



2020 DIVISION III MEN'S
BASKETBALL
CHAMPIONSHIP

HOST OPERATIONS
2019-20 MANUAL

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DIII: Follow your passions and discover your potential

Proportion: Appropriate relation of academics with opportunities to pursue athletics & other passions.

Comprehensive Learning: Opportunity for broad-based education and success

Passion: Playing for the love of the game, competition, fun and self-improvement

Responsibility: Development of accountability through personal commitment and choices.

Sportsmanship: Fair and respectful conduct toward *all* participants and supporters.

Citizenship: Dedication to developing responsible leaders and citizens in our communities.

NCAA DIVISION III STUDENT-ATHLETES FOLLOW THEIR PASSIONS AND DISCOVER THEIR POTENTIAL IN THE PURSUIT OF ACADEMIC EXCELLENCE. THEY ARE ENCOURAGED TO ENGAGE IN ALL ASPECTS OF THE COLLEGIATE EXPERIENCE WHILE PARTICIPATING IN HIGHLY COMPETITIVE ATHLETICS PROGRAMS. DIVISION THREE STUDENT-ATHLETES DEDICATE THEMSELVES TO BECOME SUCCESSFUL CITIZENS AND RESPONSIBLE LEADERS.

DIVISION III - DISCOVER. DEVELOP. DEDICATE.

INTRODUCTION

On behalf of the NCAA Division III Men's Basketball Committee, thank you for being an important part of the 2020 NCAA Division III Men's Basketball Championship.

Administration of the NCAA Division III Men's Basketball Championship is under the direction of the NCAA Division III Men's Basketball Committee. Hosts play an integral part in the successful administration of the championship.

This manual outlines the responsibilities of the tournament director and other host institution personnel for the NCAA Division III Men's Basketball Championship. It should be used in conjunction with, not in place of, the [NCAA Division III Men's Basketball Pre-championship Manual](#), which provides more general policies for the championship.

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

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director. (See [Appendix A](#) for Tournament Director Checklist)

Tournament Manager. The tournament director will appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions and financial administration.

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

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

Contact Information

2019-20 DIVISION III MEN'S BASKETBALL COMMITTEE

<p style="text-align: center;"><u>Atlantic Region</u></p> <p>Chuck McBreen Men's Basketball Coach/Asst. Athletics Director Ramapo College Office: 201-684-7073 Email: cmcbreen@ramapo.edu Term Expires: August 31, 2021</p>	<p style="text-align: center;"><u>Central Region</u></p> <p>Mike Schauer Men's Basketball Coach Wheaton College (Illinois) Office: 630-752-5735 Email: mike.schauer@wheaton.edu Term Expires: August 31, 2022</p>
<p style="text-align: center;"><u>East Region</u></p> <p>Sam Atkinson Associate Athletic Director for Communications Gallaudet University Office: 202-448-7081 Email: sam.atkinson@gallaudet.edu Term Expires: August 31, 2020</p>	<p style="text-align: center;"><u>Great Lakes Region</u></p> <p>Leonard Trevino Athletics Director Chatham University Office: 412-365-1650 Email: ltrevino@chatham.edu Term Expires: August 31, 2021</p>
<p style="text-align: center;"><u>Middle Atlantic Region</u></p> <p>Rick Ferry Men's Basketball Coach/Athletics Director Albright College Office: 610-921-7825 Email: rferry@albright.edu Term Expires: August 31, 2023</p>	<p style="text-align: center;"><u>Northeast Region</u></p> <p>Rob Southall Men's Basketball Coach/Asst. Athletics Director Elms College Office: 413-265-2328 Email: southallr@elms.edu Term Expires: August 31, 2022</p>
<p style="text-align: center;"><u>South Region</u></p> <p>Sara Quatrocky Associate Athletic Director Maryville College Office: 865-981-8389 Email: sara.quatrocky@maryvillecollege.edu Term Expires: August 31, 2023</p>	<p style="text-align: center;"><u>West Region</u></p> <p>Bob Bjorklund Director of Athletics Bethel University (MN) Office: 651-638-6395 Email: bjorob@bethel.edu Term Expires: August 31, 2020</p>

NCAA STAFF

<p style="text-align: center;"><u>Championship Manager</u></p> <p>Alexander Mortillaro Coordinator of Men's Basketball Championships Office: 317-917-6229 Cell: 317-760-0808 Email: amortillaro@naaa.org</p>	<p style="text-align: center;"><u>National Coordinator of Officials</u></p> <p>Jim Haney National Coordinator of Officials Office: N/A Cell: 610-428-0388 Email: jhaney@naaa.org</p>
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SECTION 1 - Awards and Mementos

Awards

1st-/2nd-Rounds.

MTM Inc., will send NCAA participant medallions to the tournament manager prior to competition. When the awards arrive, they should be inventoried to be sure they are undamaged, correctly inscribed and in the appropriate quantities (45). The boxes should then be retaped and placed in a limited-access area. There are no awards ceremonies at 1st-/2nd-Round sites. The host is responsible for distributing the participant medallions to each non-advancing team prior to their departure from the competition venue. Each member of the squad (15) will receive a participant medallion. The team that advances to the next round do not receive any participant medallions.

