



HOST OPERATIONS 2024-25 MANUAL

Division II Basketball

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INTRODUCTION

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

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

DEFINITIONS

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

Governing Sports Committee: The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 18.

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

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

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

ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, in venue entertainment, fan and sponsor events, broadcast programming, youth events, as well as many other aspects.

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

ROLE OF GOVERNING SPORT COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

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

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

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

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values – leadership, inclusion, communication, collaboration and accountability.

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity and inclusion across its functions, staff, partners, stakeholders and communications platforms. Host institution/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 institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events.

MISSION STATEMENT

The Division II Men's and Women's Basketball Championships will be the premier men's and women's basketball event that will provide student-athletes a once-in-a-lifetime experience including maximizing attendance and community awareness while presenting the championships in a fair, safe and equitable manner that supports and promotes the Division II attributes throughout the event.

NCAA DIVISION II MEN'S BASKETBALL COMMITTEE	
<p>ATLANTIC REGION</p> <p>Nate Burton Director of Athletic West Virginia State University Email: nburton2@wvstateu.edu</p>	<p>CENTRAL REGION</p> <p>Andy Peterson, chair Director of Athletics Northwest Missouri State University Email: andyp@nwmissouri.edu</p>
<p>EAST REGION</p> <p>Mike MacDonald Head Basketball Coach Daemen University Email: mmacдона@daemen.edu</p>	<p>MIDWEST REGION</p> <p>Ken Badylak Assistant Athletics Director for Sport Administration Kentucky Wesleyan College Email: ken.badylak@kwc.edu</p>
<p>SOUTH REGION</p> <p>Mark Richard Director of Athletics University of Montevallo Email: mrichard11@montevallo.edu</p>	<p>SOUTH CENTRAL REGION</p> <p>Pryor Orser Head Men's Basketball Coach Colorado School of Mines Email: porser@mines.edu</p>
<p>SOUTHEAST REGION</p> <p>Michelle Caddigan Director of Athletics Catawba College Email: mcaddiga22@catawba.edu</p>	<p>WEST REGION</p> <p>Daryl Gross Director of Athletics California State University, Los Angeles Email: daryl.gross@calstatela.edu</p>
NCAA STAFF	
<p>Mitchell Bailey NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6087 Cell: 317-441-4453 Email: mbailey@ncaa.org</p>	<p>David Lentz Media Coordinator NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6139 Email: dlentz@ncaa.org</p>

NCAA DIVISION II WOMEN'S BASKETBALL COMMITTEE

<p style="text-align: center;">ATLANTIC REGION</p> <p>Allie De Witt Senior Associate Commissioner/SWA Mountain East Conference Email: adewitt@mountaineast.org</p>	<p style="text-align: center;">CENTRAL REGION</p> <p>Amy Anderson Director of Student-Athlete Success/SWA Arkansas Tech University Email: aanderson41@atu.edu</p>
<p style="text-align: center;">EAST REGION</p> <p>Jenepher Banker Assistant Athletics Director/ Head Women's Basketball Coach Daemen University Email: jbanker@daemen.edu</p>	<p style="text-align: center;">MIDWEST REGION</p> <p>Erika Wallace, chair Director of Athletics Wayne State University (Michigan) Email: erikawallace@wayne.edu</p>
<p style="text-align: center;">SOUTH REGION</p> <p>Stephanie Yelton Head Women's Basketball Coach University of West Florida Email: syelton@uwf.edu</p>	<p style="text-align: center;">SOUTH CENTRAL REGION</p> <p>Tiffany McCampbell Associate Athletics Director/External Relations Colorado School of Mines Email: tiffanymccampbell@mines.edu</p>
<p style="text-align: center;">SOUTHEAST REGION</p> <p>Randy Loggins Deputy Director of Athletics Converse University Email: randy.loggins@converse.edu</p>	<p style="text-align: center;">WEST REGION</p> <p>Christine Collins-Kiernan Head Women's Basketball Coach Concordia University Irvine Email: christine.collins@cui.edu</p>

NCAA STAFF

<p>Karen Kirsch NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6765 Cell: 317-966-6438 Email: kkirsch@ncaa.org</p>	<p>Kerstin Hunter NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6645 Email: khunter@ncaa.org</p>
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Section 1 • Awards

CHAMPIONSHIP AWARDS

Regionals. Each regional host will receive a large team trophy for the regional champion and 15 participant medallions for each of the nonadvancing teams. These awards will be sent from MTM to the tournament director at each regional site. When the awards arrive, the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams. **See Section 16 – Media Services for information on all-tournament teams.**

Finals. For each gender, the championship host will receive one large team trophy and 20 gold mini trophies for the national championship team. Additionally, 20 men's championship watches or 15 women's championship watches (five additional women's championship watches will be ordered by the NCAA after the championship) will be sent. The host will also receive 20 silver mini-trophies for the runner-up and 20 bronze mini-trophies for each of the third through eighth place teams. An Elite 90 award for each gender, which recognizes outstanding academic achievement, also will be shipped to the finals site. These awards will be sent to the tournament director approximately two weeks before competition. When the awards arrive the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area. The hosts may want to have the awards available for viewing at the banquet. If so, appropriate security measures must be taken.

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

AWARDS CEREMONY

The awards ceremony will be conducted at center court immediately after the conclusion of the championship game. Regional champions will be presented their team trophy at the conclusion of the final regional championship game.

AWARDS PRESENTATION ENHANCEMENT TEMPLATE (FINALS SITE ONLY)

To celebrate and enhance the student-athlete experience at the championship site, the NCAA will work with the local organizing committee to implement a unique and fun way to recognize the champion(s) at the end of competition during the awards. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athlete's memories when looking back on their experience.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoor or outdoor and weather elements could be a factor, how many teams or individual-student athletes you may have participating in the awards presentation and your budget.

In most cases, enhanced staging and unique signage opportunities are great options for both indoor and outdoor sports. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut outs, confetti, streamers, pyrotechnics/fireworks, a short video recap of championship performance(s), champion(s) or coach interview, utilizing pep bands or using an emcee or notable sport representative (i.e., Olympic Medalist) for the presentation.

These items can be covered through the operations budget, as well as the local organizing committee budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

ELITE 90 AWARD PRESENTATION

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

winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

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

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

Presentation at the student-athlete banquet

For Division II men's and women's basketball, the Elite 90 award will be presented at the championship banquet. Guidelines for presentation of this award at the student-athlete banquet are as follows:

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

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In-venue recognition

When the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the 2025 NCAA Division II Men's/Women's Basketball Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

On the day of/or prior to the winner of the Elite 90 award being publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account (formerly known as Twitter) will promote the 90 winners after the on-site announcement has been made. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

- Host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to socialmedia@ncaa.org.

For more information on the Elite 90 award winners, log on to ncaa.com/elite-90.

CHAMPIONSHIPS LOCKER ROOM PROGRAM (FINALS ONLY)

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

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (jared.hunt@hanes.com) or Underground Printing for hats (ncaachamphat@undergroundshirts.com). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, dclendenin@ncaa.org or 317-917-6496.

PARTICIPATION AWARDS

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.3.1 and 16.1.3.2 and **are provided by the NCAA selected student-athlete participation awards licensee**. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participation awards will be distributed at the site of the championship. Hosts should work with the championship manager on award logistics.

Section 2 • Band/Spirit Squads and Mascots

ARTIFICIAL NOISEMAKERS

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress. Spirit squads may use megaphones for voice amplification purposes only (e.g., no pounding megaphone with hand or on the floor or other inanimate objects to create artificial noise, and no waving megaphones as a visual distraction).

DESIGNATED AREAS

A maximum of 12 spirit squad members, plus one mascot, are allowed on the floor at any one time when the game is not in progress. Spirit squad members, to include mascots, must stay out of spectator seating areas. After leading their team onto the court and during timeouts and halftime, they may use the full court, provided they are not interfering with the participating teams. They shall otherwise remain in an area designated by the tournament manager with the approval of the committee. Boundaries for spirit squads should be clearly marked. They are not permitted to roam the stands or the arena, even if that is their normal practice during home games. Band members are only permitted to play from their designated seating area. Band members may not leave their designated areas to approach the playing area. Flags carried by institutional representatives are permitted on the floor during timeouts and when teams enter the court during pregame and halftime, but must not be used to taunt competitors or block spectators' views.

ELECTRONIC AMPLIFICATION

Full bands are not permitted to use electronic amplification. Small bands (15 members or fewer) are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

MAXIMUM NUMBER

A maximum of 25 band members plus the band director, 12 uniformed spirit squad members plus their coach, and one costumed mascot will be admitted free of charge. The institution may purchase additional tickets for band members; however, no more than 25 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the bands begin warming up.

NATIONAL ANTHEM

The national anthem shall be sung or played by one of the participating institutions' bands (highest seed band will play if both bands are in attendance). The anthem shall be played before the first game of each session.

SEATING

Bands should be seated in comparable areas of the arena, preferably in the end zones or opposite their team's bench. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the committee liaisons. Bands and spirit squads will be provided seating when their teams are not playing (for both sessions, regardless of whether their team is defeated in the previous game of that session).

WARM-UP TAPES

No warm-up tapes are permissible. Only band(s) and typical in-venue electronic music will be used. The host institution will select and administer the music per approval of the NCAA site representative.

MASCOTS

Live animal mascots are not permissible.

