



2019 DIVISION III MEN'S
BASKETBALL
CHAMPIONSHIP

HOST OPERATIONS
2018-19 MANUAL

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SECTION 1 | INTRODUCTION

Information in this document applies to both preliminary rounds and final site competition unless otherwise specified.

On behalf of the Division III Men’s Basketball Committee, thank you for being an important part of the 2019 Division III Men’s Basketball Championship. The administration of the Division III Men’s Basketball Championship is under the direction of the Division III Men’s Basketball Committee. The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

This manual outlines the responsibilities of an institution/conference hosting NCAA DIII Men’s Basketball Championship competition. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

SECTION 2 | DEFINITIONS

Championship.

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

Governing Sports Committee.

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

Host Institution/Conference.

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

Local Organizing Committee.

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

NCAA Championship Manager.

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

SECTION 3 | ROLE OF GOVERNING SPORTS COMMITTEES

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

SECTION 4 | ROLES OF HOST INSTITUTION/CONFERENCE

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

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

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

SECTION 5 | ROLE OF NCAA

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

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

SECTION 6 | DIVISION III PHILOSOPHY

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season and scheduling; and to provide representation in NCAA championships competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

SECTION 7 | MISSION STATEMENT

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

2018-19 NCAA DIVISION III MEN'S BASKETBALL COMMITTEE

<p style="text-align: center;">Atlantic Region</p> <p>Chuck McBreen Men's Basketball Coach/Asst. Athletics Director Ramapo College Office: 201-684-7073 Email: cmcbreen@ramapo.edu <i>Term Expires: August 31, 2021</i></p>	<p style="text-align: center;">Central Region</p> <p>Mike Schauer Men's Basketball Coach Wheaton College (Illinois) Office: 630-752-5735 Email: mike.schauer@wheaton.edu <i>Term Expires: August 31, 2022</i></p>
<p style="text-align: center;">East Region</p> <p>Sam Atkinson Associate Athletic Director for Communications Gallaudet University Office: 202-448-7081 Email: sam.atkinson@gallaudet.edu <i>Term Expires: August 31, 2020</i></p>	<p style="text-align: center;">Great Lakes Region</p> <p>Leonard Trevino Athletics Director Chatham University Office: 412-365-1650 Email: ltrevino@chatham.edu <i>Term Expires: August 31, 2021</i></p>
<p style="text-align: center;">Middle Atlantic</p> <p>Rick Ferry Men's Basketball Coach/Athletics Director Albright College Office: 610-921-7825 Email: rferry@albright.edu <i>Term Expires: August 31, 2019</i></p>	<p style="text-align: center;">Northeast Region</p> <p>Rob Southall Men's Basketball Coach/Asst. Athletics Director Elms College Office: 413-265-2328 Email: southallr@elms.edu <i>Term Expires: August 31, 2022</i></p>
<p style="text-align: center;">South Region</p> <p>Jarred Samples Men's Basketball Coach/Asst. Athletics Director University of Dallas Office: 972-721-5028 Email: jsamples@udallas.edu <i>Term Expires: September 2019</i></p>	<p style="text-align: center;">West Region</p> <p>Bob Bjorklund Director of Athletics Bethel University (MN) Office: 651-638-6395 Email: bjorob@bethel.edu <i>Term Expires: September 2020</i></p>

NCAA Staff

Championship Manager	Asst. Championship Manager
Alexander Mortillaro Coordinator of Men's Basketball Championships Office: 317-917-6229 Cell: 317-760-0808 Email: amortillaro@ncaa.org	Trevor Fox Men's Basketball Post-Graduate Intern Office: 317-917-6783 Email: tfox@ncaa.org

SECTION 8 | ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

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

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

SECTION 9 | AMERICAN WITH DISABILITIES ACT

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will 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 comply, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

SECTION 10 | AWARDS

Preliminary Sites.

First-/Second-Rounds: MTM Inc., the NCAA national office awards supplier, will send official NCAA participant medallions to the tournament director no less than 24 hours prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area. Each non-advancing team's squad size (15) will be provided with participant medallions and the host is responsible for distributing the medallions to each non-advancing team prior to their departure from the competition site. The team that advances to the next round should not receive any medallions.

Sectional Rounds: In addition to the participant medallions, MTM, Inc. will send one sectional champion team trophy to each sectional site no less than 24 hours prior to competition. This sectional champion team trophy is to be presented to the sectional champion on the court following the game.

Final Site.

Semifinals: MTM Inc., the NCAA national office awards supplier, will send official NCAA semifinalist team mini-trophies to the tournament director approximately two weeks prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area. Each non-advancing team's travel party (20) will be provided with semifinalist team mini-trophies and the host is responsible for distributing the mini-trophies to each non-advancing team prior to their departure from the competition site. The team that advances to the next round should not receive any mini-trophies.

Championship: MTM Inc., the NCAA national office awards supplier, will send official NCAA runner-up team trophies to the tournament director approximately two weeks prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area. The non-advancing team's travel party (20) will be provided with national runner-up team mini-trophies and the host is responsible for distributing the mini-trophies to the non-advancing team prior to their departure from the competition site.

MTM will send an official NCAA national champion team trophy, national champion team mini-trophies and national champion team watches to the tournament director approximately two weeks prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area. The national champion team will be provided with national champion team mini-trophies and national champion team watches. The national champion team trophy and mini-trophies will be presented to the winning team in a post-game ceremony on the court. The host is responsible for distributing the national champion team watches prior to their departure from their competition site.

SECTION 11 | AWARDS CEREMONY

Preliminary Sites.

First-/Second-Rounds: There are no awards ceremonies at first-/second-round sites. The host is responsible for distributing the participant medallions to each non-advancing team prior to their departure from the competition site.

Sectional Rounds: The host should plan a post-game on court ceremony for the presentation of the sectional champion team trophy and net cutting. The host is responsible for distributing the participant medallions to each non-advancing team prior to their departure from the competition site.

Final Site.

Semifinals: There is no awards ceremony following either of the semifinal games. The host is responsible for distributing the semifinalist team mini-trophies to each of the non-advancing teams prior to their departure from the competition site.

Championship: The awards ceremony will be conducted at center court immediately following the conclusion of the game. Personnel must be in place and alert to setting up the table for the ceremony without undue delay. Two six-foot tables, appropriately draped, should be used to hold the awards. A diagram of the awards ceremony should be distributed at the administrative meeting. The national champion team trophy and national champion team mini-trophies will be presented to the winning team followed by the cutting of the net.

The host is responsible for distributing the national runner-up team mini-trophies to the non-winning team prior to their departure from the competition site.

SECTION 12 | 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.

The product is for the team that wins the national championship. Upon receiving the shipment of shirts and hats, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. If needed, the host should remove all hashtags and stickers on the merchandise. Merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has concluded. Any extra merchandise should be given to the winning team. All inquiries about obtaining additional locker room product should be directed to David Clendenin (dclendenin@ncaa.org) at the NCAA national office.