Sectional Rounds.

In addition to the participant medallions, MTM Inc., will send one sectional champion team trophy to each site. The host is responsible for distributing the participant medallions to each non-advancing team prior to their departure from the competition venue. Each member of the squad (15) will receive a participant medallion. Following the sectional championship game, the host should plan a post-game on court ceremony for the presentation of the sectional champion team trophy and net cutting.

In light of this year's non-traditional championship format, each 3rd-Round host, will only receive 15 participant medallions to be distributed to the non-advancing team.

Semifinals (Final Site Only).

MTM Inc. will send NCAA semifinalist team mini trophies to the tournament manager prior to competition. 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 venue.

Championship (Final Site Only).

MTM Inc. will send the NCAA national champion team trophy, national champion team mini trophies, national champion team watches and national runner-up mini trophies to the tournament manager prior to competition. The national champion team trophy will be presented to the winning team in a post-game ceremony on the court. The national champion mini trophies and watches should be distributed to the winning team prior to their departure from the competition venue. The national runner-up mini trophies should be distributed to the national runner-up prior to their departure from the competition venue.

Champions Locker Room Program (Final Site 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. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only.
- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager. Please be respectful if winning team goes to shake hands immediately following celebration.

Elite 90 Award (Final Site Only).

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst 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.

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person;
- 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 BSN 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 receiving the award. 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;

- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

All-Tournament Team (Final 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 that shall include the most outstanding 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.

Mementos.

Preliminary Rounds.

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA competition the same experience, banquets and mementos will NOT be permitted at 1st- / 2nd-Rounds or at 3rd-Round competition.

Finals.

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship.

SECTION 2- Band/Spirit Squads and Mascots

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. Live animal mascots are not permitted.

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. 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. 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 not to interfere with spectators, photographers or teams, subject to the approval of the NCAA representative.

Under no circumstances will a team be permitted more than 25 band members or 12 cheerleaders. 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).

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. Space should be provided for spirit squads to dress and warm-up.

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 “Star-Spangled Banner” shall be played/sung before the first game of each session. For the finals, the anthem will be played/sung before the first semifinal game and before the championship game. The national anthem will be played before player introductions.

Color Guard (Final Site Only). The host institution should provide a color guard for the championship. The color guard will be experienced at presenting the flags and old enough to understand the importance of the event. Teams should remain at attention until the color guard has left the playing floor.

Warm-Up Music.

No team-themed warm-up music is permissible. Only band(s) and host-provided neutral music should be used.

SECTION 3 - Broadcasting/Internet

Please log on 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 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.

SECTION 4 - 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 term of the rental period. 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 stadium proper 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 Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

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

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

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

SECTION 5 - 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 Institutional/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.

Team Championships. 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.

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. 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 may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host).

The tournament manager is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center staff; responsibilities are outlined in the site coordinator's manual. This shall be their only responsibility during the regional/championship.

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide

official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.

- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts (team championships).** 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.** Review the site coordinator's copy of the NCAA drug-testing confirmation 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, games 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 prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport 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 chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

Drug Testing Statement (to be read at all NCAA pre-championship meetings).

See [Appendix H](#).

SECTION 6- Competition Site, Equipment & Space Requirements

Alcoholic Beverages.

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 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, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host competition sites. The host is responsible to check and see that its competition site will be in compliance as of the dates of the competition and to advise the NCAA national office by the bid submission deadline if it will NOT be in compliance.

Competition site/Space requirements.

Athletic Training. Provide a training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the games and practice sessions.

Courtside/Competition Floor. The playing floor should meet all specifications outlined in the [2019-20 NCAA Men's Basketball Rules and Interpretations](#).

The minimum area as described in the [2019-20 NCAA Men's Basketball Rules and Interpretations](#) will be the guidelines for determining the playable area. Once the minimum playable area is reached, then space for cheerleaders, photographers and other necessary personnel can be determined.

The court must be properly marked, including coaching and photographers' boxes, in accordance with NCAA rules.

In order for the game to be played and officials to operate safely, the first row of seats/bleachers **MUST** be kept empty. These safety measures have been taken to ensure that ample space is provided for all players and officials. No fans are allowed to stand in front of the bleachers (on the floor) during competition.

Electrical Requirements/Lighting. No strobe lights shall be installed in an arena without the expressed consent of the host institution. Request for installation of strobe lights must be approved by the appropriate sports committee, the host sports information director and the NCAA championships administrator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage under the following priorities:

- a. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.
- b. Sports Illustrated.
- c. A single pool unit for all other media agencies, installed and administered by USA Today. If USA Today does not use a strobe, the event's media coordinator shall coordinate the activity.
- d. Should Sports Illustrated, AP, Reuters or USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the event's media coordinator.

