



2020 DIVISION II WOMEN'S  
**BASKETBALL**  
**CHAMPIONSHIP**

# ***HOST OPERATIONS***

## ***2019-20 MANUAL***

**2020 DIVISION II MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP**  
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## INTRODUCTION

On behalf of the NCAA Division II Men's and Women's Basketball Committees, thank you for being an important part of the 2020 NCAA Division II Men's and Women's Basketball Championships.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the Division II Men's and Women's Basketball Championships. It is designed to be used in conjunction with, not in place of, the 2020 NCAA Division II Men's and Women's Basketball Pre-Championship Manuals, which provide more general policies for the administration of the championships.

Administration of the Division II Men's and Women's Basketball Championships is under the direction of the Division II Men's and Women's Basketball Committees. Hosts play an integral part in the successful administration of the championships.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament manager shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

## **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.

**CONTACT INFORMATION****2019-20 DIVISION II MEN'S BASKETBALL COMMITTEE**

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**Awards.**

Regionals

Each regional host will receive a large team trophy for the regional champion and 15 participant medallions for each of the non-advancing 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.

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 and 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.

**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. For the women's championship, both teams must stay on the court for presentation of the all-tournament team. Non-advancing teams may depart after the announcement of the all-tournament team and before the regional trophy presentation.

**Awards Presentation Enhancement (Finals only).**

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

In most cases, enhanced staging and unique signage opportunities are great options. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut-outs, confetti, streamers, a short video recap of championship performances, champions or coach interview, using pep bands or an emcee or notable sport representative (e.g., Olympic medalist) for the presentation.

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has pre-approved artwork with pricing available. If you need assistance with ideas or ordering the pre-approved items, please contact Durenka Robie at 317-966-6434 or [drobie@ncaa.org](mailto:drobie@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 (Finals only).**

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each NCAA championship. Award winners must meet certain criteria, including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete that has the highest GPA and meets all the other requirements. Mark Bedics of the NCAA media coordination staff and the NCAA academic and membership affairs 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 championship manager can share the information with the coach of the winning student-athlete to ensure of that person's attendance. However, they should not inform the student-athlete. Mr. Bedics or another 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**

The presentation should take place during the banquet and not be rushed or overshadowed by other presentations. 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 his or her sport, while also achieving the highest academic standard among his or her peers. The

Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 award for Division II Men's/Women's Basketball with a GPA of X.XXX in (major, is student-athlete and institution).

For Division II men's/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 championship manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given.
- The award should be presented after attendees have had a chance to finish their meal.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment 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.
- Public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

#### In-venue 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 Sports & Entertainment will provide the following standard public address announcement sometimes accompanied by a video board slide. The championships manager will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award—for the (list year/championship here: 2019 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: John Doe/Jane Doe of State University).

### Press release

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

### Social Media

The NCAA twitter account will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including a photo, to make the graphic and the timing of when to post.

### **Champions 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 Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Top of the World for hats ([npokorny@towlicensed.com](mailto:npokorny@towlicensed.com)). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

A separate shipment of national champions T-shirts and hats will be sent to the merchandise manager to be sold to the public immediately after the championship game.

### **Participant Awards.**

The NCAA will provide participation awards to the members of the official travel parties attending the Elite Eight. The NCAA manager, in conjunction with the participant awards vendor, will work with participating institutions to coordinate ordering/delivering of the awards after the championship competition. The host has no obligation regarding this award.

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

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## ***SECTION 2 – Band/Spirit Squads and Mascots***

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### **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 squad 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 and must remain on their team's half of the court after leading their team onto the court. 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 (15 members or fewer) bands 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 championships manager on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

### Sample Enhancements

- Unique venue – a skybox club overlooking the host 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 the NCAA ftp site or from schools).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal; however, other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.).

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### ***SECTION 4 – Broadcasting/Internet***

Please visit [www.ncaa.com/media](http://www.ncaa.com/media) to review all of the broadcast and media services regarding the championship. Also, see “Webcasting” in SECTION 15 – Media/Credentials of this document for required and/or recommended webstreaming services.

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### ***SECTION 5 – 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 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 championships. 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 before the event. Any such events 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 the competition site.

#### **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 or seats), 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, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. The NCAA championship manager has the discretion, during their site visit or when on-site before the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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, tobacco or gambling 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. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This applies to all rounds of the NCAA's 90 championships.

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).



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

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

NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions 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.

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

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

#### **Premiums Guidelines.**

The 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 use and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind are not permitted.

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.

Weapons/Firearms. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on the premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject the bearer to ejection as well as other applicable discipline or action.

