility (e.g., practices, shootarounds, games).







NOTES: Diagram is not to scale. Table numbers are only a guide. Official Scorer's table is 40-48 feet long, 30 inches wide.






**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
FIRST FOUR/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 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 T2	2	8"	11"
Media Meal 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	22		
Media Work Area			
NCAA Media Information	1	18"	24"
General Tournament Records/Notes	1	8"	11"
First Four Game Higher Seed Media Information	1	8"	11"
First Four Game Lower Seed Media Information	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 Four Box Score	1	8"	11"
First Four Final Book	1	8"	11"
First-Round Game No. 1 Box Score	1	8"	11"
First-Round Game No. 2 Box Score	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 Score	1	8"	11"
Second-Round Final Book	1	8"	11"
TOTAL	16		

Games Management			
Description	Quantity	Height	Width
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"
Team Entrance	1	18"	24"
Athletic Training Room	1	18"	24"
First Four Game Higher Seed Locker Room	1	18"	24"
First Four Game Lower Seed Locker Room	1	18"	24"
First Four Game Higher Seed Team Will Call Entrance	1	18"	24"
First Four Game Lower Seed Team Will Call Entrance	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	22-27		

Signs shaded should be made team-specific once the teams are known.

**NCAA DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP
FIRST FOUR/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		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

Note: ESPN will also provide one monitor and headset with listen only ability for use by the official's evaluator, who will be seated opposite the scorer's table.

**EQUIPMENT SHIPMENTS CHECKLIST
FIRST FOUR/FIRST AND SECOND ROUNDS**

Below is a list of equipment to be used during the 2024 NCAA Division I Women's Basketball Championship. All items will be received beginning Monday, March 18 and as late as Friday, March 22, dependent upon your game days. Please contact Thomas Deatsch (tdeatsch@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			200
Basketballs and ball racks			24 / 2
Court mops			2
First/Second Round credentials			710
First Round Credential pins			110
First Round Credential Wristbands			
Second Round credential pins			60
Second Round credential wristbands			
#Media seat cards			300
Credential boards	8.5 x 11		50
Credential boards	11 x 17		50
Security bag tags			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			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	Media Seat Cards / Microphone Flags / Official Scorebook	Press Backdrops
Thomas Deatsch	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

First Four information is forthcoming.

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 airtime – 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 airtime – 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		
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 meal areas to ensure 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 area	Review setup of duplication area, 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 FOUR/FIRST AND SECOND ROUNDS)	Work with Hammond Communications on setup of media interview room.
	Interview Room Holding Area	Check the furniture and availability of NCAA drinking cups and beverages in the interview room holding area and keep secure.
	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 official's evaluator or courtside positions.
	Media Coordination Office	Make sure the media coordination office is set with necessary 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 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. This individual should 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 school credentials	Provide TEAM credentials to tournament manager to include in participating school 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 scorer's table and press row.
	Media seat cards	Print labels with name and affiliation on media seat 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		
	Administrative/Sports information contacts meeting	Basketball committee representatives and host media coordinator conduct a virtual administrative/sports information contacts meeting with representatives from each participating school's sports information staff and ESPN producer on the morning of the first practice day. Review postgame interview, mini-camera, team content and ESPN policies.
	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		
	Review policies	Review policies with participating team sports information contacts 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 themselves available to covering media.
	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.
GAME DAY ASSIGNMENTS		
	Proofing, printing and delivery	Administer proofing, printing and delivery of flip cards for the media and place cards for the interview room. Deliver tents to news conference moderator.
	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 Four/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 conferences. 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.
	Distribution/posting 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. All pre-game, in-game and post-game materials should be posted to NCAA Box Library/Digital Media Hub.
	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.
	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.