No single agency may install more than one set of strobes at a site, regardless of the number of units that will be used.

The pool strobe unit is not available to photographers who have been assigned feature profiles for current or future publications [e.g., a photograph(s) of a student-athlete, coach or fan; any book on the sport, the championship or player, coach or fan; or a magazine desiring photographs for the next season's preview].

In each instance, the strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt seconds. All strobes must flash at a duration less than 1/2,000 of a second.

All hanging or installed strobes must be placed as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the first game during which the strobes will be used. The sports committee representative(s) will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the sports committee for an exception. This written request and explanation shall be submitted to the committee at least two weeks before the event.

No other strobes, including hand-carried units or flashes, are permitted in the arena, and no strobe or any other photography equipment may be placed on or be attached to, a backboard or goal standard.

Entrances. Entrances must be adequately staffed. Signage should be posted to clearly identify all entrances.

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.

Facility Availability. The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR PRELIMINARY ROUNDS) before the competition through the conclusion of the final game. All space shall be available, and the facility set up no later than 2 hours prior to the beginning of the first practice.

Teams shall be allowed to practice on the tournament floor only on the day/evening preceding the first contest of the tournament and on the day of a game. Teams advancing to the finals may practice on the tournament floor on the day preceding the start of competition and on the day of the game. NOTE: Host institutions may only practice on the competition floor during their allotted time. Institutions using the floor at other times will be cited for misconduct.

The court must be “gameday ready” for each team’s practice. The lighting on the floor for practice must be the same lighting that will be used for the games.

Locker Rooms. A locker room with shower facilities should be provided for each team, and two rooms for the game officials. Signs should be posted to identify the teams’ and officials’ locker rooms. If locker rooms are subpar for visiting teams, the host team is expected to use the “least suitable” locker room.

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.

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. Teams and officials should never go through the fans to any aspects of the venue.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coca-Cola products), and a minimum of a 4x6 white board, markers and erasers. The NCAA site representative will inspect the locker rooms prior to the first practice.

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. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain).

Workroom. The media workroom should be equipped with a sufficient number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press only throughout open practices and competition. Only Powerade or generic drinking cups (void of commercial identification) should be used in the refreshment 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.

Holding Area. If possible, 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.

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.

NCAA Committee/Games Committee Meeting Room. Room should be large enough to accommodate 15 people comfortably. This area needs to be close to the competition floor and not visible to the public.

Official Scorer’s Table.

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

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.

Scoreboard. Scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors”.

Scout Seating. Scout seats shall be reserved only for the official members of the basketball coaching staffs of the participating teams. Two scout seats per team will be provided at each round of competition. Seats should be located on the press table located across the court from the team benches.

Telephones. Telephone communication must be available for radio and television (if applicable). They will request a Producer Line (PL drop) and TV monitor with the live

TV feed to be located at the scorer's table (usually labeled NCAA).

Timing Device/Clock. Game clocks must be operational at all practice sessions, and host institution personnel must be available to operate the clock during practices if requested.

Other requirements:

- a. Shot clocks mounted and recessed on backboard supports.
- b. Game clock that shows a 10th-of-a-second display.
- c. Red light placed behind each backboard or LED lights placed around the backboard to indicate the expiration of each period.
- d. **Preliminary Rounds.** A back up timing device is recommended for preliminary rounds.
- e. **Finals.** A back up timing device is required for finals.

Video Screens. If electronic video replay screens are available, they may be used at the competition site's expense. Replays of any game officials' calls are not permissible. Video screens may not display advertising.

Videotaping.

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 four cameras (one per institution and host) and personnel.

The host WILL video tape each game at no cost to the participating teams and will provide the participating teams with a copy immediately after each game.

Concessions.

Food and beverage prices shall be no higher than similar events held in the venue.

Decorating and Advertising.

Banners Inside Competition Site. NCAA banners, signage and décor are permissible inside the competition venue.

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area including the scoreboard, during all competition. No local /school radio banners are allowed.

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

Institutional Signage. Institutional signage does not need to be covered. Championship banner(s) may remain if permanent (not hung seasonally).

Table Banner (Preliminary Rounds). 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.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for the 1st-/2nd-Rounds, sectionals and finals, if applicable.

Equipment.

Cups, Coolers and Water Bottles (Preliminary Sites). Generic cups and coolers (devoid of commercial identification) should be provided by the host institution for the team benches, press row, the scorer's table, and in all media areas.

Cups, Coolers and Water Bottles (Final Site Only). The final site will receive complimentary product and equipment from official NCAA Corporate Champion, Coca-Cola. You will receive this product/equipment approximately one week before competition.

Game Basketballs. A Wilson NCAA Solution basketball will be used for all 2020 championship games. The manufacturer will send the balls directly to the tournament managers. During warm-ups, each team should use at least three Wilson NCAA Solution balls provided for the championship. A game ball will be awarded to each competing team at the conclusion of sectional play and to the non-advancing teams in 1st-/2nd-Round games. Additional practice balls, preferably the Wilson NCAA Solution, are to be furnished by the host institution. Please contact the visiting team(s) regarding the minimum number of Wilson NCAA Solution balls available for practice.