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

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

Official Championships/Licensee Suppliers. The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's championship event merchandise, protect the intellectual property of the NCAA and its member schools, and generate revenue to enhance programs that support NCAA student-athletes.

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

For a list of NCAA licensees and official equipment suppliers:

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

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

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

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

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

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

#### **Corporate Champions and Corporate Partner Program.**

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 Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

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

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

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

[NCAA Corporate Champions and Partners](#)

### **Local Contributors.**

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

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official," "official sponsor of," or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/ branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir game program (print or digital), 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.

#### **Helpful Links:**

[The NCAA's Advertising and Promotional Standards](#)

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

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### ***SECTION 6 – Community Engagement (Finals only)***

The NCAA requests help from the local organizing committee to provide community engagement experiences for participating student-athletes, 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 within NCAA national championships.

## ***SECTION 7 – Critical Incident Response/Emergency Plan***

### **Preparation.**

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. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

1. Develop contact lists.
  - i. NCAA.
  - ii. Local authorities and critical incident response team.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
  - i. Incident commander (second in command).
  - ii. 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.
8. Review emergency response plan for national disasters.
9. Review emergency response plan for terrorist actions.
10. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. Send a request to [PSCDOperations@hq.dhs.gov](mailto:PSCDOperations@hq.dhs.gov) to receive the contact for a local PSA. Refer to Appendix L for additional information.

In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

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.

Responsibility. 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 play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, 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 scorers' table with means of portable 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 the scorer's table 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 his or her 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.

### **Drug-Testing Expenses.**

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International, before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice on completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

### **Facility Specifications.**

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

### **Host Notification.**

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

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

### **Media Obligations.**

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

### **Next-Day Testing.**

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

### **Participant Notification.**

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

The doping control officer or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

### **Seating.**

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

### **Site Coordinator's Responsibilities (Host).**

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the doping control officer.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site



coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the doping control officer during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Game Management" is preferred.
  - **Doping Control Officer.** Contact the doping control officer assigned to the site to discuss logistics.
  - **Meet with Doping Control Officer.** Meet with the doping control officer the day before the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

#### **Drug-Testing Statement.**

The following statement will be read by the NCAA championship manager or the NCAA site representative at the mandatory administrative meeting the day before competition:

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

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative."

## ***SECTION 9 – Competition Site, Equipment & Space Requirements***

### **Neutrality.**

As part of a 2019-20 pilot program, men's and women's basketball preliminary-round hosts are allowed to conduct pregame promotions before **remaining neutral in-game**. Please refer to Appendix E 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, etc.).

### **Alcoholic Beverages and Tobacco Products.**

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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

### **Americans with Disabilities Act.**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the

championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

#### **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, space for spirit squad, 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 Solution basketball will be provided for all rounds of competition.

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 Solution balls available for practice/game.

**Regional.** Thirteen Wilson Solution basketballs will be sent to the tournament manager with the 2020 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.

**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 Elite Eight will receive three basketball racks, and the Women's Elite Eight will receive two basketball racks. All racks will contain 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 two 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.

## POWERADE Product and Equipment

### Regional Sites

Regional sites will not receive any POWERADE or water product or equipment. The host institutions 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 has to provide and/or purchase product for any NCAA championship use (e.g., hospitality areas, media areas, etc.), 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 devoid of any commercial marks.

### Elite Eight

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. After 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.

Equipment. 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 Product. Coca-Cola will provide a bottled water product (e.g., Dasani) and POWERADE powder. 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 has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), 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.

Equipment 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)].

#### **Facility Use.**

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one 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 1 1/2 hours before the beginning of the first practice.

#### **NCAA Space Requirements.**

Bands/Spirit Squad Warm-Up Area. Space for spirit squad to dress and warm up should be provided. If possible, the area should be carpeted. In addition, an area for the bands to store their instruments should be available (an area under the stands would be sufficient). This area should not be located near the postgame interview area.

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band/spirit squad).

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, grease 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 in close proximity 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 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 Warm-Up. 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 warm-up.

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.

<b>Official Scorer's Table.</b>
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The scorer's table should accommodate at least 12 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, 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.

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### ***SECTION 10 – Financial Administration***

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#### **Audit**

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. 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 following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

#### **Approval of the Budget**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials. The proposed budget must be submitted and approved by the NCAA before 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 is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, and medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA. For any media hospitality expenses, the budgeted cost should correctly reflect the anticipated number of media members covering the championship.

It is also incumbent on the host to understand and remit all necessary taxes related to the sale of tickets for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(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 expenses, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "documents" tab as documentation supporting their revenue and expense figures.