Section 3 • Banquet (Finals only)

To celebrate and welcome all participating student-athletes and championships personnel, the host shall provide a banquet the evening before the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The host will be responsible for coordinating all details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff.

Best Practices

The event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is to congratulate, celebrate and welcome all participating student-athletes to the NCAA championships and the host community.

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

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

Sample Enhancements

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

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- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/championship merchandise – sales booth or display area with order forms on-site.

Section 4 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

Competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days before the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

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

Promotional Items. Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification, other than those from NCAA Corporate Champions and Partners, are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

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

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for information about NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

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

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

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an R-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: memberx.edu/ncaa.

Identification of commercially named venues on NCAA materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

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

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

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

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

DIVISION II BASKETBALL

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-966-6950.

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

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

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

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

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

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

NCAA Licensed Trademarks:

College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men's Baseball Championship and the Division I Women's Softball Championship.

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

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Partners | ncaa.com](#)

OFFICIAL CHAMPIONSHIPS/LICENSEE AND SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, [NCAA Licensing - ncaa.org](#).

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. The NCAA must be notified a minimum of 60 days if any signage has changed after the site visit or before the championship. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless

authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all 90 NCAA championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering Existing Signage/Product Branding.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. **Fan Promotional Materials.** If the facility approves, patrons are permitted to bring in small signs and non-noisemaking items in accordance with NCAA and venue policies. Items may not include any (non-CCP) commercial identification.
- i. **Digital Inventory.** At no charge, the NCAA will have full access to use, and control of, all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 5 • Community Engagement (Finals only)

The NCAA requests help from the local organizing committee to provide community engagement experiences for participating student-athletes and coaches in its community. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

The NCAA's ability to build and create successful community engagement events in a community around its national championships depends largely on a successful partnership with the local organizing committee and/or sports commission.

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

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

Section 6 • Competition Site, Equipment & Space Requirements

NEUTRALITY

Men's and women's basketball preliminary-round hosts are allowed to conduct pregame promotions before **remaining neutral in-game**. They also may give season-ticket holders early access to tickets for regional competition. However, seats directly behind the participating teams' benches must be reserved for those teams' fans. Please refer to Appendix D for detailed guidelines.

For the Elite Eight, host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, items such as host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or halftime activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands).

ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

Alcoholic Beverages

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certify in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty and insurance obligations; and
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) 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; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), 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 and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs and applicable taxes—for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, local organizing committee/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

Tobacco Products

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

AMERICANS WITH DISABILITIES ACT - 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 institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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

CONCESSIONS

Food and beverage prices shall be no higher than for similar events or primary tenants in the competition site.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin and between games. During competition, selling is restricted to the arena concourse and established selling locations.

COURTSIDE/COMPETITION FLOOR

The playing floor shall be a rectangular surface free from obstructions with sidelines of 94 feet in length and end lines of 50 feet in length, measured from the inside edge. All specifications should meet as outlined in the NCAA Men's and Women's Basketball Rules Books. [Rule 1]

The minimum area as described in the NCAA **Men's** and **Women's** Basketball Rules Books will be the guidelines for determining the playable area. Once the minimum playable area is reached, photographers and other necessary personnel can be determined.

Logos. The NCAA may provide floor decals at the final site only.

Photo Boxes. A diagonal line shall be placed on each end of the playing floor apron, to designate the photographer's boxes.

DECORATING AND ADVERTISING

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

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for the regionals and finals.

Table Banner (generic for regionals). The NCAA will provide one banner for the scorer's table. No other ornamentation or signage is allowed on the scorer's table. The scorer's table must be covered with bunting or other appropriate material if the banner does not cover the entire table.

EQUIPMENT

Basketballs. The Wilson EVO NXT basketball will be provided for all rounds of competition.

Regional. Thirteen Wilson EVO NXT basketballs will be sent to the tournament manager with the NCAA Basketball logo. They will be sent Monday before the regional championship.

One basketball rack for each of the eight regional sites with the NCAA Basketball logo (color) will also be provided.

One basketball should be provided to each participating team after the regional competition. The host institution may keep the remaining basketballs. There will be at least 12 Wilson EVO NXT balls available for practice/game.

Elite Eight. Twenty-four balls will be sent to the site of the Elite Eight. Each team will receive one game ball at the conclusion of its final game.

The Men's and Women's Elite Eight hosts will receive two basketball racks containing the respective Elite Eight logo (color).

Ladders. The competition site shall provide a ladder at each end of the court for the winning team members to cut down the nets after the regional game. [Note: Werner may provide ladders for this purpose. The NCAA will alert the host if this is confirmed.]

Scoreboard. If capable, scoreboards shall display the names of the participating institutions rather than "Home" and "Visitors."

Telephones. Telephone communication must be available for radio and television (if applicable).

Timing Device/Clock. Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to set up/operate the clock between practices.

A backup timing device is recommended for all rounds.

Traction Devices (Final site ONLY). The NCAA will provide "Slipp-Nott" or similar traction aids.

Video Screens. If electronic video replay screens are available, they may be used at the competition site's expense. One replay in real time is permissible. Video screens may not display advertising.

FACILITY USE

The facility shall be reserved for the exclusive use of the NCAA starting the day before the start of competition through the conclusion of the final game. All space shall be available and the facility set up no later than 1½ hours before the beginning of the first practice.

It is requested that regional hosts also make their facility available for visiting teams two days before the start of competition, if possible.

NCAA SPACE REQUIREMENTS

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (e.g., team personnel, media and player-guest).

Player-Guest Entrance. A gate must be identified to admit patrons holding player-guest tickets.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches.

Locker Rooms. A locker room with shower facilities should be provided for each team (four total) and two rooms for the game officials. When assigning locker rooms, consideration should be given to bracket pairings and the path to and from team bench areas in an effort to minimize unnecessary encounters among opposing teams.

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

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, hydration products, dry erase boards, markers and erasers for all practices and games. The NCAA representative will inspect the locker rooms before the first practice.

Signs. Signs should be posted to identify the teams' and officials' locker rooms. A sign reading "NCAA Use Only" shall be posted on the officials' locker rooms.

Media Areas. The areas used for the media workroom and the postgame interviews should be close to one another and to the locker rooms in order to facilitate the media's work and access for coaches and student-athletes. There should be adequate distance between the interview area and competition floor to ensure interviews can be conducted without distraction. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Workroom. The media workroom should be equipped with internet access and an adequate number of telephones, electrical outlets, a printer and copier, and other necessary supplies. NCAA logos should be displayed appropriately.

Hospitality. A refreshment area should be set up next to or in the media workroom to accommodate the working press only throughout open practices and competition. Only NCAA, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area. No officials should be allowed in this area.

Postgame Interview Room. The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and camera personnel at the back of the room; and (e) providing a sound system. The NCAA does not provide a backdrop for regional rounds.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have to walk through the actual interview room to reach the holding area. Chairs and Dasani water should be provided so players are able to wait comfortably.

Access/Security. A security officer should be stationed outside the media workroom and postgame interview room to check credentials. This individual should be instructed that only credentialed individuals may enter the area. Game officials specifically are prohibited from this area.

Player Warmup. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warmup.

Athletic Training. The athletic training room should be stocked with towels and other necessary equipment, and staffed with the appropriate personnel before and during the games and practice sessions.

OFFICIAL SCORER'S TABLE

The scorer's table should accommodate at least 13 personnel. [Refer to Scorer's Table Personnel.]

Signage. No ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner provided by the NCAA does not cover the entire table. The walkway behind the scorer's table should be roped off to preclude spectators from access, if possible.

Official Scorer Location. The official scorer must be seated as close to center court as possible and next to the alternate official.

Refreshments. Only NCAA, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used by scorer's table personnel while at the table.

PARKING

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

GAME FILMING

An area (usually high mid-court) should be designated from which each team may video if they wish to do so. Please provide adequate space for three cameras (maximum one per institution and host) and personnel. The host will video each game at no cost to the participating teams and will provide the participating teams with a copy (via DVD, USB flash drive or some form of predetermined electronic download) immediately after each game. The host will also provide each advancing team with a copy of its next opponent's game.

Section 7 • Critical Incident Response/Emergency Plan

PREPARATION

Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student athletes, coaches, officials and fans. This includes sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. In the event of a critical incident, contact the NCAA championship manager immediately before making any decisions.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
 - a. Incident commander (second in command).
 - b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.
6. Review evacuation plan – review plan with competition site manager.
7. Review emergency response plan for typical emergencies, severe weather and potential criminal actions.
8. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program, go [here](#). PSAs can be reached via email at central@cisa.gov. (Submitter should provide their contact information and where they are located so they can be matched up to the nearest PSA.)

Interruption of Game. The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

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

Officials. Ensure that the officials know the exact game situation when play was halted.

Bench Personnel. These individuals should proceed to the bench area or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

Disruption. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

Meeting. The committee chair, NCAA representatives and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at a predetermined location to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required facility operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate competition site meets the provisions of NCAA playing rules.

Spokesperson. In the event of an emergency, the committee chair or their designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson.

Section 8 • Drug Testing

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

Comprehensive drug testing details for hosts can be found [here](#).

Section 9 • Financial Administration

AUDIT

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

APPROVAL OF THE BUDGET

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

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

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

COMMITTEE EXPENSES

The host institution will not be responsible for paying per diem for committee members. Committee members will submit their expenses online once the championships have concluded.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA on approval of the financial report by NCAA staff and receipt of the automated email noted above. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "Summary" tab as documentation supporting each line of their revenue and expense figures.