	Final mailing	Following completion of play send official scorebook back to Rick Nixon.
TELEVISION		
	ESPN meeting representation	Make sure an ESPN representative attends the administrative/sports information contacts meeting.
	Timeout coordinator	Make sure the timeout coordinator has all the necessary information, including timing sheets. Remind TOC of meeting schedule (sports information contacts, administrative/sports information contacts and game officials).
	Postgame interviews	Remind the sports information contacts to work with ESPN and the NCAA Radio Network (REGIONAL ONLY). ESPN, NCAA Radio Network and school radio are permitted a maximum of a combined four minutes for interviews in the court area immediately following the end of the game.
	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 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 media seat 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 school 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 their 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 Schools 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 Veritone (formerly known as Wazee Digital) to manage these rights. This policy applies to NCAA member college and university schools and conferences ("Member Schools") 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 School's official website, mobile and connected device apps.
 - Member School'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 School participates.
- Digital Highlights may be posted during a game or event when telecast or streamed on ABC, ESPN platforms or NCAA.com. All in-progress highlights must abide by the following additional requirements:
 - In-progress highlights can only be posted to Member Schools' official social media accounts. Permitted platforms are Twitter, Instagram, Facebook, and Snapchat.
 - Max four (4) clips per game or event – max 30 seconds per clip.
 - Playback functionality in embedded Tweets must be disabled when sharing video.
 - Limited to republished, in-progress video and GIF only – no live streams of any kind permitted.
 - All video must be network footage, inclusive of the visible network ID bug and all graphics.
 - Every post must include a direct tune-in call to action (CTA) utilizing one of the following methods: Textual tune-in for the game including originating Platform (e.g., Linear Network – ABC, ESPN, ESPN2, etc. or Digital – ESPN3, NCAA.com, etc.) A direct deep-link to the game's live stream. For ABC/ESPN content, attachment of a promotional post-wipe – accessible via Dropbox link: [HERE](#)
 - Member Schools 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 Schools.
- 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 posted after the live window 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.

Appendix 10..... NCAA Digital Highlights and Footage

- 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 Schools are responsible for sourcing and editing all Digital Highlights.

Upon Turner's request, Member Schools 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. o Licensed from Veritone – Except as set forth in this document, all uses of Digital Highlights must be licensed through Veritone regardless of how such footage is acquired (e.g. team videographer, television broadcast, etc.).

Licensed from a Vertione Company – Except as set forth in this document, all uses of Digital Highlights must be licensed through a Veritone 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 Veritone 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.
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 flip cards. Photographers should claim statistical information in the media workroom.



RADIO/ INTERNET POLICY NCAA Championships (All Divisions)

Westwood One owns the exclusive national radio rights to all 90 NCAA championships and the NIT/WBIT. 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@learfield.com or 859-226-4390; Cindy Johnson - cindy.johnson@learfield.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 school shall request such rights for a station or network that contracted for exclusive coverage of the school'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 school, or the station designated by that school 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 Learfield. 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.

Learfield 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 Learfield. 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 school 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 school'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 Learfield 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 Learfield 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 school 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. School 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 schools 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.

Live description of any game in progress is prohibited. Programming shall originate only from the media

A. 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.

Agencies that do not own play-by-play rights but are affiliates of Westwood One or a participating school's

C. 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 2021-22 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 Learfield (phone: 859-226-4390 or e-mail: mike.dodson@learfield.com), or Cindy Johnson at Learfield (phone: 859-226-4225 or e-mail: cindy.johnson@learfield.com).

FIRST FOUR/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-2 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 schools 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-2, 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 school 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-2 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 schools 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 school/conference staff, radio rightsholders, print media and others approved by the NCAA. Wireless accessible locations must include courtside, NCAA and host school/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	2			Facility 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

Sunday, March 17, Selection Sunday

10 p.m. ET

First Four Team and Host Call

Tuesday, March 19 or Wednesday, March 20, Day prior to opening 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.

10 – 10:45 a.m.	Administrative/SID Meeting
11:30 a.m. – 4 p.m.	Credential Distribution
11:30 a.m. – 5 p.m.	Media Workroom Hours
11:30 a.m.	Team Entrance and Training Room Open
12:25 – 12:40 p.m.	Opening Round Higher Seed News Conference – Players
12:45 – 1 p.m.	Opening Round Higher Seed News Conference - Coach
1:10 – 2:40 p.m.	Opening Round Higher Seed Practice* (90 minutes)
2:05 – 2:20 p.m.	Opening Round Lower Seed News Conference – Players
2:25 – 2:40 p.m.	Opening Round Lower Seed News Conference - Coach
2:50 – 4:20 p.m.	Opening Round Lower Seed Practice* (90 minutes)

Wednesday, March 20 or Thursday, March 21, Opening round game day

^The higher-seeded team of each game shall choose their practice time slot first, then the lower-seeded team of that same game will be assigned the remaining practice 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 practice time slots for the following day.