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

### **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.

### **Participating Institutions Expense Form.**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit [online expense forms via the Travel Expense System](#) to the travel group at the NCAA national office within 30 days of the competition. Please note that when you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

### **Transportation.**

Rental Cars. 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 Management to book..

Local Transportation for Teams. The host institution can assist each team in arranging for local transportation. However, for teams' sports where ground transportation is paid for by the NCAA the school MUST book through GO GROUND. Please reference the NCAA travel policies: <http://www.ncaa.org/championships/travel/championships-travel-information>.

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

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## ***SECTION 11 – Game Management***

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### **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). It is permissible to gather statistical information from a designated area and to transmit statistical information to the bench. Electronic video devices may be used as aids for postgame analysis. Computers may be used in the bench areas during the game for statistical purposes only.

### **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, 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.
- Official scorer.
- Shot-clock operator.
- Scoreboard operator.
- Timer.
- Public address announcer.
- Statistics crew.
- Visiting team sports information director.

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; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she is 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 warm-ups, 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 area.
- 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 warm-up 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.

**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.

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### ***SECTION 12 – Insurance***

#### **Liability**

If event is held on 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 before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

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 before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

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

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

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal.

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### ***SECTION 13 – Lodging***

<b>Regionals</b>
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**Team Hotels.** Hotel reservations for the official travel party for the competing teams shall be made by the tournament manager. Hosts should secure 16 double-double non-smoking rooms and one single room for each participating team. These rooms shall be guaranteed and reserved beginning the night before the practice day. The selected hotel properties shall be **within no more than 30 miles (30 minutes) of the competition site** and be priced

at a fair and reasonable market room rate. When working with the hotel, try to block one team's rooms in the same vicinity and at least on the same floor. If multiple properties are secured, teams will be assigned to properties by a random draw. Additional hotel accommodations may be reserved on the request of the participating teams.

**Unless commuting to the championship site, an institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which generally is not approved by the NCAA, to a different hotel the following must occur:**

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note the institution is responsible for the first night's room charges even if it fails to use those rooms.

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

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

**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.

**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.

#### **Elite Eight.**

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA championship hotel program and all championship housing needs. Anthony Travel will consult with the host to gain any preference and feedback on hotels. The host may be involved in rate solicitation, if requested by Anthony Travel. 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) obtain a release of the rooms in writing from the hotel's general manager and provide a copy to the committee prior to the start of the championship; 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.

When the officials (12 per site) are determined (i.e., the Monday before the competition), the tournament manager will provide the rooming list to the hotel

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## ***SECTION 14 – Meetings/Schedule of Events***

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### **Administrative Meeting.**

The NCAA site representative will conduct a mandatory administrative meeting the night before the opening round of the tournament to review championship matters. It is mandatory that each institution's athletics administrator and head coach attend the meeting. It is highly recommended that the sports information designee attends the meeting.

### **NCAA Representative(s).**

The site representative(s) at each site will meet the day before competition begins with the tournament manager, media coordinator and facility manager. 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 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.

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## ***SECTION 15 – Media/Credentials***

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### **All-Tournament Team.**

**Regional Rounds.** 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.

**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. Before the championship game, the coordinator shall appoint a six-person panel of representatives who have seen all quarterfinal and semifinal contests (i.e., two primary media representatives covering each of the two participating institutions, two primary media representatives local to the host site and two coaches from the NCAA Basketball Committee).

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.

### **Credentials.**

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets,” 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.

Issuance of Credentials. For regionals, the host institution is responsible for 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 <https://www.ncaa.com/media-center/credentials>, 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](https://www.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 non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

**Bench.** Bench credentials should be distributed to any non-uniformed 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.

**Credentials List.** During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

**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 which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

**Drug-Testing Team.** In the event of drug testing, credential badges will be issued for the drug-testing team. A minimum of 10 non-media 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 National Center for Drug Free Sport staff.

**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](http://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.

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.

#### **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.

#### **Internet Policy.**

The NCAA website, [ncaa.com](http://ncaa.com), serves as the official online resource for NCAA championships. The NCAA and its partners own the internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

#### **Internet Live Statistics**

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

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

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

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

#### **Webcasting.**

It is required that the host institution at all regional sites webcast every game played at the site. Hosts must complete the rights request (<http://www.ncaa.com/rights-request>) to stream games. Questions about internet streaming can be directed to Nate Flannery (phone 317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)). Please reference Appendix J 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.

#### **Championship Website Guidelines.**

NCAA championships hosts/local organizing committees have the opportunity to build their own championship microsite to house information about local events, restaurants,

volunteer info, etc. The URL for this site should not be promoted and will be linked directly through [ncaa.com](http://ncaa.com). For complete guidelines, please see Appendix I.