Preliminary Round Sites. Eight Wilson NCAA Solution basketballs will be sent to each 1st-/2nd-Round and 3rd-Round sites.

Finals. 24 Wilson NCAA Solution Basketballs will be sent to the championship site. Use balls in practice to help break them in. The alternate official will select the game ball. A Wilson NCAA Solution basketball must be used, and it must be selected from the shipment of new balls.

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 **sectional final** game. Werner may provide two ladders for this purpose. The NCAA will alert the host if this is confirmed.

In light of this year's non-traditional championship format, no ladders will be necessary at 3rd-Round sites.

Slipp-Notts (Final Site Only). The NCAA will provide "Slipp-Notts". These must be returned to the NCAA following the competition.

Team Benches (Final Site Only). Spec Seats, Inc. will ship 36 chairs to the semifinal/final site for the team benches. The host may keep 5 chairs to distribute as they wish. Of the 31 remaining chairs, four are to be distributed to the 4 participating coaches; 8 will go to NCAA Committee and 2 to NCAA staff. After the competition, the remaining 17 chairs may be sold (with revenues accruing to the championship); otherwise the arena is responsible for returning them to the NCAA or Spec Seats.

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pre-game or half time events are not permissible.

SECTION 7- Financial Administration

Audit.

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

The NCAA will make best efforts 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 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 and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date

of competition of the championship. Additionally, best efforts should be made by the host to reasonable forecast expected ticket sales from the given championship.

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship 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.

Financial Report.

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). 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 5 business days of the report being approved by the NCAA finance and accounting department.

Committee Expenses.

The host institution will be responsible only for the lodging expenses incurred by committee members and will be reimbursed by the NCAA via the final financial report. Committee lodging expenses **MUST** be listed in the submitted budget. The proposed budget/financial report is available at championships.ncaa.org.

Drug-Testing Expenses.

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. 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](http://NCAA.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

Lodging Expenses.

Game Officials/Official Evaluators. Room and tax shall be billed directly to the host institution and be reimbursed via the NCAA financial reporting system. Officials/official evaluators will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

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

Participating Institution's Expense Form.

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams shall be responsible for their local transportation. 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 8 - Game Management

Ball Kids.

There should be 4 ball kids per game with two stationed at each end of the court.

Age Restrictions. While there is no specific age restriction on the ball kids, seventh/eighth grade is the preferred choice. Please note to not assign anyone in grades 9-12 in order to avoid potential problems with them as prospective student-athletes.

Qualifications. **The ball children should have prior experience and an appreciation for the importance of their role at this NCAA competition.** The tournament manager should emphasize the importance of the event and review their duties and responsibilities.

Uniforms. T-shirts should be provided for the floor wipers and ball crew. They will be asked to provide their own shorts; however, they should be dressed in the same color. They should wear neutral (non-host) attire.

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. (No video to video; audio to audio; or video still pictures on the bench) It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. 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.

Evaluations.

NCAA staff will send out a link for evaluations (site representatives, tournament directors, coaches and student-athletes) to be completed online.

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.

Hospitality.

Hospitality should be provided for officials, media, and NCAA representative/committee and staff members throughout the semifinal and final rounds. 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 sponsors for these activities but must be approved by the championship manager.

Insurance.

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

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

Notes:

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

Joint Hosting (Preliminary-Round Sites Only)

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:

	3-Game 1 st -/2 nd -Rounds	Sectionals
Even Years	Men host	Women Host
Odd Years	Women host	Men Host

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 will be responsible for handling laundry at no charge for all institutions at their site.

Media Timeouts.

See Appendix L.

Official Scorer’s Table Personnel.

The host institution is responsible for providing the official scorer, shot clock operator, game clock operator, scoreboard operator, statistic’s crew, and public-address announcer, message board coordinator (if applicable). The NCAA will assign the alternate official. The official scorer should wear an officials’ shirt with stripes. They should report to the table no later than one hour prior to game time to meet with the game officials and committee. The scorer’s table should accommodate the following in this order:

Team SID
NCAA Site Representative
Tournament Manager
Timeout Coordinator
Alternate Official
Official Scorer
Public Address Announcer
Scoreboard Operator
Shot Clock Operator
Game Clock Operator
Statistics Crew
Statistics Crew
Team SID

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 or wearing institutional apparel. They are considered "neutral" and must behave in such a manner.

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 only to the host institution's activities unrelated to the tournament

Tournament Manager. The tournament manager may 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.

Practice.

For preliminary-round sites, the tournament manager will handle the scheduling of

practices, with the approval of the NCAA site rep.

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

Alternate practice site. The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements.