SECTION 13 | ALL-TOURNAMENT TEAM (FINALS ONLY)

An all-tournament team shall be selected at the site of the finals. The host shall establish a selection committee to select the five-player all-tournament team that shall include the most outstanding player. The host shall be responsible for releasing the all-tournament team and most outstanding player information upon completion of competition. Media from the local area and host institution personnel shall have a proportionate number of positions on the all-tournament team selection committee. Each of the five players selected for the all-tournament team will receive individual plaques after the championship.

SECTION 14 | 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 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. Mark 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 be 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 III Men's Basketball with a GPA of X.XXX in (major, is student-athlete and institution).

For Division III men'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 assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient. 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

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment 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 championships.

The recipient of the Elite 90 Award—for the *2019 NCAA Division III Men'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

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a standard press release template to the sports information director of the winner's institution and to the championships 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 photo to make the graphic and the timing of when to post.

SECTION 15 | MEMENTOS

Preliminary Round Sites. No mementos are to be provided at first-, and second- or sectional round competition. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in the NCAA preliminary round competition the same experience, banquets and mementos will not be permitted at preliminary round sites.

Final Site. Participation awards are permissible (one per participant) as long as they meet the

conditions in Bylaw 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships group will be responsible for selecting the participation awards that will be provided. The NCAA championship manager will work with the participating institutions regarding delivery of mementos following championship competition. Participant awards will not be distributed at the site of the championships.

SECTION 16 | BANDS/SPIRIT SQUADS/MASCOTS/NOISEMAKERS

Admission.

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only on presentation of a ticket.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Under no circumstance will a team be permitted more than 25 band members or 12 cheerleaders. Live animal mascots are not permitted. 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. The host institution may be asked to provide a band in the event none of the participating teams bring a band.

Artificial Noisemakers.

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress. Cheerleaders must refrain from pounding megaphones on the floor.

Designated Areas.

A maximum of 12 cheerleaders and/or spirit squad members and mascot are allowed on the floor at any one time when the game is not in progress. The cheerleaders (including the mascot) shall be seated on the apron of the playing area designated by the tournament manager. Mascots must stay out of spectator seating areas during play. Bands should be seated at the end of the courts, if possible, and closest to their team bench. The tournament manager should provide space for the spirit squad to dress and warm-up. If possible, this area should be carpeted.

Electronic Amplification.

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

National Anthem.

The United State of America's national anthem ("Star-Spangled Banner") shall be played or sung before the first game of each session. For the finals, the anthem will be played or sung before the first semifinal game and before the championship game. The national anthem will be played before player introductions. The host institution must provide back-up music for all games.

The host institution should provide a color guard for the championship. The color guard will be experienced at presenting the flags and old to understand the importance of the event. Teams

should remain at attention until the color guard has left the playing floor.

Seating.

Bands should be seated in comparable areas of the arena. End zones are preferred with bands playing closest to their bench. In cases where end zones cannot be used due to space constraints, then the bands should be opposite the team benches. Place bands so as to not to interfere with spectators, photographers or teams, subject to the approval of the NCAA representative. Bands and cheerleaders will be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the semifinal match).

Warm-up Music.

The host institution will select and administer the music for all games.

SECTION 17 | BANQUET

Final Site Only.

The NCAA does not allow or provide for banquets at any of the preliminary rounds of the championship. To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) prior to the championship. The host institution is allowed a maximum amount of \$10,500 for entertainment in its budget to accommodate approximately 300 people. The banquet will be held on the Thursday night before the championship. The cost per person is not to exceed \$35. Participating institutions will be allowed complimentary access to the banquet for members of their official NCAA championship travel party. The host shall make accommodations for participating institutions to purchase additional tickets onsite on a space available basis. Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request video from the NCAA Broadcasting group or VWSE and inform the host.

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

Best Practices.

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

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, 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 attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport-specific nuances.

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

Sample Enhancements.

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

- Event 1/Championship merchandise. – sales booth or display area with order forms onsite.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

Coaches Association Award Guidelines.

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentation.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed. Officials shall not be included in any special event involving the participating coaches or players.

Run of Show.

1. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)
2. Welcome/comments from city/host institutions.
3. Dinner buffet lines open or plated dinner served.
4. Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DIII branding video – optional)
5. Guest speaker (optional)
6. NCAA Championship video

7. NCAA Committee Introductions (committee chairs)
8. Student-athlete speeches (one student-athlete from each team)
9. Presentation of Elite 90 Award
10. Coaches association All-American awards
11. Closing comments (emcee with talking points from NCAA or NCAA chair)

SECTION 18 | BROADCASTING/INTERNET

Please logon to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

Internet Policy.

The NCAA website, <https://www.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 and any other content on the NCAA website.

Internet Live Statistics.

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

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

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

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

Television/Radio/Internet Audio Coverage.

Radio broadcast rights and make-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://www.ncaa.com/media) then click “2018-19 Audio Policy”.

Any secondary use of any picture, audio description, film/tape or drawing of the competitions take or made by the accredited organization or individual to whom this credential has been issued (including but not limited to use in delayed editorial or non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the National Collegiate Athletic Association.

Television stations, networks or cable systems taping NCAA championship competition recognize that any tapes may be used only in connection with a regularly scheduled television newscast within a seven-day period following the competition and the film clip or taped portion of each such showing will not exceed two minutes in length. Videotape game coverage may only be presented on a sports news broadcast after the game being documented has been completed.

Television stations, networks or cable systems are prohibited from making available game film or tape to any other organization, even though the planned use may be editorial in nature, without advance written permission from the NCAA. Such film or tape may be aired only by the specific station or entity to who this credential is issued. These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or tape in any other manner must obtain written permission for such use from the NCAA.

Radio stations that have not purchased rights may report on events of the championship for broadcast within a newscast and are not precluded from reporting or updating the score of a game while it is in progress, but they may not provide live play-by-play.

Television/radio stations, networks or cable systems agree to indemnify and save harmless the NCAA, its officers, agents and employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demand and causes of action arising out of anything done or purported to have been done by the television/radio stations, networks or cable systems, its agents or assigns.

Website Guidelines.

NCAA championships hosts/LOC's 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. For complete guidelines, please see Appendix G.

SECTION 19 | COMMERCIALISM/CONTRIBUTORS

Commercial Identification, Signage and Official Marks.

The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the championships. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall

be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the competition area shall be covered by the facility at its expense, as designated by the NCAA.

No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the facility during any session of the championship without the prior approval of the NCAA.

No announcements except those approved in advance by the NCAA or for public emergencies shall be allowed over the public-address system.

Local Contributors.

Currently, local corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff.

The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

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

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

NCAA Corporate Partners.