**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.

1 hour prior to first practice	Team Entrance and Training Room Open**
1 hour, 10 minutes prior to next practice	Practice Time Slot 1^ (one hour)
Concludes 3 or 5 hours prior to tipoff	Practice Time Slot 2^ (one hour)
3 hrs prior to tipoff until 3 hrs after game	Media Workroom Hours
3 hrs prior to tipoff until halftime	Credential Distribution
2 hours prior to tipoff up to tipoff	Media Meal
90 minutes prior to tipoff	Playing Floor Opens to Teams
1 hour prior to tipoff*	Facility Doors Open to Public
TBD	Opening-Round Game

Thursday, March 21 or Friday, March 22, 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.	Administrative / SID Meeting
10 a.m.	Team Entrance and Training Room Open
10:45 – 11 a.m.	Game No. 1 Higher Seed News Conference – Players
11:05 – 11:20 a.m.	Game No. 1 Higher Seed News Conference - Coach
11:30 a.m. – 1 p.m.	Game No. 1 Higher Seed Practice* (90 minutes)
Noon – 2 p.m.	Media Meal
12:25 – 12:40 p.m.	Game No. 2 Higher Seed News Conference – Players
12:45 – 1 p.m.	Game No. 2 Higher Seed News Conference - Coach
1:10 – 2:40 p.m.	Game No. 2 Higher Seed Practice* (90 minutes)
2:05 – 2:20 p.m.	Game No. 1 Lower Seed News Conference – Players
2:25 – 2:40 p.m.	Game No. 1 Lower Seed News Conference - Coach
2:50 – 4:20 p.m.	Game No. 1 Lower Seed Practice* (90 minutes)
3:45 – 4 p.m.	Game No. 2 Lower Seed News Conference – Players
4:05 – 4:20 p.m.	Game No. 2 Lower Seed News Conference - Coach
4:30 – 6 p.m.	Game No. 2 Lower Seed Practice* (90 minutes)

Friday, March 22 or Saturday, March 23, First-round game day

^The higher-seeded team of each game shall choose their practice time slot first, then the lower-seeded team of that same game will be assigned the remaining practice 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 practice time slots for the following day.

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. 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 Practice Time Slot 1^ (one hour)
1 hour, 10 minutes prior to next practice	Game No. 1 Practice Time Slot 2^ (one hour)
1 hour, 10 minutes prior to next practice	Game No. 2 Practice Time Slot 1^ (one hour)
3 hrs prior to tipoff until 3 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 Practice Time Slot 2^ (one hour)

2 hours prior to tipoff up to tipoff	Media Meal
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 23 or Sunday, March 24, 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
1:45 – 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
2:35 – 2:50 p.m.	Game No. 1 Winner News Conference – Head Coach

Sunday, March 24 or Monday, March 25, Second-round game day

^The higher-seeded team of each game shall choose their practice time slot first, then the lower-seeded team of that same game will be assigned the remaining practice 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 practice time slots for the following day.

Each team shall be offered 60 minutes of practice time, with a 10-minute break between each practice. 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	Practice Time Slot 1^ (one hour)
Concludes 3 or 5 hours prior to tipoff	Practice Time Slot 2^ (one hour)
3 hrs prior to tipoff until 3 hrs after game	Media Workroom Hours
3 hrs prior to tipoff until halftime	Credential Distribution
2 hours prior to tipoff up to tipoff	Media Meal 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
NCAA CHAMPIONSHIPS**

Each participating school 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 non-abrasive 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. (max. 4 square inches in area)
- 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) non-abrasive 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. (max. 4 square inches in area)
- 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 does not make an illegal number legal.

LEG/KNEE SLEEVES

- May be white, black, beige or fabric color of jersey.
- A leg sleeve may not be attached to a waistband.
- Same color must be worn by teammates.

GAME JERSEYS

- See Rule Book Diagram (Rule 1-22).
- Neutral zone must be of same single color.
- Tonal shift of 15% permitted in neutral zone.
- Player or institutional name/mascot/nickname may be arched or angled, subject to restrictions in Rule 1-22.7.a.
- An institutional logo that replaces a name/nickname/mascot may only be in the front neutral zone.
- Institutional/conference/memorial patch may appear on back at neckline but not on both front and back. (max. 4 square inches in area)
- A second commemorative/memorial patch is permitted when approved by the institution or the conference (4 square inches).
- National flag of NCAA institution may only appear on left shoulder panel.
- Names intended to celebrate/memorialize persons, events or worthy causes permitted in back neutral zone of game jersey and once on the front of the jersey on the right/left shoulder panel or apex of neckline.
- 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 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 show 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 in area.
- 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, once on undershirt, and once on any article of apparel.
- Only one institutional logo or mascot may appear on an arm sleeve, knee sleeve or leg sleeve. (max. 4 square inches in area)
- Fabric color does not include color of letters, numbers or logos on the game jersey.
- Players are not allowed to wear microphones.

NCAA is a trademark of the National Collegiate Athletic Association.

Division I Women's Basketball

First Four and First and Second Round Budget Parameters

All hosts are required to review the Financial Administration section of the First and Second Round Host Operations Manual (Section No. 5). This document was created to add further clarity for hosts as they prepare their budget in the host reporting system and finalize their actuals post championship.