#### **Mini-Cams and News Film.**

If a game is televised, only the station that has purchased rights may film game action. Media coordinators shall designate an area near the dressing rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the [Media Center](#) website.

#### **News Conferences.**

The media coordinator shall have the authority to designate and require any student-athlete to attend a postgame news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make players available at all scheduled news conferences.

Staffing. The host media coordinator shall appoint a moderator for the news conference. The media coordinator should monitor the schedules closely to ensure success.

#### **Parking.**

If media parking is limited, car pools should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes.

#### **Photography.**

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

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

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

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

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

Any other entity, except the NCAA membership, seeking a championship event photo must license it through [Getty Images](http://on.ncaa.com/NCAAonGetty). To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>.

For additional questions regarding championship photography, please contact Levida Maxwell by email ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)) or phone 317-917-6356.

### **Postgame Interviews.**

All coaches and student-athletes must be made available for postgame interviews after the cooling-off period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Assistant Coach's Interview. An assistant coach is permitted to participate in a radio interview on the head coach's behalf before the expiration of the cooling-off period.

Locker Rooms. The locker rooms shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the respective head coaches leaves the floor immediately after the game. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the game, with the exception 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 15 minutes after the conclusion of the respective cooling-off periods; however, if the media is not interested in entering the locker room, it may be closed before the 15-minute time period expires.

Electrical Outlets. Electrical outlets will be required in the working pressroom and at courtside to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat at courtside and in the working pressroom.

Equipment. The host institution shall provide all the necessary equipment (e.g., microphones, mult box, adequate lighting, dais, camera platform, etc.) for the interview room.

Competition Site Coordinator. The host media coordinator must designate an interview room at the competition site and an individual to coordinate the activities in this room.

Obligation of Head Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The head coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee

shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Order of Appearance. For quarterfinal and semifinals the advancing team's coach and players will go to the press conference first followed by the non-advancing team's coach and players, except after the championship game when 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.

"Selected Media" Policy. 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.

#### **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 <http://www.ncaa.com/media>.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto [ncaa.com/media](http://ncaa.com/media) then click "Broadcast Services," then "2019-20 Audio Policy."

#### **Seat Assignments.**

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 non-playing 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 press conferences and working press

areas, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the courtside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

#### **Statistics Reporting to the NCAA.**

Please refer to Appendix K 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 Jenn Rodgers ([jrodders@ncaa.org](mailto:jrodders@ncaa.org)) at the NCAA national office. These files can be sent immediately after each contest or after the day of competition is complete. 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, [www.ncaa.com](http://www.ncaa.com). At the conclusion of each championship contest or session (regionals and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

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

#### **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.



### **Strobe Lights.**

Refer to [Media Center](#) website for the strobe lights policies. The host institution shall be responsible for compliance with these policies. Participating coaches should be informed at the administrative meeting if strobe lights will be used.

### **Team Films/Videotapes.**

Each participating team is permitted to video its own game with a single camera and one person. The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for three cameras (maximum one per institution and host) and personnel to shoot at one time.

Noncommercial Usage. Video of any of the games of the regional/championship procured by any participating institution, whether filmed or videotaped by the institution, may be performed freely for the institution's own non-commercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

### **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.

### **Working Press Room.**

The media coordinator is responsible for the working pressroom at the arena.

Individual Telephones. Individual media representatives may order telephones at the media outlet's expense. Media coordinators shall coordinate these orders according to host institution/conference or competition site policy.

Sports Information Director Needs. The media coordinator shall contact each sports information director representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom before the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute is needed. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper.

Computer Ethernet. At each site there should be a minimum of two ethernet connections or wireless access (preferred).

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

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## ***SECTION 16 – Medical Arrangements***

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### **Medical Procedures.**

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

#### Ambulance Service

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

#### Biohazard Cleanup

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

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

#### General Public

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

#### Hospital

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

#### Participants

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and competition at the facility. The training room must open a minimum of two hours before all practices and competition, and remain open one hour after the conclusion of all practices and competition. Two physicians (general practitioner and orthopedic surgeon) should be

accessible by cell phone or pager during all practices and should be on-site during all competition.

### Supplies

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

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

Sports medicine providers should be trained to use emergency supplies.

### Locker Rooms or Athletic Training Room

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

### Communication

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

### Teams' Physicians

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

## Concussions

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

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

## Medical Staffing

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

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

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

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

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## SECTION 17 – 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](mailto:dclendenin@ncaa.org)).