The NCAA administers a national corporate partner program, under the direction of the NCAA Championships and Alliances group and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. These guidelines are located on the NCAA website at the following link:

<http://www.ncaa.org/championships/marketing/ncaa-corporate-relationships?division=d1>

SECTION 20 | CRITICAL INCIDENT RESPONSE/EMERGENCY PLAN

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.
 - NCAA.
 - Local authorities and critical incident response team.
2. Review emergency protocol prior to the start of the event.
3. Identify chain of authority.
 - Incident commander (second in command).
 - 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 terrorists' 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 PSCOperations@hq.dhs.gov to receive contact for local PSA. Refer to Appendix I for additional information.

Interruption of Game.

The officials and games committee have the authority to interrupt competition. If necessary, the remaining schedule shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

Scorer's Table. Assure that 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, upon 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 game headquarters 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. Participants and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately in game headquarters to assess the situation.

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

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

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

SECTION 21 | DRUG TESTING

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

Drug Testing Expenses.

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

Facility Specifications.

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

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 prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next-Day Testing.

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

Participant Notification.

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

The drug-testing crew chief 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.

At team championships, escorts and the drug testing crew shall sit in the non-playing participating or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host).

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at 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 drug-testing crew chief 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.
 - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day 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.”

Neutrality.

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 events are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

Alcoholic Beverages and Tobacco Products.

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

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

Americans with Disabilities Act.

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The 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.

Competition Site Use.

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. local time one day before the start of competition through the conclusion of the final game. All space shall be available, and the competition site set up no later than 90 minutes before the beginning of the first practice.

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 site 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, BodyArmor 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.

Official Scorer's Table.

The scorer's table should accommodate at least 12 people. [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, BodyArmor 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.

SECTION 23 | DECORATING AND ADVERTISING

Institution 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 Signage.

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

Video Boards and Electronic Messaging.

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.

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.

SECTION 24 | EQUIPMENT

Basketballs.

The Wilson Solution basketball will be provided for all rounds of competition. Wilson will send the basketball directly to the tournament managers. The basketball should arrive no later than 48 hours prior to the start of competition. If the basketball do arrive on time, please contact Alexander Mortillaro (office: 317-917-6229 or email: amortillaro@ncaa.org) at the national office. During warm-ups, each team should use at least two Wilson NCAA Solution basketballs provided for the championship.

Preliminary Sites. Four-team sites will receive eight basketballs. The preliminary-round hosts should provide basketballs for practice if needed. A game basketball will be awarded to the non-advancing team in first- and second-round games and to each competing team at the conclusion of sectional play. The remaining basketballs may be given away to spectators through a promotional activity (e.g. youth groups).

Final Site. The final site will receive 18 basketballs and two basketball racks. At the conclusion of competition, basketballs may be given to each participating team. The remaining basketball may be given away to spectators through a promotional activity (e.g. youth groups).

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.

The NCAA will provide “Slipp-Nott” or similar traction aids during semifinals and finals.

Video Boards.

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.

Hydration Product.

The semifinals/final will receive complimentary product and equipment from the official NCAA Corporate Champion, Coca-Cola, for use at the championship. Coca-Cola will provide BodyArmor branded cold cups, water coolers, ice chests, squeeze water bottles, Dasani bottled water and BodyArmor bottles and powder.

Team Benches.

Spec Seats Inc. will ship 36 chairs to the semifinal/final site for the team benches. The host may keep 15 chairs to distribute as they wish. Of the 21 remaining chairs, four are to be distributed to the four participating coaches and the rest are to be returned to Spec Seats.

SECTION 25 | FINANCIAL ADMINISTRATION

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 The Center 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 reps, 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.

Officials Expenses.

Officials shall be compensated by the NCAA through ArbiterPay for fees, travel and per diem expenses.

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](#) to the travel group at the NCAA national office within 30 days of the competition. Please note that if 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.

SECTION 26 | 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 insurer.

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

SECTION 27 | GAME MANAGEMENT

Ball Kids.

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

Age Restrictions. Ball kids must be at least 10 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 children 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, statistic's 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:

1. Team sports information director.
2. NCAA committee.
3. Tournament manager.
4. Timeout coordinator.
5. Alternate official.

6. Official scorer.
7. Shot-clock operator.
8. Scoreboard operator.
9. Timer.
10. Public address announcer.
11. Statistics crew.
12. Statistics crew.
13. 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.

Game times. For all two-game sessions in first- and second-round competition, the first game must begin between 5 and 6 p.m. local time.

If the host institution of first- second-round competition is on spring recess, the Men's Basketball Committee reserves the right to change the start times noted above. If this occurs, the Committee will not have any game start before 1 p.m. local time.

All single-game sessions in second- round competition shall start at 7 p.m. local time. If the Men's Basketball Committee changed the traditional game times for the first-round, the Committee reserves the right to change the traditional game time for second-round competition.

A host desiring to deviate from the traditional start times must request approval from the Men's Basketball Committee by February 26, 2019 at Noon Eastern time.

The host institution will play the second game during all two-game sessions.

The semifinal games shall be played at 6 p.m. Eastern time and 8 p.m. Eastern time on Friday, March 15, 2019. The Championship game shall be played at 7 p.m. Eastern time on Saturday, March 16, 2019.

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.

Hospitality (Final Site Only).

Hospitality should be provided for officials, media and NCAA representatives/committee and staff members throughout the semifinals and championship game. All hospitality functions must be pre-approved by the NCAA. If desiring to do additional hospitality enhancements (e.g. coaches' reception, official's meals, special committee functions , etc.) it is possible to obtain sponsor for these activities.

Joint Hosting.

The NCAA Division III Championships Committee has approved a recommendation from the NCAA Division III Men's and Women's Basketball Committees to establish hosting guidelines for institutions whose men's and women's teams earn berths in their respective championships. The committees established these guidelines to eliminate potential conflicts created by the potential to host four-team events for both genders, to assist institutions in preparing for hosting opportunities and to ensure the opportunity of providing a quality championship experience for all teams involved in both championships.

Institutions with both men's and women's teams in the championships and with the opportunity to

host four-team events for both genders will follow these hosting guidelines:

	First/Second Round	Sectionals
Even Years	Men Host	Women Host
Odd Years	Women Host	Men Host

[Note: Doubleheaders involving single games for each gender are possible for first- and second-round sites, upon approval of the men's and women's committees. The committees will not approve proposals to host four-team, three-game first- and second or sectional rounds for both genders at the same site.]

If conflicts prevent another institution from hosting while following these guidelines, the combined men's and women's committees will determine which team will play first at the same site.

The men's and women's committees are concerned with conflicts created when institutions attempt to host both men's and women's championship events, and the impact those conflicts have on the committees during site selection, and on the institution during the administration of the events.

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees' primary concerns include the following:

- The institutional administrative pressure to host both championship events and/or to choose between which championship event it will host if it cannot host both events.
- The condition and availability of practice facilities.

Laundry.