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

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://www.ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) ([ncaa.org/Student-Athlete Programs/Health and Safety](https://www.ncaa.org/Student-Athlete Programs/Health and Safety)).

LODGING EXPENSES

Lodging for officials, site representatives, committee members and NCAA affiliates must be budgeted and paid by the host institution. These expenses will be reimbursed via the final financial report. All parties will be responsible for their own incidentals.

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System](#) within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel to book.

Local Transportation for Teams. Team sports eligible for reimbursable ground transportation must arrange ground transportation through Short's Travel. Individual sports, eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel.

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 10 • Game Management

BALL KIDS

There should be four ball kids per game with two stationed at either end of the court.

Age Restrictions. Ball kids must be at least 12 years old and not in grades 9 through 12 to avoid potential prospective student-athlete conflicts.

Qualifications. **The ball kids should have prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event.** The tournament manager should emphasize the importance of the event and review their duties and responsibilities. The ball kids must refrain from cheering for either team. They are considered "neutral" and must behave in such a manner. Stools should be provided for floor wipers, as well as mops affixed with a towel, to perform floor-wiping duties effectively.

ELECTRONIC TRANSMISSION

The use of electronic audio or video devices that transmit information from any location in the competition site to the bench is not permitted (i.e., no video-to-video; audio-to-audio; or video skill pictures on the bench). However, it is permissible to gather statistical information and/or live video from a designated area and to transmit statistical information to the bench. Computers may be used in the bench areas during the game for statistical purposes only. If the home team plans to use electronic transmission, it must be made available to all participating institutions. Electronic transmission will not be provided at the Elite Eight.

GAMES COMMITTEE

The games committee shall comprise the NCAA site representative, tournament manager and administrator from each institution.

The games committee at each site will actively supervise the conduct of each championship session. This includes ensuring adherence to NCAA policies with regard to misconduct, games management (e.g., what to do in case of electrical failure, broken equipment), corporate signage, etc. It is important that games committee members remain in the arena throughout the competition to promptly address any situations that may occur.

OFFICIAL SCORER'S TABLE PERSONNEL

The host institution is responsible for providing the official scorer, shot-clock operator, timer, scoreboard operator, video replay operator, statistics crew, public-address announcer and message board coordinator (if applicable). The NCAA will assign the alternate official. The scorer's table should accommodate the following in this order:

- Home team sports information director.
- NCAA committee.
- Tournament manager.
- Timeout coordinator.
- Alternate official.
- Video replay operator.
- Official scorer.
- Shot-clock operator.
- Scoreboard operator.
- Timer.
- Public address announcer.
- Statistics crew.
- Visiting team sports information director.

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Exception. The committee may approve an exception to this list or order if factors in the specific competition site do not accommodate the above (i.e., certain wiring requirements or electrical outlets). The statistics crew may be seated at the scorer's table if space permits or if a computerized system necessitates that location.

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

Public-Address Announcer. The public-address announcer will follow the NCAA script for player introductions.

Game Announcements. Other than player introductions, game proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature (e.g., announcing that a car has left its lights on); (c) announcements that NCAA souvenir merchandise, game programs and concessions are on sale in the arena; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or to provide information pertinent to only the host institution's activities unrelated to the tournament.

Tournament Manager. The tournament manager should serve solely in this capacity at the scorer's table; they may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that they are able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

PREGAME PROTOCOL

National Anthem

- The national anthem will be played before the first game of each session of competition.
- Teams must be on the floor for the national anthem.

Player Introductions

After team warmups, the following protocol will be used for player introductions at all rounds of competition:

- Teams return to their benches for team huddles, announcements.
- Beginning with the visiting team, alternating introduction of Forward, Forward, Guard, Guard, Center.
- After each player is introduced, they will meet at half court to shake hands and return to the free-throw line area directly in front of their own bench. Players should not make contact with officials.
- Coaches will be the last to be introduced and they will meet at half court in front of the scorer's table to shake hands and then return to their own bench areas.
- Officials will blow their whistle to call teams to center court.
- Play begins immediately.

STARTING TIMES

Regional Rounds. For first-round competition the approved game times are noon, 2:30, 5 and 7:30 p.m. The approved semifinal times are 5 and 7:30 p.m. The approved starting time for the final game is 7 p.m. All times are local times. Any adjustment of game times must be approved by the respective basketball committee.

The playing floor will be available 60 minutes before game time for those teams competing in the first game of a session. Teams will have 30 minutes of warmup time for all other games.

Split-Site Regionals. In the event the number one seed for each gender is the same institution, the regional automatically becomes a split regional with the number one seed hosting both men's and women's teams, while the number two seeded team in the region hosts a four team sub-regional. Games will be played Friday and Saturday, with the regional final hosted Tuesday evening at the site of the highest remaining seed. See Appendix E for a detailed schedule.

Distribution of Game Timing Sheets. The tournament manager should distribute copies of the timing sheets for each game at the teams' shooting practice the day of competition. The timing sheets should also be posted on each locker room door for each game and distributed to all scorer's table personnel and game officials' locker rooms. A templated timing sheet will be provided by the NCAA.

STATISTICS CREW

The statistics crew should be set up in accordance with the institution's normal operating procedure (i.e., either at the scorer's table, across from the table or behind the table on risers). If the statistics crew normally is seated at the scorer's table, the committee will make every effort to accommodate this arrangement but may make adjustments, if necessary, after evaluating such factors as space availability, requirements of television personnel, etc.

TEAM BENCHES

Bench Assignments. Competing teams in the regionals and finals shall have both light and dark uniforms available. The highest seed will be the home team, assigned to the home bench and wear light uniforms. For regionals, the home team bench will be the bench normally occupied by the host institution during all regular-season games. For the Elite Eight, the home team bench will be located to the left of the scoring table when facing the table.

Permissible Number. The bench area is limited to 23 individuals and 18 chairs must be provided. Bench personnel will be asked to stay seated while in the bench area and play is "live."

Regionals. The regional host should provide bench chairs for their site. The NCAA will provide chairs at the Elite Eight.

Team Physician. If an institution wishes to have its own team physician in the bench area, that individual must occupy one of the 18 chairs and will count in the bench limit of 23. Under no circumstances may an institution be provided more than 18 chairs.

Security. A uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

Section 11 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A nonexhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#), the [NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#) and the [NCAA Sports Medicine Handbook](#).

- Blood-borne pathogens and other biohazards.
- Catastrophic incidents and emergency action plans.
- Cleaning and disinfection.
- Inclement weather, air quality and other environmental considerations.
- Independent medical care.
- Medical facilities.
- Medical disqualification, removal and return to activities.
- Medical staff: Resources, communications, training and responsibilities.
- Medical supplies and equipment.
- Medical treatment (including for, among others, the following emergency conditions):
 - Asthma.
 - Burners (brachial plexus injuries).
 - Cardiac emergencies.
 - Cervical spine injuries.
 - Concussion and traumatic brain injury.
 - Diabetic emergency.
 - Head and Neck Injury
 - Heat Illness and heat stroke.
 - Hypothermia.
 - Mental health emergencies.
 - Rhabdomyolysis.
 - Sick cell and other exertional and nonexertional collapse.
 - Skin infections.
- Prescription medications, banned substances and drug testing.
- Protective gear and equipment.
- Sexual violence.
- Visiting team care and coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

Ambulance Service

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

Coaches, Officials, Event Staff and Spectators

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

Medical Staff Credentials and Access

Travel party credentials for participating institutions will include credentials for medical personnel. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

Portable Immersion Tubs

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Section 12 • Hydration Product

POWERADE PRODUCT AND EQUIPMENT

Regional Sites

Regional sites will **NOT** receive any POWERADE-branded equipment and product.

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

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

Elite Eight

Equipment Information. The NCAA will provide certain championships relevant equipment (e.g., sideline hydration product, sideline hydration equipment) on a sport-by-sport basis that must be used in all championship activity. The purpose of the product and equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any product and equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Cups, Coolers and Water Bottles. Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

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

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

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

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

Use of NCAA-Provided Coolers from Previous Years. The host may use previously supplied equipment from the NCAA, specifically POWERADE equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

Section 13 • Insurance

LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

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

Section 14 • Lodging

REGIONALS

General Hotel Expectations. Ensuring a positive student-athlete experience at NCAA championships includes securing lodging for visiting teams at the appropriate level of quality at a reasonable distance from the competition venue.

Top teams should continue to have the right to host, provided a qualified bid is submitted by the established deadline. When the expectations for student-athlete experience fall short, sport committees will provide direct feedback to hosts. Host institutions have a responsibility to remedy identified issues before being considered for hosting opportunities in the future, regardless of sport. Failure to meet these expectations could impact the institution's opportunity to host in the future, even if their seeding merits it.

Team Hotels. Hotel reservations for the official travel party for the competing teams shall be made by the tournament manager. Hosts should secure a total of 16 nonsmoking rooms, with a minimum of 10 double rooms for each participating team. These rooms shall be guaranteed and reserved beginning the night before the practice day.

Game Officials/NCAA Representative. A total of 14 rooms should be reserved – one for each official, one for the NCAA site representative and one for the officials evaluator. When the officials (12 per site) are determined (i.e., Monday before the competition), the tournament manager will provide the rooming list to the hotel.