Receipts.

Ticket prices are recommended by the host and approved by the NCAA in advance of the championship. Please refer to the ticket section of the manual for more information on ticket pricing (Section No. 24). A ticket audit must be uploaded to the host reporting system (prior to submission) as a requirement of the settlement.

Game Expenditures. Hosts should be mindful to budget for only those items which are necessary to operate the championship, according to the guidelines outlined in the bid specifications, and the championship host operations manual.

Entertainment. The entertainment expenses are meant to cover meals and snacks for participating teams, games management staff, NCAA committee/staff/site reps and media, and food vouchers for game officials as directed by the NCAA.

1. **Participant Meals and Refreshments.** Expenses for participating team's meals, snacks and refreshments at the competition venue. Review catering guide. The host should also provide \$100 worth of prepackaged snacks on each team bus upon the arrival of the team in the host city.
2. **Other Catering and Refreshments.** Includes all other catering and refreshments that are not provided for participating teams such as: Expenses for media, game operations, and committee/site representative personnel meals and refreshments during the championship; refreshments provided during the administrative meeting; and each game official should be provided one \$35 voucher for a meal at their hotel or a nearby restaurant if the hotel does not have a full-service restaurant on property.

Equipment.

1. **Athletic Training Room Supplies/Equipment.** Expenses for required athletic training supplies and equipment rental (if necessary).
2. **Copiers and Printers.** The cost for the rental of photocopiers and printers in-venue.
3. **Handheld Radio Rental.** The cost for the rental of handheld radios for the game management staff if the facility and host institution do not have the necessary equipment.
4. **Shipping Expenses.** Shipping fees incurred on the return of required post-event NCAA-provided equipment.
5. **Statistics Monitor Rental.** DO NOT USE. Monitors are provided by host and/or StatBroadcast.
6. **Transportation and Shuttle Services.** Gasoline expenses for fueling NCAA-provided courtesy vehicles. No other ground transportation or shuttles are necessary. Any parking expenses or fees are the host's responsibility and shall not be reimbursed.
7. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Facility.

1. **Décor.** Rental of pipe-and-drape and carpet, with a focus on "dressing" the arena bowl. The competition venue shall provide all tables, chairs, topping and skirting at its expense.
2. **Directional Signage.** Printing of directional signs for the competition venue is a permissible game expense.

3. **Facility Rental Charge.** DO NOT USE. This line item is only for off-campus sites. 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.
4. **Other Facility Supplies.** Cost for supplies necessary and directly related to operating the championship (e.g., labels).
5. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Facility Fees.

1. **Facility Fee.** DO NOT USE. This line item is for off-campus sites. 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.

Officiating Expenses.

1. **Officials Lodging.** Lodging expenses for the game officials and officials' evaluator.
2. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Personnel.

1. **Ambulance/Emergency/Medical Personnel.**
 - **Ambulance.** The cost of ambulance and staff on-site dedicated for teams for all days the teams are in the building and is a permissible game expense. Separately, the competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense.
 - **Medical.** According to the host institution's standard rates, directly attributable to the championship.
2. **Committee/Site Representative Lodging.** Lodging expenses for the basketball committee members and/or site representative. First and second rounds = 2 committee members/site representatives, 5 nights. If hosting a First Four game, add 2 additional nights for 2 committee member/site representative. NCAA staff members will be responsible for their lodging expenses.
3. **Contractors Lodging.** Lodging expenses for DV Sport technicians. *Note: Hammond Communications will book and pay for their own rooms.*
4. **Custodians-Facility.** Cost for custodians at the competition venue during the championship.
5. **Maintenance-Facility Labor).** Cost for maintenance labor at the competition venue during the championship.
6. **Official Scorer.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
7. **Out of Town Host Personnel Travel and Lodging.** DO NOT USE. This item is for Regionals only.
8. **PA Announcer.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
9. **Police and Security.** Cost for police and security at the competition venue during the championship.
10. **Police Escorts.** If a First Four and/or First and Second Round site has significant concerns with general safety and security or traffic based on the schedule and team hotel proximity to the venue, the host can request special approval to provide police escorts on a case-by-case basis. Must be approved in advance by the NCAA.
11. **Press Stewards.** DO NOT USE. Host should be providing individuals to serve in this role.