## **Availability**

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

## **General Policies**

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

Event 1 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 championships 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:

1. Receive and count in all merchandise on arrival from Event 1, as well as receiving all reorders required to meet customer demand. Reorders could arrive any day of the week and could be as early as 8 a.m. Saturday or Sunday.
2. Locked and supervised storage adequate to accommodate all championship merchandise.
3. Immediate notification (within 24 hours of receipt) to Event 1 of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1.
4. 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.
5. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
6. An appropriate number of selling locations and sellers throughout the facility to meet the demands of the projected crowds.
7. Selling locations that are well displayed and fully stocked before the public's access to them.
8. 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 who are customer-oriented.

- Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations situated in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by the concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
  - Calling Event 1 to request re-orders should sales warrant.
9. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1 no later than 24 hours after the event.
  10. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1 within two business days of the conclusion of the event.
  11. The remaining inventory forwarded to Event 1 or the next event site as determined by Event 1 within two days of the conclusion.
  12. Having met each of the above requirements, Event 1 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 on 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 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.**

**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 ArbiterPay.

Officials supervisors/evaluators do not receive fees, but will be reimbursed for expenses by the NCAA.

**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 Game Officials'/NCAA Representative Hotel, Section 10.] 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 ½ 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 the first day of competition. The host should contact the officials, once confirmed, to obtain arrival times, provide information regarding a pre-championship 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 will be reimbursed by the NCAA through ArbiterPay. 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.

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## ***SECTION 19 – Participating Teams***

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### **Admittance to Competition Site.**

Participating institutions must submit a pass list to the basketball committee and the tournament director at the mandatory administrative meeting.

### **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 may use for their site.

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

Finals. The NCAA will provide a template to the host for completion by Feb. 28. 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.

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## ***SECTION 20 – Promotions and Marketing***

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### **Promotions Assistance.**

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 visitors bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the contacts portion of the NCAA Championships Bid and Profile System.

#### 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 championships.
- Map out the time frame to market the championships.
- Determine how to best use the marketing materials provided by the NCAA.



- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan. Hosts shall establish a marketing plan in coordination with the NCAA championships marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA championship marketing contact before implementation.

Marketing Collateral.

**NCAA Online Marketing Website.** The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Go to [ncaachampspromotion.com](http://ncaachampspromotion.com) to access the Online Marketing Website.

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

Each NCAA championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- PRINT
  - Poster
  - Flyer
  - Print Ad
  - Table Tent
- DIGITAL
  - Email Blast
  - Banner
  - Social Media Graphics
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing Best Practices

- Social Media Guidelines

If you have artwork needs and/or sizing that may not be available on the Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org).

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

Collateral should not be created outside the Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as 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 video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA championship marketing contact.

**:30 Video/Television Spot**

The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.

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

**:30 Radio Spot**

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

<b>NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions</b>
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**12.5.1.1.3** - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local

organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

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

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

**De Minimis** — Violations of articles designated by a capital letter D in brackets and bold font “[D]” at the end of the legislative language shall be considered institutional violations per Constitution 2.8.1; however, the involved prospective student-athlete's eligibility shall not be affected.

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

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

## 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.
- 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.

### Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-bys, parachute teams, precision drill teams, etc. Hosts should work with the championships manager for approval of military involvement at the championship.

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## SECTION 21 – Practices

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### 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.

### Bench Personnel/Squad Size.

All teams are limited to 15 players in uniform. **Bench personnel will be asked to stay seated while in the bench area and play is "live."** Eighteen chairs will be provided in the bench area, and no more than 23 individuals may use the 18 chairs.

### 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.

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 are permitted only up to three (3) minutes of taping per team.

### Length.

Teams are allowed to practice on the tournament floor for 55 minutes the day before their first day of competition. Practices the first day of competition are limited to 25 minutes. Five-minute breaks will be scheduled between each practice to accommodate teams' arrival at and departure from the arena floor.

### Schedule.

**Practice schedules will be determined based on information provided during the bid process in the following order by seeds: 1<sup>st</sup> game low seed, 1<sup>st</sup> game high seed, 2<sup>nd</sup> game low seed, 2<sup>nd</sup> 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***

The regional rounds of the Division II Men's and Women's Basketball Championships will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

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

#### **Content/Editorial.**

##### IMG College Responsibilities

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

##### Host Responsibilities

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

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

#### **Digital Program 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 manager.

##### Best Practices

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

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

#### **Supplemental Handouts.**

At championships sites where a digital program is available, IMG College 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 IMG College approval.

### **Program Vending and Complimentary Programs.**

#### IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager before the championship.
- Will ship and manage shipment of programs to arrive no later than the day before the start of the event, unless otherwise communicated by IMG College.
- Will pay sales tax to the proper taxing authority.