Officials may not be housed in the same hotel as the participating teams unless no other accommodations are available.

Drug-Testing Crew. The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel. Please note that these rooms might not be needed if drug testing does not occur or if the drug testing staff does not desire all of these rooms.

Location. Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

Room Rates. Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., \$135 for the 2024-25 academic year).

Lodging Types. Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

Hotel Letter of Agreement. A letter of agreement between the host and the officials/site representative and the team hotel(s) must be uploaded into the bid portal stating that the requisite number of rooms are being held (refer to bid checklist for the letter of agreement template). The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

Release Policy. Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.
2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

ELITE EIGHT

The NCAA has partnered with On Location to manage the NCAA championship hotel program and all championship housing needs. On Location will consult with the host to gain any preference and feedback on hotels. The host may be involved in rate solicitation, if requested by On Location. So while the host is not in the lead position with hotels, its help is still needed in identifying and potentially securing properties.

Team Hotels. Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and, thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment arrangements. Detailed information regarding the team hotel shall be distributed by the host institution in the participant manual.

Participating institutions are responsible for the rooms reserved for the championship. If an institution prefers to stay in another hotel, it must (a) pay for two nights' room charges even if it fails to use those rooms; or (b) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for the full cost of the original reservations of those rooms.

Game Officials/NCAA Committee. Hotel expenses (excluding incidentals) and hotel parking for the officials and NCAA committee shall be paid by the host. NCAA staff will pay for their own expenses. The NCAA will provide the rooming list to the hotel.

MERCHANDISING

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

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

Section 15 • Marketing and Branding

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marketing contact.

MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championships marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA championships marketing contact prior to implementation.

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Marketing Portal can be accessed at <https://sproutloud.com/cn/ncaachampspromotions>.

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should utilize imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
 - Poster
 - Flyer

- Print ad
- Table tent
- DIGITAL
 - Email blast
 - Banner
 - Social media graphics
 - Video board
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing best practices
 - Social media guidelines
 - Special artwork requests

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

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

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

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

SIGNAGE

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a number of banners and decals displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets. NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

ANCILLARY EVENTS

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

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.

DIVISION II BASKETBALL

- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner.
- Such an activity may not take place on property controlled by the competition venue.

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

GAME PRESENTATION

NCAA championship hosts are required to use NCAA-provided public address announcer scripts, runs-of-show and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements you would like to propose for the event must be approved in advance by the championship manager.

LOGOS

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.1.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA marketing. All and any proposed commercial advertising and promotions, if not by a Corporate Champions/Partners, must be reviewed by NCAA marketing staff before approval and production.

MILITARY INVOLVEMENT

The NCAA supports inviting the military to participate at NCAA championships if their involvement enhances the experience for student-athletes and fans, while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to: national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please contact the championship manager for guidelines about any military involvement you would recommend.

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (e.g., Facebook, X [formerly Twitter]) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (e.g., links, web banners, flyers, updates). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [ncaa.org \(ncaa.org/sports/2021/3/3/digital-social-media.aspx\)](https://ncaa.org/sports/2021/3/3/digital-social-media.aspx) for a listing of official NCAA social media accounts.

VIDEO BOARDS

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Brandon Anthony – Senior Producer
Van Wagner
Telephone: 925-354-5721
Email: banthony@vanwagner.com

Section 16 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility 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, administrator and tournament attendee.

ALL-TOURNAMENT TEAM

Regionals. During the championship game, the host media coordinator will coordinate the selection of a five-person all-tournament team, including the Most Outstanding Player. The coordinator shall have media representatives who have seen all contests, before the championship game; (i.e., two primary media representatives covering each of the two participating institutions, two primary media representatives local to the host) submit their nominations.

The all-tournament team will be announced via the arena public-address system in conjunction with the championship awards ceremony immediately after the game. The regional runner-up is not required to remain on the court for the announcement. The regional host shall include the all-tournament team in a press release after the conclusion of the regional.

Elite Eight. After the championship game, the NCAA media coordinator will coordinate the selection of a five-person all-tournament team, including the Most Outstanding Player.

The all-tournament team will be announced via the arena public-address system in conjunction with the championship awards ceremony and in the interview room immediately after the game. The NCAA staff will send personalized plaques to each all-tournament team member after the championship.

BROADCASTING/INTERNET

Please log on to ncaa.com/media for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org - ncaa.org/sports/2021/2/9/statistics.aspx.

CREDENTIALS

Issuance of Credentials. For regionals, the host institution is responsible for creating and providing credentials to each team, media committee representatives, game officials and other personnel as necessary. Credentials should be approved by the national office before print. An optional-use template is available for use by regional hosts. The credentials should be provided to each participating team's administrator or coach at the administrative meeting. Working credentials shall be issued at the regional/championship site for working media. The NCAA national office will produce and provide credentials for the finals site.

When producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at ncaa.com/credentialterms, should also be visible at credential pickup.

Approximately one month before the start of the Elite Eight, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) There will be training sessions for any sports information director who is unfamiliar with the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

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

DIVISION II BASKETBALL

Bench. Bench credentials should be distributed to any nonuniformed personnel who will occupy one of the 18 chairs allotted for each bench. Only individuals wearing a bench credential, an all-access credential issued to the institution's administration or a team uniform will be permitted in the bench area for each respective team. Ushers and security personnel should strictly enforce this rule and prohibit the addition of chairs and unauthorized personnel to this area.

Credential Boards. The NCAA will provide credential boards at the finals site. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

Drug-Testing Team. In the event of drug testing, credential badges will be issued for the drug-testing team. A minimum of 10 nonmedia seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the Drug Free Sport staff.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets," or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting national collegiate championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Officials Evaluator. One evaluator will be assigned to each regional and the championship and should be given access to the officials' locker rooms throughout the regional and final competition.

Official Travel Party. The official traveling party for the championship is 20; however, 28 credentials will be provided to each team (23 bench credentials, one media credential for the institution's sports information director, and four all access credentials to the institution's administration). Any additional individuals (excluding spirit squad, mascots and band members) must purchase tickets from the institution's allocation.

Participant Media. Media credentials shall be issued according to the criteria printed in the Media Coordination Manual located on ncaa.com/media.

Personnel. Each host sports information director is responsible for organizing workers to assist with media operations and the number of workers will depend on the media demand for the games at the site. Such duties as press runners, quote takers, stat crews, copy machine personnel, etc., should all be coordinated with the tournament manager and host sports information director.

Photography. Policies will be distributed with the credentials.

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

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season; however, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association.

Scouts. Scouting seats shall be reserved for only the official members of the basketball coaching staffs of the participating teams. When possible, two scouting seats will be provided to each participating team. For the quarterfinal round, a minimum of four scouting seats (preferably eight) should be made available. A total of four scouting seats (two each for the two teams not competing) shall be reserved for the semifinal round. Seats should be located on the press table located across the court from the team benches. If space is not available, the NCAA site representative must approve the scouting seats location. Each coach can gain access to the scouting seats with a bench credential.

Senior-Level Administrators. Requests for admittance for presidents/chancellors, athletics directors, senior woman administrators, faculty athletics representatives and/or conference commissioners should be sent to the respective tournament director. These individuals will be admitted to the venue via a pass list. For the Elite Eight ONLY, requests for senior-level administrators should be submitted via [this link](#).

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the games and claimed in person by the producer.

Temporary Floor Pass. Each participating institution's administrator will be provided four temporary floor credentials to distribute at their discretion (excluding members of the media). No more than four will be provided for any institution,

including the host. This credential allows the holder access to the arena floor or locker room after the competition and to the postgame interviews. It does not constitute free admission to the competition, nor does it allow access to these areas during the competition or between games. As with all credentials, the Temporary Floor credential should be worn around the neck so that it is visible at all times. Note: These temporary floor passes are in addition to the 28 credentials provided to each team, as described under “Official Travel Party.”

NCAA Site Representatives. Representatives of the basketball committee should be issued a credential that gives them full access to the competition site.

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

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postgame notes/quotes.

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

FLIP CARDS

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

INTERNET POLICY

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. Please visit ncaa.com/media for updated NCAA championship internet policies.

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

Live Statistics

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

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

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a nonexclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

Hospitality. Media hospitality is strongly encouraged. Media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the host and approved by the NCAA championship manager. Dollars allocated to this line item should directly reflect the anticipated number of media members covering the championship. Proposed budgets that do not directly reflect the anticipated number of media members will not be approved. Budgets cannot be changed without the prior approval of the NCAA championship manager.

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

Media Workroom. If possible, a media workroom should be designated at each site, where media members can be provided a workspace. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be provided in this area.

NEWS FILM AND MINI-CAMS

Please visit ncaa.com/media for updated information related to television, video and ENG policies.

PERSONNEL

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

The number of workers will depend upon the media demand for the games at the site. Communication with the participating sports information directors and the media coordinator's knowledge of the area media will help with advance planning.

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

- Credential Distribution - Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (e.g., website, email, social media).
- Runner(s) - Distributes photocopied materials (e.g., stats, notes, quotes).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew - Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts - Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES/POSTGAME INTERVIEWS

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

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

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

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

Locker Rooms. A 30-minute open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. A team open locker room can include both the formal locker room and/or adjacent areas. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

NOTE: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

The locker rooms shall be open to the media after a 10-minute cooling-off period. The cooling-off period starts once the head coach and all student-athletes have reached the locker room area. Unless the coach chooses to forego the cooling-off period, they must proceed directly to the locker room after the game, except if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All locker rooms for players and assistant coaches shall be open to the media for 30 minutes after the conclusion of the respective cooling-off period; however, if the media is not interested in entering the locker room, it may be closed before the 30-minute time period expires.