12. **Shot Clock.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
13. **Site Visits.** DO NOT USE. This item is for Regionals only.
14. **Statisticians.** Reimbursed according to the host institution's standard rates (minimum \$100/game).
15. **Ticketing Personnel.** Cost for ticket sellers/takers at the competition venue during the championship.
16. **Timeout Coordinator / Officials Evaluator.** First and second rounds will be reimbursed for payment of the timeout coordinator (\$100/game). The NCAA will pay the Officials Evaluator directly and therefore TOC payment is the only expense that should be included on this line.
17. **Timer.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
18. **Tournament Manager and Media Coordinator Lodging.** DO NOT USE. This item is for Regionals only.
19. **Ushers.** Cost for ushers utilized at the competition venue during the championship.
20. **Other.** If requested by Hammond Communications, hosts may need to secure and pay student staffing as press conference camera operators and microphone handlers and is a permissible game expense. All other host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Promotion Expenses. Promotion and marketing plans and expense must be approved by NCAA ticket marketing (Tricia Krummen, tkrummen@ncaa.org).

1. **Additional Programming and Events.** DO NOT USE. This item is for Regionals only.
2. **Advertising/Marketing.** Costs for advertising to maximize ticket sales. Subject to NCAA approval.
3. **Postage.** Costs for mailing/shipping promotional items (e.g., promo items to sweeps winners, shipping trophies to/from sites).
4. **Printing/Signage.** Costs for the printing of promotional items such as flyers for on-campus or pop-up banners.

State and City Taxes.

1. **State and City Taxes.** The host and/or competition venue must remit all applicable taxes to the appropriate taxing authorities.

Ticket Expense.

1. **Charge Card Fees.** Actual credit card fees incurred on the sale of game tickets through the venue's ticketing system via phone or internet.
2. **Ticket Vendor Fee.** Fees charged by ticket vendors (ex: Ticketmaster, AXS, Paciolan).

Non-Reimbursable Expenses.

Below is a sample list of items that are not reimbursable when hosting the championship. This list is provided for reference, but should not be considered a complete list. If you have questions about reimbursable items during the budget process, please contact Demetria Woodard, dwoodard@ncaa.org to provide advice.

- Videoboard related expenses, including staffing. 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. (Refer to Section No. 4.3)
- Parking related costs such as those associated with the displacement of university or faculty staff parking due to the usage of the parking lot for the championship and/or expenses associated with parking service (e.g. attendants, rental, clean-up). (Refer to Section No. 5.7)

Financial Report/Settlement. Host institutions must complete the online financial report within 60 days after the final date of competition at the site. Please refer to the below host financial timeline:

Friday/Sunday Site	Saturday/Monday Site	
Wednesday, March 20, 2024	Wednesday, March 20, 2024	Deadline for last budget edits to NCAA pre-tournament
Wednesday, March 27, 2024	Thursday, March 28, 2024	Venue will email the completed Program Sales Settlement Sheet to casey.castle@learfield.com no later than 3 days after event.
Monday, April 8, 2024	Tuesday, April 9, 2024	Venue shall send the completed Program Sales Settlement Sheet and a check for the amount due to Learfield Communications, LLC, P.O. Box 843038, Kansas City, MO 64184-3038. Other payment options include ACH and wire, please send payment notification to AR@learfield.com . ACH instructions: Bank: Commerce Bank Routing: 101000019 Account: 403549625
Monday, May 6, 2024	Tuesday, May 7, 2024	Deadline for: 1. Budget, ticket receipts (including uploading your ticket audit document - REQUIRED) submitted in the host reporting system. 2. Hosts to return all equipment items to NCAA. (NCAA Contact: Thomas Deatsch, tdeatsch@ncaa.org).
Monday, May 13, 2024	Monday, May 13, 2024	Hosts will be notified via email from the host reporting system once the Internal NCAA review is complete. *Review process includes budget review by WBB staff and NCAA ticket staff (audit must be uploaded), alcohol/concessions settlement review by NCAA finance staff, and inventory of championship equipment returned by host. Then, NCAA champs finance staff will review and provide final approval. Host contacts will be notified via email once the host report has received final approval by all NCAA parties involved, please only remit payment to the NCAA after this notification has been received.
Monday, May 20, 2024	Tuesday, May 21, 2024	Completed settlement due. DO NOT REMIT PAYMENT UNTIL NCAA CHAMPIONSHIP FINANCE HAS APPROVED YOUR SUBMISSION.

		<p>NCAA Wire Transfer or ACH Account Information:</p> <p>Please note that we have separate ABA numbers for wires and ACHs.</p> <p>To: PNC Bank, Indiana</p> <p>Account Name: NCAA General Operating Account</p> <p>Account No: 4622326847</p> <p>ABA for ACH: 071921891</p> <p>ABA for Wires: 041000124</p>
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