#### Host Responsibilities

- Before the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for donors, fans or corporate partners, they may purchase a bulk number of programs (minimum of 25) from IMG College. Please make IMG aware of this interest no later than noon Eastern time the Monday before the championship.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a vending agreement, signed by the tournament manager, to IMG College before the event.
- Distribute the allotted amount of complimentary programs as specified below.
  - Each team shall receive 20 programs, at the Elite Eight only.
  - An allotment of game programs will be available for the media. Make a good-faith effort to promote and sell the programs/handouts during the event (see Best Practices for Program Vending below).
- Retain the commissions earned from program vending and cut a check to IMG College for the amount listed on the settlement sheet.

- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement.

#### Best Practices for Program Vending

Below are a few best practices for vending programs.

- Designate individuals to sell programs and pay them a commission for each program they sell; or
- Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
- Place program vendors in high-traffic areas of the sports facility, normally near main entrances.
- Encourage vendors to walk through the stands to sell programs during the event.

#### **Promotion of Digital Programs.**

The NCAA will provide to participating schools a PDF to be printed and distributed at the site; this document will feature a QR code and URL where the digital program can be accessed. The handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program. If you would like the QR code ahead of time, please feel free to contact your NCAA manager.

The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and IMG College also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

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

#### **Questions.**

If you have any questions, please feel free to contact your NCAA championship manager or Chad Laytham ([chad.laytham@img.com](mailto:chad.laytham@img.com)) at IMG College.

### ***SECTION 23 – Safety and Security Plan***

#### **Preparation.**

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf](http://www.ncaa.org/sites/default/files/Best%20Practices%20for%20Venue%20Safety%20and%20Security.pdf) when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security are based on



practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, 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 to the NCAA championship manager, which would include the NCAA Championships Safety and Security Team Contact information form. Items must be submitted once the opportunity to host has been awarded.

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

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## ***SECTION 24 – Security***

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### **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.

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### ***SECTION 25 – Tickets/Seating***

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#### **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:

**Men** - 150 seats per session

**Women** – 100 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, in the participants manual, the competing institutions 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.

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 Back Disclaimer Language. The ticket back language in Appendix G should be placed on the back of the ticket stubs. If this cannot be done, the ticket back language must at a minimum be posted at all ticket windows for the patrons to see, be included as an insert with the ticket mailing, etc. so that all patrons are placed on notice about the restrictions.

#### **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 his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution’s designee, given a ticket stub and directed to their seats.

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.

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**SECTION 26 – Transportation****Transportation for Teams.**

GO GROUND offers a championships travel portal through which all ground transportation needs can be arranged. Institutions will use the same login information used to access the Short's Travel portal as well as the NCAA online expense system. Institutions can log in to the portal at anytime to begin building their itineraries and providing contact information. You can find the portal at [www.gochampionships.com](http://www.gochampionships.com).

Additional information regarding championships travel can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

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**SECTION 27 – Volunteers****Apparel (Finals only).**

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2019-20 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 placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

The local organizing committee will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, 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 manager on the selection, ordering and distribution of volunteer apparel.*

### **Goals 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.

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 regional (see Appendix F). After the regional is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference. The host institution should also keep a copy on file on campus with your final financial report.

**Terms and Conditions for Use of Credentials**

Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:

**General**

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license

the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

### **Media**

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

### **NCAA Championship Videographer**

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to



have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media. The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

## CROWD CONTROL STATEMENT

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 2020 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.

**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 2020 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)

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

1.	<b>Teams</b>	
	a.	Arrival date/time/flight information.
	b.	Lodging.
	c.	Meeting times.
	d.	Practice times.
	e.	Game times/bench assignments.
	f.	Uniform color.
	g.	Scheduled social events (finals only).
	h.	Parking.
	i.	Videotaping.
	j.	Directions.
	k.	Restaurants, churches.
	l.	Directory of host key personnel (AD, SID, etc.).
	m.	Locker room assignments.
	n.	Athletic trainer and athletic training room.
2.	<b>Facility</b>	
	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 administrative and officials meetings.
	h.	Officials locker rooms (male and female).
	i.	Cheerleaders dressing room.
	j.	Team bench to seat 17.
	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.