Closed practice. Practices will be closed to the public and media unless otherwise designated by the Division III Men's Basketball Committee. All practice sessions must conclude at least two hours before the scheduled start of competition. For the first game of a two-game session and any one game sessions, teams will not be able to access the court until 60 minutes before the start of the game. Teams who play in the second game of a session will receive 30 minutes to warm up.

An alternate pregame practice area can be used if all teams have equal access not earlier than two hours before the scheduled game time and balls will be made available. Appropriate music may be played at the request of the participating team during their practice session.

Hosts must be accommodating teams traveling for preliminary rounds of the championship. Working in accordance to Bylaw 17.1.7 of Missed Class Time for Practice, hosts should accommodate those teams traveling from the furthest distances when possible. The team traveling the farthest receives first choice and so on.

Necessary arrangements will be made to ensure complete and total privacy throughout the practice session. There should be no conflicting events (i.e., classes, practices, high-school tournaments, etc.) held during the practice session on or around the practice floor. NCAA practices should have priority over all events in the facility. After each practice session, the coaches and players will be available to the media in a designated interview area.

Length. Teams will be allowed to practice on the tournament floor only on the day or evening before the opening of the tournament for a maximum of 90 minutes, and for a maximum of 75 minutes on the day of the game. These time blocks should be prepared prior to any participant calls. An alternate pre-game

practice area, if available, will be provided for use 30 minutes prior to a team's scheduled practice time with no balls of any kind to be used.

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

Pre-game 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.

Team Introductions

Following team warm-ups, the following protocol will be used for the national anthem and player introductions at all rounds of competition:

- Teams return to their benches for team huddles, announcements.
- Teams stand across the fou line for the national anthem.
- 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 will not shake hands with coaches or 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.

Reporting Results.

Score Reporting:

Please refer to Appendix K for the software requirements related to statistics. If the host is using NCAA LiveStats all statistics will be submitted to the NCAA after the statistics have been finalized. If another software is used, the XML from each contest must either be uploaded at <http://stats.ncaa.org/login> or sent to Jenn Rodgers (jrdogers@ncaa.org) at the NCAA national office. These files can be sent immediately after each contest or after the day of competition is complete. On the final day, the email should include the all-tournament and Most Outstanding Player selections. For hosts that use NCAA LiveStats for basketball, we will reach out with further instructions once we get closer to the championship.

Reporting Results:

During the championship, the host sports information director is responsible for reporting official results to the NCAA website at the conclusion of competition. Please email the results in the following manner:

- Send the information to ncaa-content@turner.com.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

The following information must be sent at the appropriate times:

- Halftime scores at intermission.
- End-of-regulation scores (even if the contest is headed to overtime).
- Final score with details of overtime(s), if applicable.
- Final box score.
- Game story.
- Photos, if possible.

The host should email a copy of the official final box score (PDF) with game attendance after the completion of the game to Alexander Mortillaro, NCAA Coordinator of Championships and Alliances (amortillaro@ncaa.org).

Starting Times.

Preliminary Rounds.

Recommended local start times for 1st-Round competition are as follows: 5:00 p.m. and 7:30 p.m.

Recommended local start time for 2nd-Round competition is as follows: 7:00 p.m.

Recommended local start times for 3rd-Round competition are as follows: 5:00 p.m. and 7:30 p.m.

Recommended local start times for Quarterfinal competition are as follows: 7:00 p.m.

All times are local.

The host's team will play in the second game during all two-game sessions.

For **ALL** preliminary round competition, the NCAA Division III Men's Basketball Committee reserves the right to deviate from the start times noted above. If this occurs, the committee will not have any game start before 1 p.m. local time.

Finals.

The semifinals and finals will be determined by the committee in conjunction with broadcasting.

Distribution of Game Timing Sheets. The tournament manager should distribute

copies of the timing sheets for each game at the teams' shootaround 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. **Please confirm the timing sheets with NCAA staff/site representative prior to distribution.**

Team Benches/Uniforms.

Bench Assignments. Teams competing in the championship shall have both light and dark uniforms available. The home bench will be the bench normally occupied by the host institution. In games that the host is competing, the host institution will be the home team, will be assigned to the home bench and will wear light uniforms. If the host team is not participating, the team on the top line of the bracket will be designated as the home team and will wear light uniforms.

Permissible Number. The bench area is limited to 23 individuals and 18 chairs must be provided for the bench.

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 each team bench to protect players from spectators and to accompany the teams to and from the locker room.

Video Exchange Policy.

Institutions are required to send a complete film of their last game played to their 1st-Round opponents and to both potential 2nd-Round opponents. Delivery can take place in any manner both parties agree upon. Delivery can be via online film exchange or overnight priority mail. **Opponents should receive all film by noon on Tuesday, March 3, 2020.**

2nd-Round winners must send their 3rd-Round a complete film of their 2nd-Round game to be **received by noon Tuesday, March 10, 2020.**

3rd-Round winners must send film of their 3rd-Round game to their Quarterfinal opponent and both of their potential Semifinal opponents. This film must be **received by noon on Tuesday, March 17, 2020.**

In every case, videos sent to competing teams must be:

1. Viewable in video format;
2. Of sufficient digital quality;
3. Of sufficient natural sound quality (no play-by-play);

4. Of the entire game, from introductions to the final buzzer; and
5. Include display of the scoreboard during timeouts and dead ball situations.