Hosts of all rounds will be responsible for handling laundry at no charge (practice and game uniforms to include any items related therein) for all institutions at their site.

Media Timeouts.

If it is determined that the championship site will be using media timeouts, then we will use them throughout the championship.

Medical Procedures.

Each scheduled session, practice or contest of an NCAA championship should require the following:

- The presence on site of a person qualified and delegated to render emergency care to a stricken participant.
- The presence of a physician for prompt medical evaluation of the situation, when warranted.

- Planned access to a medical facility, including a plan for communication and transportation between athletic site and medical facility for prompt medical services, when warranted.
- Access to a working telephone or other telecommunication device, whether fixed or mobile should be assured.
- All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operation condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available at home and away for use by medical personnel.
- A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

The student-athlete's team physician shall examine each student-athlete injured during NCAA competition and make a recommendation to the athlete, the coach and the chair of the Men's Basketball Committee.

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.

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.

Travel Party/Squad Size.

Transportation and per diem expenses will be provided for an official traveling party of a maximum of 20. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at www.ncaa.org, Championships, Travel and Reimbursement Information.

Participating teams are limited to a maximum of 15 players in uniform as the squad size. Only those 15 players may participate in pregame warmups. Replacements are permitted up to 10 minutes before the starting time of any game; after the game starts, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly confirm to it automatically shall forfeit the competition. There shall be no inordinate

delay of the competition to allow the institution to conform to the rule.

Uniforms.

Competing teams shall have both light- and dark-colored jerseys available.

Preliminary Round Site. The home team must wear a uniform light in color and in clear contrast with the visiting team’s dark uniform. Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to warm-ups as well as competitive uniforms.

Final Site. The games committee will determine the home team.

Webcasting (Final Site Only).

Semifinal games at the final site will be webcast on www.ncaa.com.

SECTION 28 | LODGING

The host institution is responsible for reserving hotel accommodations for (a) the four participating teams; (b) game officials; and (c) NCAA committee, media and the drug-testing crew (the headquarters hotel).

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.

Game Officials’/NCAA Representatives’ Hotel.

When the officials are determined (i.e., the Monday prior to the competition), the tournament manager will provide the rooming list to the hotel. It is recommended to lodge the officials in the same hotel as the NCAA committee representatives.

Preliminary Rounds - One room for each official (unless local) shall be reserved and one for the NCAA site representative.

Finals – Eleven single rooms will be reserved for the game officials at a hotel separate from the team hotels (generally at the NCAA headquarters hotel). Ten singles rooms will be reserved for the NCAA staff and committee members. When the officials are determined, the NCAA staff will provide the rooming list to the host institution.

Room and Tax. The tournament manager will arrange for the officials’ and NCAA committee/representative hotel room and tax to be master-billed to the institution. This expense should be included budgeted item for reimbursement within the financial report form. Officials are responsible for their incidental charges. The NCAA staff will pay for their own rooms.

Team Hotels.

A minimum of 15 double-double non-smoking rooms and one coaches room shall be reserved for the visiting team at a special rate. Rooms should be held in advance by the tournament manager beginning the night prior to the practice day. The tournament manager will recommend team hotels of comparable quality, rates and proximity to the competition site. Hotels should be as close to the competition site as possible, but **not be more than 30-miles, or approximately 30 minutes**, from the competition site.

Finals. If requested, an additional number of rooms should be reserved for the teams’ bands and spirit squad.

Guarantee. The 15 double-double non-smoking rooms and one complimentary suite for the teams should be guaranteed; the remaining rooms cannot be guaranteed. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel general manager a written release of the 15 rooms, or (b) use the rooms for persons accompanying the official party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements with the hotel for the use of the 15 rooms, full charges for these rooms will be deducted from that team’s per diem.

Host should provide the teams with a listing of restaurants, their location and distance, and directions. In remote locations or in locations where restaurants may close before the finish of games, the host should make every effort to assist teams with finding suitable food choices which may include taking orders from them and assisting with pick up while the team is playing.

SECTION 29 | MARKETING

Banners.

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Promotions Assistance.

The NCAA Championships Promotions website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Championship hosts may customize and download from the website all the necessary artwork to promote the championship.

Each NCAA Championships host promotions/marketing contact and tournament manager will receive an e-mail with the promotion’s website address, username, password and specific promotions budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this e-mail.

Promotional Products.

Downloadable artwork items available on the promotion’s website include:

- Poster
- Flyer

- Print Ad
- E-mail blast
- Banner
- Web Banner
- Billboard
- Table Tent
- Social Media Graphic

Television/Video and Radio Ticket Spots.

The promotions 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 Championships contact.

:30 Video/Television Spot

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

- All spots are available for download via the NCAA online marketing website.
- Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, 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).

NCAA Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

All [NCAA logos](#) are available to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use. Please contact ncaachampspromotions@ncaa.org with any questions concerning the NCAA Digital Library.

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 quantity 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.

Social Media Guidelines.

The official NCAA social media pages and official hashtags are located here:

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship 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 the championships Associate Director of Social Media, cdion@ncaa.org.

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

Top considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds

in your posts.

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

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

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

The host institution is responsible for reserving hotel accommodations for (a) the four participating teams; (b) game officials; and (c) NCAA committee, media and the drug-testing crew (

SECTION 30 | MEDIA COORDINATION/CREDENTIALS

Media Coordination Manual. Please refer to the 2019 NCAA Media Coordination Manual for specifics regarding press conferences and other media arrangements.

All-Tournament Team.

Finals. The national committee will select a panel to name a five-player all-tournament team that includes a most outstanding player.

Issuance of Credentials.

The host institution is responsible for producing all necessary credentials at the preliminary competition sites. The NCAA will provide credentials for the finals site host. Working credentials shall be issued at the preliminary/championship site for working media. There should be a schedule sent to media that requested credentials with the date, time and location the credentials will be distributed. Refer to 2019 NCAA Media Coordination Manual regarding conditions on the issuance of credentials.

Team Credentials.

The official traveling party for the championship is 20, however, 25 credentials will be provided to each team (25 bench credentials, one all-access credential for the institution's SID, and four temporary floor credentials to the institution's administration which will also require a purchase of a ticket). Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation. Team credentials should be provided to each participating team's administrator or coach at the tournament meeting. Please refer to the pre-championship manual for conditions placed on the use of non-team credentials. All printed media credentials must include information from the pre-championship manual. If specific credentials are not printed, the sports information director is responsible for distributing the information contained in the pre-championship manual to the media.

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 or a team uniform will be permitted in the bench area. Ushers and security personnel should **strictly** enforce this rule and prohibit the addition of chairs and unauthorized personnel to this area. Bench assistants hired by television to assist with pre-game introductions may not sit in the bench area during the game. These individuals must move to another area once the assignment has been

completed.

Media Credentials.

Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (b) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (c) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

Other Credentials.