NOTE: The host media coordinator may decide to not open up the locker rooms to media in attendance, but coaches and players are still responsible for any media requests. Interviews can take place in a different area outside the locker room.

Should a coach permit any single media agency to enter the dressing room before the cooling-off period has expired, the dressing room shall be opened to all other media representatives desiring access to the area.

NOTE: While all players and coaches participating in the Division II Basketball Championships must be available to the media, the locker rooms may remain closed and interviews may be conducted outside the actual locker rooms.

Order of Appearance. For quarterfinal and semifinals the advancing team's coach and players will go to the press conference first, followed by the nonadvancing team's coach and players. After the championship game only, the losing coach and student-athletes will appear first.

Student-Athletes and Coach. The sports information director representing each participant shall escort the head coach and student-athlete to the interview area.

Press Conference Moderator Duties

1. The press conference moderator should give pertinent game statistics to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for their opening statement.
4. After the coach's comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

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

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

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

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 3-4 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please refer to information [here](#) for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (e.g., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

RADIO/INTERNET AUDIO COVERAGE

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto [ncaa.com/content/audio-policies-0](https://www.ncaa.com/content/audio-policies-0).

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

Drug-Testing Personnel. In the event of drug testing, each of the 10 members of the drug-testing team shall be provided a seat. These seats may be located either in the nonplaying participants' section or an "overflow" media section.

First Row. Only certified media representatives requiring writing space, radio stations that have purchased rights to broadcast the competition and the announcing position for television shall be seated in the first row of media seating on the side of the basketball court opposite the official scorer's table.

Labels. Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.

Preferred Location. Media coordinators should review their seating charts before the final day of competition at the site to ensure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

Still Photographers. Still photographers are restricted to shooting game action from the boxed areas marked with tape on the court.

SECURITY

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

STATISTICS REPORTING TO THE NCAA

Please refer to Appendix I for the software requirements related to statistics. If the host is using NCAA LiveStats, all statistics will be submitted to the NCAA after the statistics have been finalized. If another software product is used, the XML from each regional/ championship contest must be either uploaded at <https://stats.ncaa.org/login> or sent to David Lentz (men's basketball) at dlentz@ncaa.org or Nick Moeller (women's basketball) (nmoeller@ncaa.org) at the NCAA national office. These files must be sent immediately after each contest. On the final day, the email should include the all-tournament and Most Outstanding Player selections. For hosts that use NCAA LiveStats for basketball, we will reach out with further instructions once we get closer to the championship.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [ncaa.com](https://www.ncaa.com), with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.com. Specify the division, sport, round and region in the subject area
- Paste the text (official results, including date of competition, round, etc.) directly into the message box
- Attach HTML box score, if available.

STATISTICAL SERVICES

Copies of play-by-play and final boxes shall be provided for the media. Copies of the official box score sheet shall be distributed to each team after the game.

Computerized Statistics. Computerized basketball statistics are required for all NCAA championship games. The stat sheets shall not include a corporate logo on the box. After each game statistics should be delivered immediately to each competing team's locker room, each individual seated at the scorer's table and the media.

"Quickie" Stats. Quickie team statistics and individual game stats should be delivered to radio and television announcers during timeouts.

Updates. Each participating team's sports information director shall update team and individual statistics after every game, and the statistics shall be reproduced and distributed at the first scheduled press conference preceding the team's next competition in the regional.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at ncaa.com/media-center/broadcast-services.

TEAM PRACTICES

All practices for the women's championship will be closed to everyone except members of the media.

For the men's championship, practices held the day before the first round of competition are open, although institutional representatives (including coaches and student-athletes) from participating teams are prohibited from attending other teams' open practices. All other practices are closed and require credentials.

INTERNET

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

TELEVISION

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

WEBCASTING

It is required that the host institution at all regional sites webcast every game played at the site. Questions about internet streaming can be directed to Nate Flannery (317-917-6523; nflannery@ncaa.org). Please reference Appendix I for complete regional video streaming requirements.

Additionally, it is required that all regional hosts have in place video review for all games. All expenses for video review are the host institution's responsibility.

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

Regionals. Regional hosts are required to create a microsite (i.e., a single webpage for the event and a link to it from the school's main athletics website) that includes select minimum requirements about the championship. Please reference Appendix H for the specific site requirements.

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

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

Final approval of the city-specific microsite will come from the NCAA event marketing and branding team. Before the microsite URL goes live, please share it with the championship manager to begin the approval process.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

Local News

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

Venue and Transportation Information

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

Volunteer Information

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

Travel Information

Hotel, car rental and other travel accommodations should link to ncaa.com/travel.

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to ncaa.com with the use of the ncaa.com logo.

Email Sign-up

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: ncaa.com/newsletter-signup

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at narkins@ncaa.org.

Copyrights, Licensing, Trademarks and Corporate Marks

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

- Host cannot promote or click thru to any URL other than ncaa.com
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: ncaaphotos.photoshelter.com/contact
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at ncaa.com/social.

Mobile Version

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

Local Contributor Recognition

Hosts and local organizing committees can recognize their local contributors on the microsite within the guidelines below.

- Referred to as "Local Contributors" or "Host City Contributors." No use of "official," "official sponsor" or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of NCAA logos.

Microsite Example

Please reference the following page to review an approved championship microsite:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

PHOTOGRAPHY

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions (Appendix J) upon requesting a credential. Photo sales on site are strictly prohibited.

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

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

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

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

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: <https://on.ncaa.com/SocialLinks>

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (e.g., links, web banners, flyers). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

Please send direct questions, ideas, or news to Lynnea Phillips, lphillips@ncaa.org.

Section 17 • Meetings/Schedule of Events

PARTICIPANT VIDEOCONFERENCE

The NCAA site representative and tournament manager will conduct a mandatory participant videoconference Monday after selections to prepare teams for their attendance at the regional and review championship matters. There no longer will be an on-site administrative meeting. It is mandatory that each institution's athletics administrator and head coach to attend the participant videoconference. It also is highly recommended that the sports information designee participate on the videoconference.

NCAA REPRESENTATIVE(S)

The site representative(s) at each site will meet with the tournament manager, media coordinator and facility manager the day before competition begins. If approved by the site representative, additional personnel may participate. The NCAA staff will provide the site representative and the tournament manager with a checklist to review during the meeting.

OFFICIALS MEETING

The site representative and the evaluator of officials will conduct a mandatory officials meeting the night before or the morning of the opening round of the tournament. All officials are required to attend the meeting.

SCHEDULE OF EVENTS

The committee representative will approve the schedule of events.

Section 18 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% 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% commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations.
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.

DIVISION II BASKETBALL

- Restocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request reorders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 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.

DIVERSE SUPPLIERS

The NCAA strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.

Section 19 • Officials

EVALUATION

The officials evaluator and site representative will assign, evaluate and advance the officials and standby officials.

FEES AND EXPENSES

The host institution is not responsible for paying the officials' fees and expenses. Fees and expenses are paid directly to officials by the NCAA using RQPay.

Officials supervisors/evaluators will receive a stipend and expense reimbursement, which will be paid by the NCAA using RQPay.

HOTEL

Officials' hotel rooms and taxes should be billed to the host institution. The officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. [Also refer to Lodging Expenses, Section 9.] The officials should be housed in the same hotel as the NCAA representatives and may NOT be housed with the teams.

MEETINGS

There will be an officials meeting before the conduct of the competition. Game officials must be at the site 1 1/2 hours before the starting time of the game they are assigned to work and must be on the floor at least 15 minutes before the game. The alternate official shall be in uniform and seated courtside.

NOTIFICATION

The NCAA will assign 12 officials and one officials evaluator to each site.

The officials evaluator will distribute the assignments at the officials meeting the evening before or morning of the first day of competition. The host should contact the officials, once confirmed, to obtain arrival times, provide information regarding a prechampionship meeting time and site, lodging arrangements, and determine whether they wish to purchase tickets for family members or friends.

SEATING

A space shall be reserved for the officials evaluator during each game. This seat should be separate from fans, preferably on media row if space is available.

TRANSPORTATION

Officials and the officials evaluator will be reimbursed by the NCAA through RQPay. Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-821-8547.

UNIFORM

Officials shall wear uniforms outlined in the NCAA Men's and Women's Basketball Rules and Interpretations books. Scorekeepers shall wear white-and-black striped shirts.

Section 20 • Participating Teams

PARTICIPANT MANUAL

The host institution shall provide a participant manual to all teams selected to their specific regional championship. The NCAA will provide a generic participant manual that hosts should use for their site.

The tournament manager shall notify participating institutions of key, time-sensitive information (e.g., hotel contacts, ticket information, practice times) immediately after selections notification. The participant manual should be sent electronically to teams no later than noon the Monday after selections. A copy also shall be sent to the NCAA championship manager.

Finals. The NCAA will provide a template to the Elite Eight host for completion by Feb. 25. NCAA staff will send the participant manual to regional hosts after the start of regional competition for distribution to the teams advancing to the Elite Eight.