It is the responsibility of the head coach to ensure the above policies are followed. In the instance that the video does not meet protocol, the head coach is required to contact each participating institution to ask if they desire an alternate video.

During the championship, the host will be responsible for taping each game with audio and distributing a copy to each team prior to their departure from the competition venue. Arrangements for visiting teams to videotape may be made through the host institution. Other than the host, teams may videotape only the contests in which they participate. For all combined sites, advancing teams must exchange videos following the conclusion of the second game.

Failure to adhere to tape-exchange policies will result in a fine.

Webcasting.

Games at the finals site will be webcast on www.ncaa.com. For preliminary round games; refer to the [Media Services](#) website.

SECTION 9 - Lodging

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

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.

Once the officials are determined, 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), one room for the official evaluator (unless local) and one for the NCAA site representative shall be reserved.

Finals - Twelve single rooms will be reserved for the game officials and one evaluator 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 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 10 - Meetings/Schedule of Events

Administrative Meeting.

The NCAA site representative will conduct a mandatory administrative meeting the night before competition to review championship matters. It is mandatory that each institution's administrator, sports information designee, and head coach attend the meeting. At this meeting the pass list for the team, band and cheer should be submitted.

Conference Calls.

The exact date, time and call-in information for the conference calls will be communicated to all required parties.

1st-/2nd-Rounds: Host Call. A conference call will be conducted Monday, March 2, at 3 p.m. Eastern time, involving the 1st-/2nd-Round tournament directors to review points of emphasis for the administration of the 1st-/2nd-Rounds. **See Appendices B & C.**

1st-/2nd-Rounds: Pod Conference Call. A conference call will be conducted by Tuesday, March 3, at noon involving the NCAA site representative, tournament director, and administrator & head coach of all four teams to review administration for the 1st-/2nd-Rounds.

3rd-Round: Host Call. A conference call will be conducted on Monday, March 9, at 1:00 p.m. Eastern time, involving the host tournament director to review administration for the 3rd-Round.

3rd-Round: Pod Conference Call. A conference call will be conducted by Tuesday, March 10, at noon involving the NCAA site representative, tournament director, and administrator & head coach of both teams to review administration for the Third-Round. **See Appendices B & C.**

Fort Wayne: Participant Call. A conference call will be conducted on Monday, March 16, at 1:00 p.m. Eastern time, to review the administration of the Quarterfinals and Semifinals. The head coach and administrator from each of the eight quarterfinal teams, the tournament director and additional staff, the men's basketball committee and NCAA liaison will participate in the call.

NCAA Representative.

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

SECTION 11 - Media/Credentials

Media Coordination Manual. Please refer to the 2020 NCAA Media Coordination Manual for specifics regarding press conferences and other media arrangements.

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, 23 credentials will be provided to each team (18 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.

Press Conferences.

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

Staffing. The media coordinator shall appoint a moderator for the press 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 press conference at the scheduled time.

Post-competition Interviews.

Both teams will 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 advancing team will report to the

interview room first. The non-advancing team will report to the interview room immediately following the completion of the advancing team's press conference (except for the sectional final and championship final games, in which case it will be the non-advancing team that will go first).

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.

Quick Stats. Quick 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 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.

All Tournament Competition. Host sites should make arrangements for a videographer to capture content from all competition. This content will need to be uploaded to an FTP site no later than 10:00 a.m. Eastern time the Monday after competition. Specific details, including the shot list, will be provided to selected hosts. The expense of hiring a videographer is reimbursable in the host budget up to \$250.00.

SECTION 12- Medical Procedures

Concussions.

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

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

Medical Facilities.

Ambulance Service

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

Biohazard Cleanup

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

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

General Public

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

Hospital

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

Participants

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

Supplies

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

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
 - Immobilization splints
 - Immobilizer/knee stabilizer
 - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice
- Blood-borne pathogen kit
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Ultrasound unit
- Gurney

- First-aid equipment/athletic training supplies
 - Suture materials
 - Emergency eye care and dental equipment
- Sports medicine providers should be trained to use emergency supplies.

Locker Rooms

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

Communication

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

Teams' Physicians

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. (Refer to Section No. 15-3)

X-Ray Technicians

X-Ray equipment and technicians shall be on-site during the championship. Should the institution have equipment in close proximity to the facility (e.g., building next door), this equipment may be used with NCAA approval.

Medical Staffing.

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

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

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

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site

access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

Student-Athlete Medical Disqualification.

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

SECTION 13- Merchandise

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).

Availability.

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

General Policies.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 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.

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

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

SECTION 14 - Officials

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

Confidentiality.

The committee representative and official evaluator 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 an independent evaluator assigned to each game by the national coordinator of officials.

Fees and Expenses.