3.	<b>Locker Room</b>		
	a.	Towels.	
	b.	Dry erase markers.	
	c.	White board.	
	d.	Signs with team names.	
	e.	Refreshments.	
	f.	Paper towels/toilet paper.	
	g.	Security.	
4.	<b>Personnel</b>		
	a.	Tournament physician.	
	b.	Ambulance service and medical facility.	
	c.	Athletic trainer (athletic training room should be staffed and open for all practices and games).	
	d.	Statistics crew.	
	e.	Security officers (number to be determined).	
	f.	Sports information director and staff.	
	g.	Two ball persons under each goal (dressed as neutral parties).	
	h.	Public address announcer.	
	i.	Host(s).	
	j.	Official scorer.	
	k.	Scoreboard operator.	
	l.	30-second clock operator.	
	m.	Alternate official.	
	n.	Person to do videotaping.	
	o.	Tournament director.	
	p.	Tournament games committee.	
	q.	Salesperson for NCAA merchandise.	
5.	<b>Credentials and Passes</b>		
	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.	
6.	<b>Halftime Entertainment (not required)</b>		



## 2019-20 Division II Preliminary Round Neutrality Pilot Program Do's and Don'ts Document

At its September 2019 meeting, the NCAA Division II Championships Committee approved a pilot program to permit preliminary rounds of the 2019-20 Division II Football Championship, Division II Men's and Women's Basketball Championships, and Division II Softball Championship 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 pilot program as they pertain to pre-game promotions in preliminary rounds for football, men's and women's basketball, and softball. (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.

### **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.



## Division II Men's/Women's Basketball

## Split Regional Schedule

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

**Thursday**

10 – 10:55 a.m.	Seed #5 practice (Women)
11 – 11:55 a.m.	Seed #4 practice (Women)
12 – 12:55 p.m.	Seed #8 practice (Women)
1 – 1:55 p.m.	Seed #1 practice (Women)
2 – 2:55 p.m.	Seed #8 practice (Men)
3 – 3:55 p.m.	Seed #1 practice (Men)
4 – 4:55 p.m.	Seed #5 practice (Men)
5 – 5:55 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 1 vs. Seed 8 (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**

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

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

Note: # 2 seed in each gender's final ranking would host the other sub regional with games also taking place Friday and Saturday.

**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.

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Signature of Participant	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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**2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

Updated 07/02/2019

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

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan ([jlogan@ncaa.org](mailto:jlogan@ncaa.org)) and Curtis Franks ([cfranks@ncaa.org](mailto:cfranks@ncaa.org)) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

**NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.**

**NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.**

**NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.**

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

By using this ticket, Holder (as defined below) agrees to the full terms and conditions of use, as may be amended from time to time, found at [www.NCAA.com/ticketterms](http://www.NCAA.com/ticketterms). The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Holder may only capture any account, description, video, audio, photographs, scoring-related data or statistic ("Content") of, from or at the event on any day of the event throughout the event site (including, for clarity, competition areas on competition days), consistent with all posted rules and instructions of NCAA and/or NCAA staff. Please visit [www.NCAA.com/ticketterms](http://www.NCAA.com/ticketterms) for additional terms regarding Content. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun or a handgun that is carried openly.** Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

**DATES AND TIMES ARE SUBJECT TO CHANGE**

## NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

The official NCAA social media pages and official hashtags are available at

<http://www.ncaa.org/socialmedia>

### Host Promotion of Championships

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

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

### Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Use account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps to engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

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

**7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

**8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

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

Please send direct questions to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).



## **NCAA Championships Microsite Guidelines**

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 be to welcome fans and enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

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

### **Dining, Shopping and Attractions**

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations
- Shopping and 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: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

### **Selections, Preliminary Rounds and Broadcast Schedule**

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

### **Email Sign Up**

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

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

### **Copyrights, Licensing, Trademarks and Corporate Marks**

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the 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: <https://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](https://www.ncaa.com/social)

### **Mobile Version**

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

### **Metrics**

Host institutions should provide analytics to Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)) and Levida Maxwell ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)). At a minimum, analytics should include the following five categories:

- Referral pages
- Page views
- Time spent on site



- Click thru information
- Unique visits/traffic numbers

### **Local Contributor Recognition**

The local organizing committee/host institution is able to recognize their local contributors under the following guidelines:

- In text form only
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all the CC/Ps are listed within that text.

### **Microsite Examples**

If you would like to review an approved championship microsite, please reference one of the following pages:

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- Oklahoma City Women's College World Series Microsite:  
<https://www.visitokc.com/wcws/>

Once your site has been developed, please send the URL to Levida Maxwell ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)) for review and approval.

Should you have any questions, please contact:

Levida Maxwell

Coordinator, Digital and Social Media, Championships & Alliances

317-917-6356

[lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)

## Division II Preliminary Round Video Streaming Requirements

*(Revised 8/6/2019)*

Beginning with the 2019-20 academic year, video streaming will be listed as a facility requirement in minimum bid specifications for prospective regional hosts and will be 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.