The host institution is also responsible for providing credentials/passes for NCAA representatives, officials and other personnel as necessary.

- Conference Offices. Two all-access credentials may be issued to full-time members of each conference office who has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.
- Officials’ Coordinator. If available, an officials’ coordinator may be assigned to evaluate at your preliminary-round site. If you are notified that a coordinator will be at your site, you should give access to the officials’ locker rooms before and after the games at the preliminary and finals competition.

Microphones.

The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

Photography.

NCAA Photos will be on site for the final day of competition at the final site, unless otherwise specified. Hosts institutions are not required to have a photographer when the NCAA authorized photographer 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; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (www.NCAA.com/PhotoStore). Photo sales on site are strictly prohibited.

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

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 media coordinator shall appoint a moderator for the news conference. The media coordinator must monitor the schedules closely to ensure success. Individuals also shall be assigned to escort the coach and student-athletes from each team's locker room to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.

Post-competition Interviews.

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

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

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

Statistical Services.

Typed 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 participant's SID 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 championship.

Team Films/Videotapes.

Each participating team is permitted to tape their own game at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for three videotape cameras to shoot at one time.

Noncommercial Usage. Films or videotapes of any of the games of the regional/championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, 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.

Restricted Space. On completion of the game being filmed/videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

Sectional Final Game - Host sites should make arrangements to video record the final game of the Sectional to be forwarded to the championship host immediately following the regional. Specific details will be provided within the host memorandum for selected sectional hosts. \$250 has been allocated to cover the expense of recording the game and shipping to the championship host.

SECTION 31 | MERCHANDISING/LICENSING

Administration.

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

Event 1, Inc. 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.

Exclusive Rights.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to <http://www.ncaa.org/championships/marketing>.

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, Inc. will enter into an agreement with the official vendor of the host institution/conference

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1, Inc. within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and phone line to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

Institutional Merchandise.

A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1, Inc. provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1, Inc. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (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.

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

Reordering Process.

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

Event 1, Inc. 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.

SECTION 32 | NEUTRALITY

The host institution should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of student-athletes on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame and between-game activities are not permissible (e.g. tossing items into the crowd, permitting mascots to lead "trains" through the stands, etc).

SECTION 33 | OFFICIALS

The NCAA Division III National Coordinator of Officials will assign three officials and one alternate official for each game. A committee member will provide the tournament director with the officials' names, addresses, telephone numbers and game assignments. The NCAA site representative (preliminary rounds) and the tournament manager (semifinal/final site only) may notify the coaches of the officiating assignments at the tournament meeting.

Confidentiality.

The committee representative and coordinator of officials will meet with the officials (separately from the participants' meeting) to review their responsibilities and distribute the NCAA patches.

Evaluation.

Officials are evaluated in all rounds by each coach, the alternate official and the NCAA representative. If the coordinator of officials is able to attend the game, they will evaluate the officials instead of the alternate official. If space is available, the coordinator may evaluate at the scorer's table.

Fees and Expenses.

The tournament director is NO LONGER responsible for paying the officials' fees and expenses. Fees and expenses will now be paid directly to officials' through the use of the online ArbiterPay system. The sole responsibility of the host is payment for lodging.

	Referee	Alternate
First Round	\$240/game	\$90/game
Second Round	\$240/game	\$90/game
Sectional Round	\$300/game	\$90/game
Semifinals/Fina	\$365/game	\$90/game

Per Diem.

The NCAA is responsible for paying the officials' per diem through ArbiterPay. Officials, including the alternate official, shall receive a \$45 per diem for meals and incidentals for each day of the championships round beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive \$45 per diem.

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 9.] The officials should be housed in the same hotel as the NCAA representatives and may NOT be housed with the teams.

Meetings.

There will be an officials meeting prior to 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, ready to work and seated courtside. See Appendix H.

Selection.

Preliminary and Finals. Three officials and an alternate official will be assigned by Jim Haney, the NCAA Division III National Coordinator of Officials, to each tournament game.

The NCAA site rep will notify the teams at the administrative meeting to which officials are for each game.

Notification.

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.

Transportation.

Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or 53 cents per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short's Travel at 866-821-8547.

Uniform.

Officials shall wear uniforms outlined in the [NCAA Men's Basketball Rules Book](#). Scorekeepers shall wear white and black striped shirt.

SECTION 34 | PROGRAMS

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

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

Complimentary Programs (Final Site Only).

Participating Institutions. Each team shall receive 18 programs.

Media. An allotment of game programs will be available for the media.

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 ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Promotion.

The NCAA/IMG College will provide to participating schools a one-sheet PDF to be printed and

distributed at the site; this PDF will feature a QR code and URL where the digital program can be accessed. This handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program. All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

Best Practices

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

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

Supplemental Printed Materials.

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.

Questions.

If you have questions or would like the QR code ahead of time, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

Receipts (Final Site Only).

Program receipts should not be included with the game income. This revenue should be sent immediately following the competition to Operations Manager, IMG College (904 North Broadway, Lexington, Kentucky 40505).

SECTION 35 | SAFETY AND SECURITY/SECURITY PLAN

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 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, which would be inclusive of the NCAA championships safety and security team contact information form. Items must be submitted once the opportunity to host has been awarded.

Crowd Control.

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championship announcer should read the following crowd control statement at least once during each session.

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

“Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the spectator areas Bands, or any component thereof, shall not play while the game is in progress. “

Distribution of Materials.

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

Inclement Weather.

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule. The host institution’s regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the [NCAA Sports Medicine Handbook](#),

guideline 1-E, Lightning Safety.

Personnel.

Adequate uniformed security personnel must be provided for the team benches, teams' and officials' locker rooms, working press area, 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 director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

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

Local Spokesperson. The host institution, working with facility 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.

Preparation.

The NCAA site representative 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:

- Develop contact lists.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
- Incident Commander (second in command).
- Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

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.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon 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 (competition site 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 competition site operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA playing rules.

Spokesperson. The committee chair or his or her designee, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

Prohibited Items.

The tournament manager and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the venue: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights and laser pointers. The facility may have additional restrictions on items that may not be brought into the arena.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at any championship event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championship.

Firearms. 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.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee member/site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

Spectator Photography/Video Cameras.

Still cameras are permitted in the facility. Parents and/or friends may videotape only their team's games without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

SECTION 36 | TICKETS

Printing Tickets.

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

Team Allocations.

Team Tickets.

For first-/second-round, sectional and final games, the host team will receive one-half of available seating. The remaining half of available seating will be equally distributed in terms of number and location among the three visiting teams. Each section should have its own clearly identifiable tickets (separate color than home supporters, other visiting supporters or walk-up tickets). Visiting teams must notify the host institution in writing (via fax) of any of its ticket allotment it has not sold by noon, Wednesday, February 27 (first- and second-round sites) and noon, Wednesday, March 6 (sectional sites). At the championship round, the host must be notified by noon, Wednesday, March 13. If the host is not notified by the visiting team by the prescribed times, the visiting team shall be financially accountable for its total ticket allotment. The host institutions must notify the other visiting teams by 3 p.m. of that same day, of their opportunity to purchase additional tickets (the "returned" tickets must be equally distributed among the

remaining teams, based on requests by the visiting teams). The host must be notified by 3 p.m. (local time of the host) on the first day of competition of the additionally offered ticket that will not be used by the visiting teams. See Appendix M.