Payment. Officials' game fees, reimbursement for per diem of \$45 and transportation expenses per mile will be paid to the officials within 10 days after the competition through ArbiterPay.

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 official meeting 2 hours before the start of the first game and halftime of the first game for the second game. Game officials must be at the site 2.5 hours before the starting time of the game they are assigned to work and must be on the floor at least 20 minutes before the game. The alternate official shall be in uniform, ready to work and seated courtside.

Selection.

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 current federal rate 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 15 - Participating Teams

Admittance to Competition Site.

Participating institutions must submit a pass list to the basketball committee and the tournament director at the mandatory administrative meeting. This list will provide the names of the teams' official traveling parties who should be admitted into the competition site.

Host for Teams (Final Site Only).

Each team should be assigned a host or hostess to assist it during its stay. This individual(s) should reach out to the team to assist with any questions or needs that they may have.

Participant Information.

Final Site Only. The NCAA will make available a participant manual to all schools selected to the championship. The manual will provide details for the final rounds and will be posted on the NCAA's website.

SECTION 16- Promotions, Marketing and Fan Engagement

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 promotions 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 promotions 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 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 10 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.

SECTION 17- 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).

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

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; 859-226-4556).

SECTION 18 - Safety and 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 19- Tickets/Seating

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 1st-/2nd-Rounds, 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, March 4 (1st-/2nd-Rounds) and noon, Wednesday, March 11 (3rd-Round).

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. 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 I.

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 nonworking game officials.

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

the appropriate institution’s designee, given a ticket stub and directed to their seats.

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

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.

Inasmuch as 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:

1 st -/2 nd -Rounds		Third-Round	
\$12	Reserved	\$15	Reserved
\$12	General Admission	\$15	General Admission
\$7	Seniors, Students and Children	\$8	Seniors, Students and Children
Free	Under Two	Free	Under Two

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

SECTION 20 - Transportation

Expenses and Per Diem.

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.

Transportation for Teams.

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

SECTION 21 - Volunteers

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 J). 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:

Round	Practice Date(s)	Competition Date(s)
1 st -/2 nd Rounds	3/5/20	3/6-7/20
3 rd -Round	3/12-13/20	3/13-14/20

- Lodging.** For 1st-/2nd-Rounds and 3rd-Round, 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, officials and officials' evaluator, in a hotel separate from the competing teams. Accommodations should be available beginning two days prior to the competition.
- Practice.** Secure practice time for all teams on the competition court.
- Ticket Prices.** Determine ticket prices and types.
- Seating Distributions.**
- Facility.**
- 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.
- 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 1st-/2nd-Rounds and/or 3rd-Round 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 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.
- 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, for game officials, official evaluator and NCAA representative.
 - Make additional reservations for members of official parties as requested.
- Game Personnel.** The host institution is responsible for securing the following:
- Minimum of 4 Ball Kids.
 - Official Scorer.
 - Timeout Coordinator.
 - Scoreboard Operator.
 - Shot Clock operator.
 - Game Clock Operator.
 - Statisticians.
 - Floor Sweepers.
 - Public-Address Announcer.
 - Team Host for Each Visiting Team.
 - Certified Trainer.
 - Physician.
 - Security.
- Meetings.**

- Coordinate with the NCAA representative a time and place for conducting a tournament meeting and an officials meeting.
- 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.
- **Officials.**
 - Tournament directors will be advised by the championship manager of the officials assigned to the competition.
 - Reach out to officials to see if they will need lodging.
 - Inform officials of time and location of officials' meeting.
 - Provide a seat at the scorer's table for the alternate official.
- **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.
- **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.
- **Financial Administration.**
- Review proposed budget.
- **Merchandising.**
- Event 1, Inc. has obtained exclusive rights from the NCAA to sell souvenir products at the DIII Men's Basketball Championship.
- **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.
- **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 1st-/2nd-Round and 3rd-Round contests, e-mail the results to ncaa-content@turner.com immediately following the conclusion of the contest(s).
- **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.
- **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.
- **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 G E N D A

National Collegiate Athletic Association
2020 NCAA Division III Men's Basketball Championship
1st-/2nd-Rounds Conference Call

1. Introductions.
2. Welcome and congratulations.
3. Roll call.
4. Video exchange.
5. Practices.
6. Game times.
7. Game uniforms.
8. Laundry.
9. Credentials/tickets.
10. Administrative meeting.
11. Sports information/media.
12. Transportation.
13. Lodging.
14. Parking.
15. Questions.
16. Adjournment.