Hosts must meet the following minimum standards related to video streaming:

- At least one camera must be used. However, institutions are encouraged to produce a multi-camera video stream. In addition, cell phones are not permitted as the camera source.
- 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). It will also reimburse for closed captioning costs that go above and beyond any pre-existing negotiated rates for schools that host a preliminary round during the 2019-20 academic year if they are required to provide closed captioning during the regular season.



## 2019-20 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again 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.

### **Latest Version of StatCrew Required (some exceptions)**

All NCAA hosts will need to have the 2019-20 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto, Statcrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below), for alternate instructions.

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

### **NCAA LiveStats Integration**

For hosts that utilize NCAA LiveStats, a representative from Turner will contact you regarding setup.

### **Downloading NCAA Broadcastr 10**

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



## Streaming Requests

### **Live Video Streaming Rights Requests (early round only)**

Turner Sports owns the rights to stream NCAA Championships. ESPN and other entities will request rights to live video stream certain events. If Turner, or any other entity plans to live video stream your event, you will be contacted within 48 hours of your event.

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights.

All non-commercial live video streaming rights fees will be waived.

Any commercial streams will incur a \$1,000 fee per stream.

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

Turner Contact Information

Jason Venson

[jason.venson@turner.com](mailto:jason.venson@turner.com)

404-704-2493



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

#### **Network Connection**

To deliver a high quality video production, we require 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host 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.

#### **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. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

#### **Equipment Receiving/Shipping**

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

#### **Crew/Announcers**

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

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

#### **Event Specific Accommodations**

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

**For additional information**, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at [acrawford@tupeloraycom.com](mailto:acrawford@tupeloraycom.com)



**Homeland  
Security**

# Protective Security Advisor Program

The Department of Homeland Security, National Protection and Programs Directorate's Office of Infrastructure Protection (IP) operates the Protective Security Advisor (PSA) Program. Protective Security Advisors are security subject matter experts who engage with State, local, tribal, and territorial (SLTT) government mission partners and members of the private sector stakeholder community to protect the Nation's critical infrastructure. The PSA Program maintains a robust operational field capability, with Regional Directors (RDs) and PSAs serving in 73 districts in 50 States and Puerto Rico. The RDs and PSAs serve as the link to Department of Homeland Security (DHS) infrastructure protection resources; coordinate vulnerability assessments, training, and other DHS products and services; provide a vital link for information sharing in steady-state and incident response; and assist facility owners and operators with obtaining security clearances.

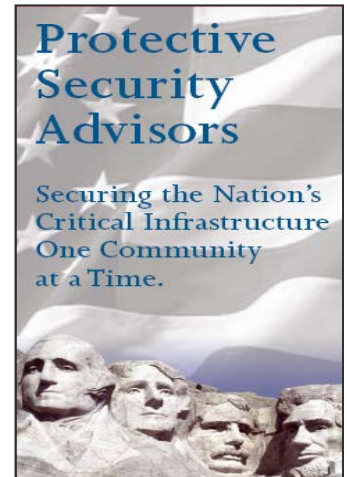
## PSA Program

The PSA Program's primary mission is to proactively engage with Federal, State, local, tribal and territorial government mission partners and members of the private sector stakeholder community to protect critical infrastructure. Regional Directors oversee and manage the Department's PSA program in their respective region, while PSAs facilitate local field activities in coordination with other DHS offices. The PSAs have five mission areas that directly support the protection of critical infrastructure:

- **Plan, coordinate, and conduct security surveys and assessments** – PSAs conduct voluntary, non-regulatory security surveys and assessments on critical infrastructure assets and facilities within their respective regions.
- **Plan and conduct outreach activities** – PSAs conduct outreach activities with critical infrastructure owners and operators, community groups, and faith-based organizations in support of IP priorities.
- **Support National Special Security Events (NSSEs) and Special Event Activity Rating (SEAR) events** – PSAs support Federal, State, and local officials responsible for planning, leading, and coordinating NSSE and SEAR events.
- **Respond to incidents** – PSAs plan for and, when directed, deploy to Unified Area Command Groups, Joint Operations Centers, Federal Emergency Management Agency Regional Response Coordination Centers, and/or State and local Emergency Operations Centers in response to natural or man-made incidents.
- **Coordinate and support improvised explosive device awareness and risk mitigation training** – PSAs work in conjunction with IP's Office for Bombing Prevention by coordinating training and materials to SLTT partners to assist them in deterring, detecting, preventing, protecting against, and responding to improvised explosive device threats.

## Contact Information

For more information or to contact your local PSA, please contact [PSCDOperations@hq.dhs.gov](mailto:PSCDOperations@hq.dhs.gov).



Courtesy of DHS