Seat Locations.

Each team's band should be seated nearest their team bench. For the first game, the fans will be seated directly behind the team's bench and for the second game the fans will be seated across from the team's bench. For the consolation game, the spectators will be directly behind the bench and for the championship game the spectators will be in front of the bench. The committee will have the option to change this arrangement based on broadcasting.

It is the host institution's responsibility to ensure that the ticket policy is followed by all spectators.

Reserved Seating.

Sections immediately behind the benches must be equally distributed among the teams.

Each participating institution is guaranteed a minimum of 100 tickets. The committee may adjust allocations if necessary to equitably address specific facility seating situations as they arise.

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. Ticket language will be sent to you by the NCAA. See Appendix C.

Ticket Blocks.

Drug-Testing Crew. Reserve 10 seats for members of the drug-testing crew, in an area approved by the NCAA. Members of the drug-testing crew will have a special credential [provided by The National Center for Drug Free Sport, Inc. (The Center)] that will admit them to the arena, locker rooms and drug-testing site.

Officials. Reserve seats for the non-working 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.

Scouting Seats. Scouting seats shall be reserved only for the official members of the basketball coaching staffs of the participating teams. Two scouting seats per team will be provided at each round of competition. A total of four scouting seats (two each for the two teams not competing) shall be reserved for all round games. Seats should be located on the press row side with two seats designated at each end. Each scout can gain access to the scouting seats with a bench credential.

Ticket Sales.

All members of the general public must have a ticket in order 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 as follows:

Minimum Ticket Prices for single session only

First/Second Rounds		Sectional Rounds	
\$10	Reserved	\$10	Reserved
\$10	General Admission	\$10	General Admission
\$5	Senior Citizens, Students and Children	\$5	Senior Citizens, Students and Children
Free	Under Two	Free	Under Two

Student tickets are permissible for grade school, high-school and college students with identification.

SECTION 37 | TRANSPORTATION

Expenses and Per Diem.

Transportation and per diem expenses will be provided for an official traveling party of a maximum of 18. Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at www.ncaa.org Championships, Travel and Reimbursement Information.

Transportation for Teams.

All participating teams must use GoGround for bus transportation or Short’s Travel for air travel.

Goals.

The local organizing committee (LOC) volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitors; and
- Contribute to the general aura of excitement surrounding the championship.

Waivers.

Each volunteer must sign a waiver of liability before the start of the preliminary rounds (see Appendix D). After the preliminary rounds are 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

Advance Planning Checklist

- Playing Facility.** Guarantee use of the playing facility for the appropriate round(s) of competition, including practice for all teams the day prior to competition:
- | | | |
|---------------------|-----------------------|------------------------|
| First/Second Rounds | Practice: February 28 | Competition: March 1-2 |
| Sectionals | Practice: March 7 | Competition: March 8-9 |
- Lodging.** For first and second-rounds and sectionals, host shall reserve 15 hotel rooms for each of the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. Be prepared to reserve rooms for the NCAA representative and officials, in a facility separate from the competing teams if possible. Accommodations should be available beginning two days prior to the competition.
- Practice.** Secure practice time for all teams on the competition court. (See Practice in the Game Management section.)
- Personnel.** Make preliminary arrangements for personnel in the following areas: facility management (security, tickets, concessions, and cleanup), game management (public-address announcer, scoreboard operator, statistics crew, drug-testing, shot clock operators, and couriers), training (including doctor), sports information and officials (scorer).
- Ticket Prices.** Determine ticket prices and types. (See Ticket section.)
- Seating Distributions.** (See Ticket section.)
- Facility.** (See Competition Site Requirements/Diagram section.)
- Promotion/Publicity.** Develop a promotional/publicity plan and review with the NCAA championship manager.
- Game Program.** IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. All items will be reviewed and approved by the NCAA. (See Programs section.)
- Merchandising.** (See Merchandise section.)
- Insurance.** Ensure that the appropriate certificates of insurance or documentation of self-insurance have been submitted to the NCAA prior to the start of the competition.
- Budget.** Once selected to host, you will receive an email notification of an approved budget for hosting the first and second-rounds and/or sectional competition. Adjustments to the budget can be made until the start of competition, BUT ONLY IF APPROVED BY THE NCAA CHAMPIONSHIP MANAGER IN ADVANCE.

It is suggested you review Bylaw 31 of the NCAA Division III Manual, as it contains the policies and procedures in the financial administration of championship meets and tournaments.

- If receipts are not sufficient to cover the game expense and the entertainment expenses, the NCAA will reimburse the host institution up to the amount of the approved budget.
 - The host institution shall be responsible for all expenditures over the approved budget even if gross receipts exceed its original estimate.
 - When first-, second- and sectional-round competition is conducted on campus, the host institution may retain 15 percent of the net receipts. When an institution's department of athletics is required to pay a fee for use of an on-campus facility, such fee must be deducted from the institution's 15 percent. Host institutions conducting first-/second- round and sectional-round competition in off-campus facilities may receive a maximum of 10 percent of net receipts.
 - Receipts for entertainment/hospitality will be limited to \$100 for single game first and single game second-round competition.
- **Financial Report.** Begin preparations for the financial report that is to be sent to the NCAA within 60 days after the completion of the championship competition. Please list the actual expenditures in the space provided on the budget form. It is suggested that you review Bylaw 31 of the Division III Manual, which contains the procedures to be used in the financial administration of an NCAA championship.

Participating Team Call Agenda/Checklist for Tournament Directors

A G E N D A

National Collegiate Athletic Association
Participating Team Call

Team/Host Conference Call

March __, 2019

1. Welcome/Introductions.
2. Travel information.
3. Game management.
4. Hotel accommodations.
5. Tournament meeting arrangements.
6. Officials' meeting arrangements.
7. Publicity and statistical information. (Remind institutions to send to host institution)
8. Tape exchange policy.
9. Tickets and seating distribution.
10. Press credentials.
11. Radio/Internet.
12. Parking.
13. Participant Manual.
14. Host liaisons.
15. Questions.

1. **Lodging.**

- Reserve good hotel for each team (15 rooms). Secure a team rate if possible. Note that teams are not obligated to stay at a designated hotel, though most choose to do so.
- Reserve hotel (different than team hotel(s)) for game officials and NCAA representative and if necessary, media representatives and other tournament officials as needed.
- Make additional reservations for members of official parties as requested.