Section 21 • Practices

ADMINISTRATIVE RESPONSIBILITY

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

ALTERNATE PRACTICE SITE

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements. Practice at the competition site is not permissible after 8 a.m. one day before the competition through the conclusion of the final game, other than a minimum of one (preliminary) or two (finals) hours the day before and up to one hour the day of scheduled competition.

PRACTICES

For women, all practices will be closed to the public and media. For men, the first practice session will be held the day before the first round of games and will be open to the general public. Subsequent practices will be closed. Practices are closed to all but the institutions' official traveling parties and selected others the head coach authorizes to attend practice (e.g., parents of players, selected colleagues). Members of the media, including a team's local media who might be traveling with the team, are not permitted to attend closed practices under any circumstances other than their institution's practice. **If the event is televised, network talent may observe closed practices, but coaches are under no obligation to give interviews.** Television technicians may be in the area (if necessary) for televised game preparation.

For men, teams are required to practice at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the playing floor; accordingly, sufficient security should be on hand to check credentials. Institutional representatives from participating teams, to include team videographers, may NOT attend another team's open practice. Credentialed representatives of a television station/network may videotape from the end zones or behind the media seating areas, or from the concourse or public seating areas. Recording of practice activities for B-roll purposes is permitted only up to three minutes of taping per team.

LENGTH

Teams are allowed to practice on the tournament floor for 85 minutes the day before their first day of competition. Practices the first day of competition are limited to 25 minutes; for the semifinals and the championship game, practices will be 55 minutes. Five-minute breaks will be scheduled between each practice to accommodate teams' arrival at and departure from the arena floor. Practices may begin earlier than the scheduled time if the previous practice finishes early, but teams are limited to the allotted amount of time.

SCHEDULE

Practice schedules will be determined based on information provided during the bid process in the following order by seeds: first game low seed, first game high seed, second game low seed, second game high seed. These practice times can only be changed with permission from the NCAA site representative. The committee representative is responsible for approving all practice schedules before the schedule is sent to the teams and will monitor all practices.

Timing. All practices shall be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the floor. If a team arrives early, it may take the floor as soon as it is available, but it is still limited to the scheduled amount of time. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

Section 22 • Programs

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

All digital programs available can be found at ncaa.com/gameprograms.

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 institution/venue/city, if requested by LEARFIELD.

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

At championships sites where a digital program is available, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 23 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining safe events for all athletes, coaches, fans and staff.

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

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

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

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

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

CROWD CONTROL

The tournament manager must review crowd control policies with the games committee and is responsible for strict enforcement of these policies.

PERSONNEL

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

Closed Practices. A minimum number of uniformed security personnel (normal arena security is fine) should be assigned to the closed practices. They are responsible for assisting the committee liaisons in ensuring that only those authorized by the head coach (excluding media) are allowed in closed practices.

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

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

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor.

SPECTATOR PHOTOGRAPHY/VIDEO CAMERAS

Still cameras are permissible but flash photography is prohibited. However, video cameras are permissible by spectators as long as they are not of a professional size nor require a tripod. Fans must remain in their seats and not obstruct others' view and are not allowed courtside.

DISTRIBUTION OF MATERIALS

No person or group may distribute the following materials on the competition site or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, fliers, newspapers, memorabilia or promotional materials for other events or activities.

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring. The site representative, host tournament staff and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather plan should be created and available for reference. The tournament director also should consider contacting a local meteorologist or the nearest National Weather Service to further facilitate weather and environmental monitoring as part of each event.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule before making or announcing any formal changes.

Section 24 • Ticketing

PRINTING TICKETS

The committee, before the printing or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squads.

TEAM ALLOCATIONS

Each participating institution is guaranteed a minimum of 150 seats per session.

The committee may adjust allocations if necessary to equitably address specific facility seating situations as they arise.

Each institution must also advise the host by noon (local time for each participating institution) two days before regionals or the Elite Eight to determine how many tickets it wishes to purchase from its allocation. Unused tickets must be returned to the host not later than noon (local time) the day before the start of competition. After that time, the participating institutions may not return any portion of their allocation to the host institution and are responsible for full payment for the number requested.

The seats guaranteed to each institution will be a part of the “trade-out” sections directly behind the benches. Each institution must advise the host by noon (local time for each participating institution) the Friday before the games to confirm seating.

Seating Chart. The tournament manager will provide to competing institutions, in the participant manual, a seating chart specifying the location of their tickets and the area where the band and spirit squad will be located.

TICKET BACKS

NCAA staff must approve all designs and the standard ticket back disclaimer language must be used.

2024-25 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA’s standard ticket back language is posted online at ncaa.com/ticket-terms.

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

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

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

TICKET BLOCKS

Officials. Reserve seats for the nonworking game officials.

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

Public. Any spectator entering the competition site must have a ticket (children age two and under are admitted free with a ticketed adult). Standing-room only tickets are not permissible.

TICKET SALES

All members of the general public must have tickets to enter the competition site, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Ticket Prices. Minimum ticket prices are \$6 for reserved seating, \$5 for general admission and \$4 for students with an identification card. A senior citizen ticket price shall be the same as student general admission.

Section 25 • Transportation

PARTICIPATING INSTITUTIONS

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 ncaaalo@shortstravel.com.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmDriven.com.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that 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.

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at travel.ncaa.org.

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

PARKING

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

Section 26 • Volunteers

GOAL AND RECRUITMENT

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

- Provide an enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.
- Contribute to the general excitement surrounding the championship.
- Assist the local organizing committee with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, 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 local organizing committee/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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

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

The NCAA may request additional volunteers from the local organizing committee as necessary.

WAIVERS

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

APPAREL (FINALS ONLY)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2024-25 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

The local organizing committee will distribute apparel during the required volunteer training sessions to ensure each volunteer's commitment. When ordering apparel, the local organizing committee will ensure that apparel includes women's styles and sizes.

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

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

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Appendix A • Crowd Control and Postgame Awards Statements

CROWD CONTROL STATEMENT – IF APPLICABLE

TO BE READ BY PUBLIC ADDRESS ANNOUNCER PRIOR TO THE START OF EACH

HALF

“_____ (Host institution) and the NCAA promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal.

We appreciate your cooperation in creating a safe and positive game environment.

Respect, it’s the name of the game.”

READ SEVERAL TIMES DURING THE SECOND HALF OF THE REGIONAL CHAMPIONSHIP GAME

Ladies and Gentlemen, immediately after the conclusion of the regional championship game, we will be present the _____ (Year) NCAA Division II [Men’s/Women’s] Basketball Championship regional awards and naming the all-tournament team. We invite you to stay for the awards ceremony. Please remain off the court at the conclusion of today’s game so that we may present the regional championship awards.

Appendix B • Instructions for Public Address Announcer

PUBLIC ADDRESS ANNOUNCER

The public address announcer represents an important role in the administration and conduct of the regional. The announcer is responsible to the NCAA Division II Men's/Women's Basketball Committee game representative(s) at each site.

1. No special announcements shall be made without the committee's approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
2. The announcer shall not be a "cheerleader" for any team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
3. The announcer shall:
 - a. Identify the score, the fouler and all substitutes.
 - b. Announce the number of free throws awarded.
 - c. Announce the team taking a timeout. If a media timeout is called, there should be no other reference than to merely say, "There is a timeout on the floor."
 - d. Announce crowd control statement during the pregame and as needed or requested.
 - e. Starting lineups should be announced as follows: F, F, G, G, C – alternating teams, beginning with the visitors.
4. If, because of technical difficulties, the official game time is kept by the alternate official at the scorer's table, the announcer should provide the time remaining at two-minute intervals before the last two minutes of each half. The time should then be announced in 30-second intervals and in every dead-ball situation.
5. The announcer shall meet with the NCAA game representative before the game to review time schedules, coordination of the national anthem, starting lineups, the actual tip-off for the game, the start of the second half, etc.
6. The announcer shall also review crowd control procedures with the NCAA game representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations and protection of the playing floor after the game.)
7. In the event debris is thrown on the floor or other incidents interfere with the conduct of the game, the game official may remove the teams from the floor. In such event, the announcer shall make the following announcement:
 "The game officials and the personnel of both teams have been directed by the NCAA to remain off the floor until playing conditions are proper for continuance of the game. Let's afford the participants the championship sportsmanship they deserve."
8. An announcer shall not recognize corporate contributors or tournament sponsors.
9. The committee representative must approve all emergency calls and announcements.