A G E N D A

National Collegiate Athletic Association
2020 NCAA Division III Men's Basketball Championship
1st-/2nd-Rounds Pod Conference Call

17. Introductions.
18. Welcome and congratulations.
19. Roll call.
20. Video exchange.
Confirm that the 4 teams have exchanged film as outlined in the Host Operations Manual; Institutions are required to send a complete film of their last game played to their first-round opponents and to both potential second-round opponents. Delivery can take place in any manner both parties agree upon. Delivery can be an online film exchange or via overnight priority mail. Opponents should receive these videos by noon Tuesday, March 3, 2020.
21. Practices.
Assign practice times for each team as outlined in the host operations manual: Hosts must be accommodating teams traveling for preliminary rounds of the championship. Working in accordance to Bylaw 17.1.7 of Missed Class Time for Practice, h o s t s should accommodate those teams traveling from the furthest distances when possible. The team traveling the farthest receives first choice and so on.

Based off of the announced game time for Saturday, review the practice slots available on Saturday.

All practices are closed to the public and media.
22. Game times.
Review the announced game times for the contests on Friday and Saturday.
23. Game uniforms.
Review the uniform colors for both matchups. The home team should wear a light uniform and the away team should wear a dark uniform. The top team on the bracket is the home team. Whenever the host is playing, the host is the home team and should wear light colored uniforms.
24. Laundry.
Explain the laundry services that are available to the visiting teams.
25. Credentials/tickets.
Each team will receive 23 credentials that will grant them access to the bench area. Each team bench will have 18 chairs.

Inform the visiting teams of their ticket allocations and the respective locations of their tickets.

The deadline to return tickets is Wednesday, 3/4/20, by noon, local time of the host.
26. Administrative meeting.

Decide upon a time and location of where the administrative meeting will be held. Review who needs to be in attendance.

Remind each team that they must submit a band pass gate list, spirit squad pass gate list and official travel party list during the administrative meeting.

27. Sports information/media.

Determine how many media credentials each visiting institution will need.

28. Transportation.

Determine when each team will be arriving.

29. Lodging.

Connect each visiting team with the hotel contact you have lined up.

30. Parking.

31. Questions.

32. Adjournment.

APPENDIX D

**Tournament Director Visiting Team
NCAA Division III Men's Basketball Championship**

Team	
Expected Departure	
Expected Arrival	
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

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

APPENDIX E

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.

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



Game # 1			
Visitor		vs.	Home
Date			Tip-Off Time

Time to Tip-Off	Scoreboard Clock	Local Time	Scheduled Event
60:00	55:00		Scoreboard clock starts. Basketballs available to teams.
20:00	15:00		Officials meet with team captains.
5:00	00:00		Horn to clear floor.
4:00	00:00		National Anthem. (Teams line up across free throw line.)
2:00	00:00		Player Introductions.
00:00	20:00		Tip-off.

15-minute halftimes and 30-minutes between games.

Game # 2			
Visitor		vs.	Home
Date			Tip-Off Time

Time to Tip-Off	Scoreboard Clock	Local Time	Scheduled Event
30:00	25:00		Scoreboard clock starts. Basketballs available to teams.
20:00	15:00		Officials meet with team captains.
5:00	00:00		Horn to clear floor.
3:00	00:00		Player Introductions.
00:00	20:00		Tip-off.



Visitor		vs.	Home	
Date			Tip-Off Time	

Time to Tipoff	Scoreboard Clock	Local Time	Scheduled Event
60:00	55:00		Scoreboard clock starts. Basketballs available to teams.
20:00	15:00		Officials meet with team captains.
5:00	00:00		Horn to clear floor.
4:00	00:00		National Anthem. (Teams line up across free throw line.)
2:00	00:00		Player Introductions.
00:00	20:00		Tip-off.

15-minute halftime.

CROWD CONTROL STATEMENT

"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."

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

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

2019-20 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
(if Participant is under the age of 18)

Date



2019-20 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success.

Latest Version of StatCrew Required (some exceptions)

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

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

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

NCAA LiveStats Integration

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

Downloading NCAA Broadcastr 10

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

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

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

Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights. All non-commercial live video streaming rights fees will be waived.

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

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

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



Timeout Protocol

During Division III men's basketball tournament competition, NCAA Rule 5-14.10 will be in effect regardless of media presence.

1. Three 30-second timeouts for each team per regulation game.
 - a. Each team may carry up to two 30-second timeouts into the second half.
2. One 60-second timeout for each team per regulation game that may be used any time during the game.
3. The electronic media timeouts shall occur at the first dead ball after 16-, 12-, 8- and 4-minute marks when the game clock is stopped. These media timeouts should be 1 minute in length (preliminary rounds) and 2 minutes in length (semifinals/finals).
4. The first timeout requested by either team in the second half shall become the length of a timeout called for by media agreement:
 - a. In any extra period, the first timeout granted to either team may become an electronic- media timeout.
5. When a timeout is granted and creates a dead ball with 30 seconds or less before the media marks or creates the first dead ball after one of the 16-, 12-, 8- and 4-minute marks, that timeout will become the electronic-media timeout for that specified media mark time. (*Exception: Rule 5-14.10.e.*)
6. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.
7. The extra timeout shall not be granted until after the ball becomes live to begin the extra period.

Note: The NCAA Division III Men's Basketball Committee has chosen to implement four media timeouts per half during the Division III Men's Basketball Championship.