2. **Game Personnel.** The host institution is responsible for securing the following:

- Minimum of two ball kids.
- Scorer.
- Scoreboard operator.
- Shot-clock operator.
- Statisticians.
- Play-by-play if available.
- Floor sweepers.
- Public-address announcer.
- Team host for each visiting team.
- Certified trainer at all game sessions.
- Physician at all game sessions.
- Security.

3. **Meetings.**

- Coordinate with the NCAA representative a time and place for conducting a tournament (coaches) meeting, an officials meeting and a stats crew/SID meeting, which should occur at least 90 minutes prior to game time.
- Meeting with NCAA representative
 - Review facility checklist.
 - Confirm members of the game's committee.
 - Review drug testing arrangements (if applicable).
 - Review time and place of tournament and officials' meeting.
 - Review medical procedures.
 - Review policy on crowd control and alcoholic beverages.
 - Review event schedule.
 - Review ticket sales and seating distribution.
 - Meet with announcers. Review Code of Good Management. (See Appendix D).
 - Review security plan.
 - Review procedures for sending results to the national office, including attendance numbers.
 - Review postgame interview plan.
 - Check that box score forms are available.
 - Check that all equipment and signage has arrived.
 - Review pregame protocol.

4. **Officials.**

- Tournament directors will be advised by a member or representative of the Division III Men's Basketball Committee of the officials assigned to the competition.
- Inform officials of game times, officials' uniforms, officials' fees, desired arrival time, officials' meeting and other necessary information.
- Provide a seat at the scorer's table for the alternate official.
- Advise of hotel accommodations.

5. **Facility.**

- Develop a practice schedule for the participating teams. Each team may practice for 90 minutes the day before competition and 60 minutes the day of the game.
 - *NOTE: Teams shall be allowed to practice on the tournament floor ONLY on the day before competition and on the day of competition.*
- A minimum of eight basketballs (preferably Wilson NCAA game basketballs) are to be furnished to each team.
- Provide a separate locker room for each team and the officials.
- Cover the official scorer's table with a neutral colored table cloth.
- Provide the official scorer and timer with distinctive apparel so they may be easily identified.
- Check scoreboard, game clock, shot clock and horn.
- Provide team bench towels and shower towels.
- Provide liability insurance.
- Arrange for the playing of the national anthem.
- Printed signs with the names of competing teams should be posted over "Home" and "Away" on the scoreboard, if possible.
- Request advanced notice if participating institutions are bringing a band and/or spirit squad.
- Arrange for an athletic trainer/physician and training facilities/medical facilities to be available.
- Provide each institution with information about hospital facilities and arrange for their use.
- Identify visiting team spectator seating areas with banner.
- Communicate information regarding programs to the teams.
- Arrange to have statistics and box scores to be provided to the teams.

6. **Security.**

- Provide security for each dressing room and to the buses or cars, if necessary.
- Arrange for adequate security around the court.
- During closed practice(s), secure the area.
- Provide ushers for adequate crowd control.

7. **Financial Administration.**

- Review proposed budget.

8. **Merchandising.**

- Event 1, Inc. has obtained exclusive rights from the NCAA to sell souvenir products at the DIII Men's Basketball Championship.

9. **Tickets.**

- Establish ticket prices.
- Institutional tickets for preliminary rounds.
- Complimentary tickets are not permitted (except for children under the age of two).
- Sections should be identified for the fans of visiting teams.

10. **News Media.**

- Provide tournament information
- Media registration (site known prior to arrival).
- Free game programs to media
- Set up table for working press as close as possible to court
- Arrange facilities for two-person radio crews. Each station must pay appropriate fee to institution and sign radio agreement.
- Monitor photographers; restrict to the ends of the court.
- Arrange press hospitality.
- Provide a message board in the on-site hospitality room.
- Arrange for press interviews with coaches and players after the necessary cooling off period.
- SIDs are responsible for ensuring that the coaches and players are available to the media after the 10-minute cooling off period.
- Provide play-by-play and complete statistics for the media
- Email a packed game file (*.bpk) from the Statcrew software to Sean Straziscar (sstraziscar@ncaa.org) after each game.

11. **Statistics/Results and NCAA Obligation.**

- The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, ncaa-content@turner.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date, official results, and provide a brief game/event summary with photos (if available).
- Use only the NCAA official box score forms and familiarize yourself with the NCAA statistics manual.
- Provide box score forms for participating teams, all-tournament selection committee and NCAA representative.
- For first-/second-round and sectional contests, e-mail the results to ncaa-content@turner.com immediately following the conclusion of the contest(s).

12. **Code of Good Management.**

- It is important that you review the Code of Good Management for NCAA basketball championships included with this manual (**Appendix D**). The suggestions are designed to encourage good sportsmanship and to assure safe playing conditions for the teams.

13. **Drug Testing.**

- The Center for Drug Free Sport will notify you in advance if the competition for which you are serving as host has been selected for drug testing.

- The drug-testing information sent to each prospective host institution should be reviewed to ensure familiarity with the procedures and to make the necessary preparations for the tests.
- Drug Testing Statement. See **Appendix I** for the drug-testing statement to be read at the tournament meeting.

14. Medical Arrangements.

- Arrange for a certified trainer and physician to be present during competition.
- Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
- All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operational condition, and personnel must be trained in advance to use it properly. In addition, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.
- A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

PHONE CHECKLIST

**Tournament Director Phone Checklist
NCAA Division III Men's Basketball Championship**

Team	
Arrival	
Departure	
Game Time	
Practice Assignment	
Hotel Accommodations	
Primary Contact (PC)	
PC's Phone Number	
PC's Email Address	

Name(s)/Position(s) of Administrators Attending	

Cheerleaders	Yes	No
Mascot	Yes	No
Band	Yes	No

Meeting Schedule	
Coaches Meeting	

Contact Information			
	Name	Phone Number	Email Address
Athletic Director			
Tournament Director			
Basketball Coach			
SID			
Trainer			

CODE OF GOOD MANAGEMENT FOR NCAA BASKETBALL CHAMPIONSHIPS

The National Collegiate Athlete Association is devoted to providing quality assistance in the administration and management of the NCAA Division III Men's Basketball Championship. Listed below are recommendations that are provided to enhance good sportsmanship among the competing teams and spectators and to assure safe playing conditions for the student-athletes.

It is expected that good sportsmanship begins when participating teams leave campus to travel to competition sites and ends when the teams return to campus.