SCRIPT FOR PUBLIC-ADDRESS ANNOUNCER

**NCAA DIVISION II MEN'S/WOMEN'S BASKETBALL
REGIONAL CHAMPIONSHIP**

INTRODUCTIONS

GOOD (AFTERNOON, EVENING), LADIES AND GENTLEMEN...AND

WELCOME TO _____ FOR (TODAY'S, TONIGHT'S)

(QUARTERFINAL, SEMIFINAL, CHAMPIONSHIP) GAME OF THE 2025 NCAA DIVISION II

[MEN'S/WOMEN'S] BASKETBALL REGIONAL CHAMPIONSHIP BETWEEN THE

_____ OF THE _____ AND THE
(SCHOOL MASCOT) (SCHOOL NAME)

_____ OF THE _____.
(SCHOOL MASCOT) (SCHOOL NAME)

LET'S MEET THE STARTING LINEUPS: (BEGINNING WITH VISITING TEAM,
FORWARD, FORWARD, GUARD, GUARD, CENTER)

AT FORWARD FOR _____, A _____ FROM
(VISITOR) (HEIGHT) (CLASS)

_____, NUMBER _____,
(HOMETOWN) (NAME)

AT FORWARD FOR _____, A _____ FROM
(HOME) (HEIGHT) (CLASS)

_____, NUMBER _____,
(HOMETOWN) (NAME)

AT FORWARD FOR _____, A _____ FROM
(VISITOR) (HEIGHT) (CLASS)

_____, NUMBER _____,
(HOMETOWN) (NAME)

AT FORWARD FOR _____, A _____ FROM
(HOME) (HEIGHT) (CLASS)

_____, NUMBER _____,
(HOMETOWN) (NAME)

AT GUARD FOR _____, A _____ FROM
(VISITOR) (HEIGHT) (CLASS)
_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AT GUARD FOR _____, A _____ FROM
(HOME) (HEIGHT) (CLASS)

_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AT GUARD FOR _____, A _____ FROM
(VISITOR) (HEIGHT) (CLASS)

_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AT GUARD FOR _____, A _____ FROM
(HOME) (HEIGHT) (CLASS)

_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AT CENTER FOR _____, A _____ FROM
(VISITOR) (HEIGHT) (CLASS)

_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AT CENTER FOR _____, A _____ FROM
(HOME) (HEIGHT) (CLASS)

_____, NUMBER _____, _____.
(HOMETOWN) (NAME)

AND INTRODUCING THE HEAD COACHES....
FOR _____....
(VISITOR) (COACH'S NAME)

AND FOR _____ _____
(HOME) (COACH'S NAME)

Appendix C • Tournament Director's Abbreviated Checklist

NCAA DIVISION II MEN'S/WOMEN'S BASKETBALL CHAMPIONSHIP TOURNAMENT DIRECTOR'S ABBREVIATED CHECKLIST Administrative Areas

- 1. Teams**
 - a. Arrival date/time/flight information.
 - b. Lodging.
 - c. Meeting times.
 - d. Practice times.
 - e. Game times/bench assignments.
 - f. Uniform color.
 - g. Parking.
 - h. Videotaping.
 - i. Directions.
 - j. Restaurants, churches.
 - k. Directory of host key personnel (AD, SID, etc.).
 - l. Locker room assignments.
 - m. Athletic trainer and athletic training room.

- 2. Facility**
 - a. NCAA logos, banners and seals.
 - b. Awards (check for correct number and inscription).
 - c. Seating arrangements identified.
 - (1) Teams.
 - (2) Bands.
 - (3) Visiting fans.
 - (4) Cheerleaders/dance squad and costumed mascot.
 - (5) Officials and scouting seats.
 - d. Backup 30-second clock/timing device.
 - e. Videotaping area.
 - f. Postgame interview room and holding room.
 - g. Meeting room for officials meeting.
 - h. Officials locker rooms (male and female).
 - i. Cheerleaders dressing room.
 - j. Team bench to seat 18.
 - k. Towels for each team's bench.
 - l. Press row.
 - m. Television and photographers designated areas.
 - n. Sales area (NCAA merchandise).
 - o. NCAA basketballs.
 - p. Ladder and scissors.
 - q. Scoreboard: Team names or home and visitors.
 - r. Facility entrance(s): post sign(s) stating that no noisemakers are allowed.

NCAA Division II Men's/Women's Basketball
Tournament Director's Abbreviated Checklist
Page No. 2

3. Locker Rooms

- a. Towels/hand sanitizer.
- b. Dry erase markers.
- c. White board.
- d. Signs with team names.
- e. Refreshments.
- f. Paper towels/toilet paper.
- g. Security.

4. Personnel

- a. Tournament physician.
- b. Ambulance service and medical facility.
Athletic trainer (athletic training room should be staffed and open for all practices and games).
- c. Statistics crew.
- d. Security officers (number to be determined).
- e. Sports information director and staff.
- f. Two ball persons under each goal (dressed as neutral parties).
- g. Public address announcer.
- h. Host(s).
- i. Official scorer.
- j. Scoreboard operator.
- k. 30-second clock operator.
- l. Alternate official.
- m. Video review personnel.
- n. Person to do videotaping.
- o. Tournament director.
- p. Tournament games committee.
- q. Salesperson for NCAA merchandise.

5. Credentials and Passes

- a. Team's official travel party (20).
- b. Spirit squad (12) and coach (1) and costumed mascot (1) (gate list only).
- c. Bands (25 and one director -- gate list only).
- d. Media.
- e. Site/committee representatives.
- f. Officials and other personnel as necessary.

Appendix D • Neutrality Guidelines



Division II Preliminary Round Neutrality Policy Do's and Don'ts Document *Updated July 2024*

At its August 2023 meeting, the NCAA Division II Championships Committee approved a policy to permit preliminary rounds of all Division II Championships to run the same kind of pregame promotions and celebrations they conduct during their regular-season contests before resuming neutrality at the start of the contest and through its conclusion.

Outlined below are the do's and don'ts of the policy as they pertain to pre-game promotions in preliminary rounds. (Note: Nothing regarding the in-game neutrality policy changes. Remember, once the contest starts, if you plan a promotion for one team, it must be done for both.)

PERMISSIBLE:

- Hosts are allowed to incorporate typical **pre-game** promotions before being neutral in-game.
 - Hype/intro video.
 - The only permissible video content outside of hype/intro videos is provided by the NCAA.
 - Running through tunnel.
 - Announcer/introduction/starting lineups.
 - The NCAA script provided for each site should be followed.
 - Pyro/smoke/fog/cannons during team introductions.
 - Crowd live shots.
 - Lights out with spotlights during player introductions.
- Hosts are permitted to provide season-ticket holders with early access to tickets for preliminary round competition; however, seats directly behind the participating teams' benches must be reserved for those teams' fans (6/24).

IMPERMISSIBLE:

- No "toss" of t-shirts, premium items, etc.
- Hype for third-downs, sacks, turnovers, home runs, 3-pointers, strikeouts, etc. through video board or PA announcer.
- Nothing in-game related to video that's only geared towards the host team.
- Crowd teasers on videoboard that incite crowd involvement.
- Walk-up music for only the host team. Can be used only if provided for both teams.
- Promotions sponsored by corporate partners.
- Recognitions specific to the host institution or sponsors.
- Pyro/smoke/fog/cannons for only the host team after the start of the contest.

Final determination on any activations not listed above will be at the discretion of the NCAA championship manager and the site representative.

Appendix E • Split-Regional Schedule

Division II Men's/Women's Basketball

Split Regional Schedule

Games will be played Friday and Saturday with the regional final Tuesday night.

Quarterfinals and Semifinals:

#1 Seed Site Schedule

Thursday

8 – 9:25 a.m.	Seed #5 practice (Women)
9:30 – 10:55 a.m.	Seed #4 practice (Women)
11 – 12:25 p.m.	Seed #8 practice (Women)
12:30 – 1:55 p.m.	Seed #1 practice (Women)
2 – 3:25 p.m.	Seed #8 practice (Men)
3:30 – 4:55 p.m.	Seed #1 practice (Men)
5 – 6:25 p.m.	Seed #5 practice (Men)
6:30 – 7:55 p.m.	Seed #4 practice (Men)

Friday

7 – 7:25 a.m.	Seed #5 shootaround (Women)
7:30 – 7:55 a.m.	Seed #4 shootaround (Women)
8 – 8:25 a.m.	Seed #8 shootaround (Women)
8:30 – 8:55 a.m.	Seed #1 shootaround (Women)
9 – 9:25 a.m.	Seed #8 shootaround (Men)
9:30 – 9:55 a.m.	Seed #1 shootaround (Men)
10 – 10:25 a.m.	Seed #5 shootaround (Men)
10:30 – 10:55 a.m.	Seed #4 shootaround (Men)
Noon	Seed #4 vs. Seed #5 (Women) – QF #1
2:30 p.m.	Seed #1 vs. Seed #8 (Women) – QF #2
5 p.m.	Seed #1 vs. Seed #8 (Men) – QF #3
7:30 p.m.	Seed #4 vs. Seed #5 (Men) – QF #4

Note: Evening games could be adjusted at the request of the host institution and approved by the men's and women's basketball committees.

Saturday

9 – 9:55 a.m.	Quarterfinal #1 winner
10 – 10:55 a.m.	Quarterfinal #2 winner
11 – 11:55 a.m.	Quarterfinal #3 winner
Noon – 12:55 p.m.	Quarterfinal #4 winner
5 p.m.	Semifinal #1 (4/5 winner vs. 1/8 winner) – Women
7:30 p.m.	Semifinal #2 (4/5 winner vs. 1/8 winner) – Men

Men's and Women's sub regional winner will advance to Tuesday's night regional final at highest remaining seed.