- Good Sportsmanship.
 - a. Spectators should not be allowed to assemble around the edges of the court prior to, during or at the conclusion of any game.
 - b. At the first sign of unsportsmanlike crowd behavior, the tournament director or designated representative should make a public address announcement requesting crowd cooperation in maintaining proper conduct.
 - c. The tournament director and the NCAA representative shall review with game officials the appropriate procedures to be followed in the event of a disturbance. They also shall review crowd-control and team-control measures established by the host institution. Through the respective member conferences, the officials previously have been instructed to enforce strictly NCAA Rules 10-5, 10-6 and 10-7. Both the officials and representatives should be reminded of this.
 - d. The same procedures and measures shall be reviewed with representatives of the participating institutions at their pregame meeting.
 - e. Literature not related to the game shall not be distributed at any time.
 - f. Posted signs, excluding the NCAA and approved television and radio banners, must be eliminated. In Divisions I and III, the official participating institutional banner is permitted.
 - g. The tournament director should meet with and encourage cheerleaders to refrain from using derogatory chants directed toward the opposition. If a disturbance is imminent, the cheerleaders should raise arms and request silence, sing the alma mater, or utilize any other method to defuse any potential disturbance. At least one band should be prepared to play the national anthem if trouble occurs.
 - h. Coordinate with the public address announcer a procedure for team introductions that will project to the crowd that the opposing players and coaches are friendly competitors.
 - i. The conduct of the respective coaches is the single most important factor in crowd control. They must control themselves during the game in order to set the proper example for the teams, student bodies and spectators. The coaches must assume a leadership role in initiating positive crowd attitudes. Tournament directors should stress this point to coaches and officials.
 - j. The NCAA Executive Committee, with the support of the National Association of Basketball Coaches, has adopted a Code of Good Sportsmanship. It is a positive approach to the game of basketball and we encourage each tournament manager to print the Code in game programs, consider displaying the Code where fans will read it and otherwise disseminate and promote its ideals.

Code of Good Management

Safe Playing Conditions

1. Security guards shall be available and shall be located in the vicinity of the team benches and official scorers' table. A good force of officers and ushers should be visible to give an impression of firm control.
2. The tournament director should give directions to all security personnel, outlining their specific areas of responsibility.
3. Do not resort to uniformed policemen to control disturbances until necessary. Utilize non-uniformed security personnel whenever possible.
4. Adequate exits should be provided.
5. Use ropes to guide and control the crowd. Particularly, try to prevent access to the floor level and restrict those seated at courtside from access to the playing floor. The crowd should be informed that persons are not allowed on the floor following any game. Then sufficient barriers and guards should be utilized to keep the floor clear.
6. The public address announcer is responsible for whatever is said over the public address system. He should be enthusiastic, but calm, and always impartial. The tournament director should provide him with an appropriate announcement asking the crowd to show respect for all players. He should know the rules of play, particularly concerning conduct of players and partisan fans. He should be aware of the procedures established to deal with emergencies.
7. The public address announcer should not hesitate to advise the crowd that throwing debris is unsportsmanlike and seriously endangers the safety of the competing student-athletes.
8. Neither cheerleaders nor any non-tournament administrative personnel shall be permitted to use any public address system.
9. Artificial noisemakers and air horns are not permitted in a tournament arena. They will be collected at the gate, for return following the conclusion of the session. The use of electronic musical instruments is not permitted during play.
10. In the event of a disturbance or other unusual conditions, the game officials have authority to suspend play. Immediately thereafter, they should confer with the tournament director and NCAA representative regarding the desirability of resuming play. After conferring with the tournament director and the NCAA representative, the referee shall determine when play will resume.

The administration, organization and general supervision of each tournament game shall be the responsibility of the tournament director. Your Code of Good Management will help provide safe playing conditions and ensure good sportsmanship towards the competing institutions and the spectators.

Best wishes for a most successful tournament.

Sam Atkinson, chair
Division III Men's Basketball Committee

Timing Schedule

2018-19 DIVISION III MEN'S BASKETBALL PRE-GAME AND HALFTIME TIMING SCHEDULE

Single Game Schedule

6 p.m.	Floor available for team warm-up—55-minute countdown begins.
6:40 p.m.	Officials meet with team captains.
6:55 p.m.	Timer sounds buzzer—teams clear floor. National Anthem Introductions/crown-control statement
7 p.m.	Tip-off.

Double Game Schedule

Game 1 – 5:30 p.m. Tip-off

4:30 p.m.	Floor available for team warm-up – 55 minute countdown begins.
5:10 p.m.	Officials meet with team captains.
5:25 p.m.	Timer sounds buzzer—teams clear floor. National Anthem Introductions/crown-control statement
5:30 p.m.	Tip-off.

Game 2 – 7:30 p.m. Tip-off

7 p.m.	Floor available for team warm-up – 25 minute countdown begins.
7:10 p.m.	Officials meet with team captains.
7:25 p.m.	Timer sounds buzzer—teams clear floor. Introductions/crowd-control statement.
7:30 p.m.	Tip-off.

Halftime Schedule - 15 minutes in duration

Team Warm-Ups

- Teams shall have a minimum of eight minutes to warm-up for the second half.
- All halftime entertainment activities must clear from floor by the eight-minute mark.
- If halftime entertainment activities conclude before the eight-minute mark, teams are permitted to use the additional time for warm-ups.
- Halftime entertainment activities shall be discussed during the tournament meeting.

CROWD CONTROL STATEMENT

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER PRIOR TO START OF EVENT)

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

COURT SET-UP

1. Scorer's Table.

- Team scorer.
- Committee liaison.
- Television timeout coordinator.
- Standby official.
- 30-second clock operator.
- Scoreboard operator.
- Timer.
- Official scorer.
- Public – address announcer.
- Tournament director.
- Committee liaison.
- NCAA staff.
- Team scorer.

2. Floor Marking

- “X” on the floor in front of the official scorer for players substituting.

TRAVEL PARTY ROSTER/CREDENTIAL LIST

Institution: _____ Date: _____

Please list each individual from your institution's travel party (limit of 20).
Please indicate student-athletes with an asterisk.

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

Each institution will be permitted two additional medical bench passes to use outside of their travel party. Please list those individuals in the spaces provided below.

Medical

1. _____
2. _____

Please turn in two copies of this completed list to the NCAA representative at the tournament meeting.

Logo, Misconduct, Drug Testing, Officials Statement**LOGO POLICY**

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

[Below statements must be read at all NCAA pre-championship meetings.]

MISCONDUCT STATEMENT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

NCAA CHAMPIONSHIPS DRUG-TESTING STATEMENT

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.

CRITICISM OF OFFICIALS

Members of the coaching staffs or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.8.2.

Ticket Back Language

2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 11/1/13

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) and Chris Termini (ctermini@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 Chris on any correspondence.

*NOTE: For Point of Sale (POS) ticket stock, please **remove** the yellow highlighted language below. For preprinted ticket stock, please choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.*

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

**THIS TICKET IS A REVOCABLE
LICENSE USER ACCEPTS RISK
OF INJURY**

The ticket purchaser/holder ("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. 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 solely by companies authorized by the NCAA to do so. 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. 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. 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. 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. 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.

***TIMES ARE SUBJECT TO
CHANGE***

Volunteer Waiver

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

Event: _____ (the “Event”)

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

Participant’s Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

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

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

Signature of Participant Date

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