#2 Seed Site Schedule

Thursday

10 – 11:25 a.m. Seed #7 practice
11:30 a.m. – 12:55 p.m. Seed #2 practice
1 – 2:25 p.m. Seed #6 practice
2:30 – 3:55 p.m. Seed #3 practice

Friday

9 – 9:55 a.m. Seed #7 shootaround
10 – 10:55 a.m. Seed #2 shootaround
11 – 11:55 a.m. Seed #6 shootaround
Noon – 12:55 p.m. Seed #3 shootaround
5 p.m. Seed #2 vs. Seed #7
7:30 p.m. Seed #3 vs. Seed #6

Saturday

10 – 11:25 a.m. Winner of 2/7 shootaround
11:30 a.m. – 12:55 p.m. Winner of 3/6 shootaround
7:00 p.m. Semifinal (2/7 winner vs. 3/6 winner)

Finals Schedule

If the highest remaining seeds are from the same institution:

Monday Schedule

10 – 11:25 a.m. Low seed (Women) practice
11:30 a.m. – 12:55 p.m. High seed (Women) practice
1 – 2:25 p.m. Low seed (Men) practice
2:30 – 3:55 p.m. High seed (Men) practice

Tuesday Schedule

9 – 9:55 a.m. Women low seed shootaround
10 – 10:55 a.m. Women high seed shootaround
11 – 11:55 a.m. Women low seed shootaround
Noon – 12:55 p.m. Men high seed shootaround
5 p.m. Women's regional championship
8 p.m. Men's regional championship

If the highest remaining seeds are from different institutions:

Monday Schedule

1 – 2:25 p.m.	Low seed practice
2:30 – 3:55 p.m.	High seed practice

Tuesday Schedule

10 – 10:55 a.m.	Low seed shootaround
11 – 11:55 a.m.	High seed shootaround
7 p.m.	Regional Championship

Appendix F • Volunteer Waiver of Liability Form

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _____ (the “Event”)

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

Participant’s Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____

_____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

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

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

Signature of Participant

Date

Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)

Date

Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)

Date

Appendix G • Regional Video Streaming Requirements



Division II Preliminary Round Video Streaming Requirements

(Revised 10/4/24)

Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and video streaming is required to be implemented for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
 - Effective for the 2024-25 academic year, preliminary round hosts in **basketball and football** are required to have multiple cameras (at least two) (06/23, 10/24).
 - Effective for the 2025-26 academic year, preliminary round hosts in **volleyball** are also required to have multiple cameras (at least two) (02/24, 06/24).
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be onscreen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, then the conference mark may be used.
- Contests must be recorded and shared with participating schools as requested.

The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers).

Appendix H • Regional Microsite Requirements



Division II Preliminary Round Microsite Requirements

(Created 9/23/2022)

Starting with the 2022-23 academic year, all Division II preliminary-round hosts are required to create a microsite (i.e., a single webpage for the event and a link to it from the school's main athletics website) that includes select minimum requirements about the championship. If a preliminary-round host is interested in including more information than the minimum requirements, they are welcome to do so.

The division's minimum requirements for preliminary-round microsites are the following:

- The championship's sport logo, available in the NCAA Logo Library, should be displayed (<https://ncaa-logo.pd.dmh.veritone.com>).
- Relevant ticket information and game day safety protocols.
- For applicable sports, a link to the championship's bracket on NCAA.com.
- All relevant game information, including the championship's digital program, venue address, game schedule for the host site with game times, links to live stats on NCAA.com, links to live video and postgame press conferences if applicable, the final scores and links to view the final stats.
- The final score, link to final stats and any necessary updates to the game schedule should be posted immediately after each game concludes.
- A link to the microsite should be displayed prominently on the athletics website, whether the link is on a splash page, home page, pinned in the news stories, etc.
- The microsite should adhere to fair and equitable treatment for ALL participating student-athletes and schools.

Optional information that preliminary-round hosts may consider adding to their microsite, include but is not limited to:

- Links to game recaps from participating teams.
- Information about hotel accommodations, local dining, shopping and attractions.
- Public transportation options.
- Information for volunteers.
- Links to local news that promotes the hosting of the championship.
- Links to NCAA Division II social media platforms.

Appendix I • Guide to Live Video and Stats

WARNERMEDIA



2024-25 Host Site Stats Document

NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success. Transmitting stats to ncaa.com is **REQUIRED** for your hosted event.

Downloading NCAA Broadcastr

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

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

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

For Hosts Utilizing StatCrew

All hosts using Statcrew will need to have the latest version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto Stats, please contact Jason Venson (Jason.venson@wbd.com), for alternate instructions.

Please note: StatBroadcast is not affiliated with any other software.



NCAA.COM BROADCAST/STREAMING REQUIREMENTS

Tupelo Honey is responsible for video content and live production at hundreds of events annually. Whether it's a network broadcast or single-camera stream, our team aims to provide unparalleled communication and professional results. Since 2010, in partnership with TNT Sports and NCAA.com, Tupelo Honey has provided championship coverage for hundreds of NCAA events.

Network Connection

To deliver a high-quality video production championship hosts must provide a sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Tupelo remote support staff utilizes Jump Desktop to diagnose and troubleshoot equipment once on site, therefore, this connection must allow remote support access. It is extremely important that network configuration be addressed early in the planning process; prior streaming from a venue does not guarantee success. Our team will arrive one day prior to the event to test network connectivity. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event. Additional planning discussion and advance configuration between Tupelo and your IT team is strongly encouraged.

Equipment

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables in a secure, climate-controlled production space. Please provide at least four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies by sport ([see provided event layout guides](#)). In most cases, the cameras are cabled to the production position. Tupelo Honey will request photos and/or a diagram of the venue during the planning process. The equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V, Non-GFI) at talent and production locations will suffice. If required, camera support (lifts, scaffold) are a host responsibility. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via SOS Global Express. The shipment will contain up to 20 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. On arrival and throughout the event, the host will need to identify a secure location for working access to and storage of the production equipment. Following the event, our on-site personnel will typically coordinate pickup.

Crew/Announcers

The production crew and announcers are secured by Tupelo Honey and TNT Sports. If the host institution has existing relationships with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

Replay/Video Boards

The NCAA typically contracts DVSPORT to provide official replay services. Tupelo provides camera and program signal handoff (Typically 720P SDI) at the production location and is not responsible for delivering signals elsewhere in the venue. For select events, Tupelo supports limited official review. These situations are handled on a case-by-case basis and must be identified in advance to allow for additional support equipment on site.

A program video output is available for video board display and/or team recording needs. This handoff occurs at the production location and is a straight "dirty" program output, inclusive of graphics and announcer audio. Should Tupelo elect to utilize off-site (REMI or cloud) production methods, this feed may be delayed. Tupelo does not provide any video-board specific support (fan cams, video playback, on-field presentations, etc.). The feed should be utilized only during live competition and video board personnel should be in place to provide appropriate editorial control (i.e., replay screening). Audio from the feed should never be utilized in a PA system or redistributed in any way. Team courtesy feeds are bound by NCAA restrictions. Tupelo is not responsible for any editing, signal conversion or additional support for team needs.

Event Specific Accommodations

We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. It is suggested that hosts fill out the [broadcast site survey](#) before planning can begin. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For additional information, please contact Tupelo Honey Senior Director of Production, Remote Andrea Crawford at andrea.crawford@tupelohoney.net

Appendix J • Photography Terms and Conditions



NCAA Championships - Photography Terms & Conditions

Clarkson Creative Photography is the official photographer for NCAA Championships, providing photography services for all 90 NCAA Championships. Getty Images is the NCAA's exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA Championship events. Photos from the NCAA's championships are available to the general public via Getty Images at <http://on.ncaa.com/NCAAonGetty>.

Photography License Terms and Conditions:

1. A photographer to whom the NCAA has issued a credential will have a limited, non-exclusive, and non-transferable license to take photographs of the Events, and to allow the media outlet or other news entity that engaged the photographer, to use such photographs for news coverage of the Events (including magazine stories) and other editorial purposes; provided, however, that not such use may create the impression, or otherwise suggest, that the photographer is sponsored or endorsed by, or are associated or affiliated with, the NCAA. An authorized photographer may not claim any relationship to, or endorsement by the NCAA, and may not use the NCAA's name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.
2. Neither the photographer nor the entity that engaged the photographer may sell photos (including digital copies) taken at the Events, whether for commercial or editorial purposes, without the NCAA's prior express written consent.
3. A credentialed photographer may take any number of photos on-site at the Event competition venue, provided that he/she does not interfere with play or related activities. From time to time, before or during the Event, the NCAA may impose additional restrictions regarding the time, manner, and place in which authorized photographers may take photographs during an Event.
4. An authorized photographer may not use Event photographs to market or advertise the photographer's services.
5. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.
6. The NCAA may revoke a photographer's right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these terms and conditions.

7. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming from injury and/or property damage in conjunction with his/her attendance at an Event.
8. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.
9. Nothing herein is intended to create an agency, employment, partnership, or joint venture relationship between the NCAA and the photographer. Neither party is an affiliate of the other, shall have the authority to act for or bind the other, and shall make any representation that would indicate an apparent agency, employment, partnership or joint venture relationship.

You may direct questions regarding NCAA Championship photography to Nate Flannery, Director of Digital, Championships and Alliances, nflannery@ncaa.org or by phone at 317/917-6523.

A note to hosts, local organizing committees and NCAA championship staff: These additional stipulation are for your use should you decide to hire a photographer at an NCAA tournament event when NCAA Photos is not present. NCAA Photos (also known as Clarkson Creative Photography) will be on site for the final day of competition, unless otherwise specified and is the official photography partner of the NCAA. An additional photographer may be hired by NCAA staff, hosts and local organizing committees to shoot additional rounds/days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) comply with all terms and conditions in this document. Host institutions are not required to have a photographer when NCAA Photos is not on site.

If you are interested in hiring NCAA Photos for additional coverage, please contact Jamie Schwaberow, the Director of NCAA Photos at jschwaberow@ncaaphotos.com or 303.295.7770.