



***HOST  
OPERATIONS  
2024-25 MANUAL  
Preliminary Rounds***

# Division III Men's Basketball

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### INTRODUCTION

On behalf of the NCAA Division III Men's Basketball Committee, thank you for being an important part of the 2025 NCAA Division III Men's Basketball Championship.

Administration of the Division III Men's Basketball Championship is under the direction of the Division III Men's Basketball Committee. Hosts play an integral part in the successful administration of the championship. This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

### DEFINITIONS

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

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

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

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

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

### ROLE OF NCAA

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

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

### ROLE OF GOVERNING SPORT COMMITTEE

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

**Gameday the DIII Way**

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## 2024-25 DIVISION III MEN'S BASKETBALL COMMITTEE

Region I	Region II
<b>Paul Booth   Norwich University</b> <b>Head Basketball Coach/Scheduling Coordinator</b> <b>Email: <a href="mailto:pbooth@norwich.edu">pbooth@norwich.edu</a></b> <b>Term Expires: Aug. 31, 2026</b>	<b>Stephanie Dollar   University of Massachusetts Boston</b> <b>Deputy AD for Internal Administration/SWA</b> <b>Email: <a href="mailto:stephanie.dollar@umb.edu">stephanie.dollar@umb.edu</a></b> <b>Term Expires: Aug. 31, 2025</b>
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Region V	Region VI
<b>Gary Stewart   Stevenson University</b> <b>Assistant Athletic Director/Head Basketball Coach</b> <b>Email: <a href="mailto:glstewart@stevenson.edu">glstewart@stevenson.edu</a></b> <b>Term Expires: Aug. 31, 2027</b>	<b>Danny Miller   Averett University</b> <b>Director of Athletics</b> <b>Email: <a href="mailto:danny.miller@averett.edu">danny.miller@averett.edu</a></b> <b>Term Expires: Aug. 31, 2027</b>
Region VII	Region VIII
<b>David McGreal, vice-chair   Penn State Altoona</b> <b>Head Basketball Coach/Coord. of S-A Services</b> <b>Email: <a href="mailto:djm570@psu.edu">djm570@psu.edu</a></b> <b>Term Expires: Aug. 31, 2025</b>	<b>Cam Fuller, vice-chair   St. Norbert College</b> <b>Director of Athletics</b> <b>Email: <a href="mailto:cam.fuller@snc.edu">cam.fuller@snc.edu</a></b> <b>Term Expires: Aug. 31, 2026</b>
Region IX	Region X
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## NCAA STAFF

<u>Championship Manager</u>	<u>National Coordinator of Officials</u>
<b>Alex Dickey</b> <b>Coordinator of Men's Basketball Championships</b> <b>Office: 317-270-3527</b> <b>Cell: 641-691-8356</b> <b>Email: <a href="mailto:amdickey@ncaa.org">amdickey@ncaa.org</a></b>	<b>Jim Haney</b> <b>National Coordinator of Officials</b> <b>Office: N/A</b> <b>Email: <a href="mailto:jhaney@ncaa.org">jhaney@ncaa.org</a></b>

# Section 1 • Awards

## CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

### Sectional Competition Only

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

This should not add any additional time or delay to TV taking the winning celebration.

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

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

These items can be covered through the operations budget. If you need assistance with ideas or ordering items, please contact Nathan Arkins at 317-966-6790 or [narkins@ncaa.org](mailto:narkins@ncaa.org). Otherwise, please work directly with your primary contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

## CHAMPIONSHIP AWARDS

### Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the nonadvancing team's squad size (15) to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

### 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 nonadvancing 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 postgame oncourt ceremony for the presentation of the sectional team trophy and net cutting. A Werner ladder will be provided to all sectional hosts. This ladder should be used during the net cutting ceremony.

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

## PARTICIPATION

### Preliminary Rounds

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

## 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 first game of the session).

### 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.

### 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 [ncaa.com/media](http://ncaa.com/media) for information regarding broadcast/Internet rights.

### INTERNET POLICY

The NCAA website, [ncaa.com/sports/basketball-men/d3](http://ncaa.com/sports/basketball-men/d3), serves as the official online resource for NCAA championships.

The NCAA and its partners own the internet rights to its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews 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 nonexclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

### TELEVISION/RADIO/INTERNET/AUDIO COVERAGE

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

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

### WEBSITE GUIDELINES

NCAA championships hosts have the opportunity to build their own championship microsite to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through [ncaa.com](http://ncaa.com).



# Section 4 • Championship Marketing

## CONTACTS

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

## EXPECTATIONS

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

## MARKETING PLAN

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

## MARKETING COLLATERAL

**NCAA Marketing Portal.** The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [ncaachampspromotion.com](https://ncaachampspromotion.com).

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

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

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

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

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

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

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

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

## SOCIAL MEDIA GUIDELINES

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

### APPLICABLE MARKETING BYLAWS

#### NCAA Division III Bylaws - Pertaining to NCAA Championship Promotions

**12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

**12.5.1.10 - Promotion of NCAA and Conference Championships.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 1/10/05, 1/14/12)

**13.4.1.2 - Conference or NCAA Championships.** An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

- (a) The printed material includes only information relevant to the championship events;
- (b) The printed material is available to the general public, including all high schools in the local area; and
- (c) The printed material contains no information related to the institution's athletics program.

**13.14.1.2.1 Exception - NCAA Championships.** An institution or conference that is hosting any portion of an NCAA championship may purchase paid advertisements in a high school athletics program to generally promote the NCAA championship, provided: (Adopted: 1/15/14)

- (a) The advertisement includes only information relevant to the championship events;
- (b) The advertisement is available to the general public, including all high schools in the local area; and
- (c) The advertisement does not contain information related to the institution's athletics program or the conference's member institutions.

# Section 5 • Commercialism/Contributors

## SPACE REQUIREMENTS

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

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

## PREMIUMS GUIDELINES

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

**Laser Pointers.** Laser pointers of any kind.

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

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

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

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

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### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with 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](#)

### LOCAL CONTRIBUTOR PROGRAM

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

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

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

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

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

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

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

**Identification of commercially named venues on NCAA materials**

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

**NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

**NCAA trademarked protection language:**

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

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

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

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

## DIVISION III MEN'S BASKETBALL

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6222.

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

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

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

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

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

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

### **NCAA Licensed Trademarks:**

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

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

### **Helpful Links:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## **OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS**

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

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

For a list of NCAA licensees and official equipment suppliers, [ncaa.org/championships/marketing/ncaa-official-licensee-list](http://ncaa.org/championships/marketing/ncaa-official-licensee-list).

## **ADVERTISING/SIGNS/"LOOK AND DÉCOR"**

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to



be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

# 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 requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

## 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 [2024-25 NCAA Men's Basketball Rules Book](#).

The minimum area as described in the [2024-25 NCAA Men's Basketball Rules Book](#) 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.

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; 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.

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

**Official Entrance.** An entrance, near the officials' locker room, must be identified for all officials.

**Facility Availability.** For the preliminary rounds, the facility shall be reserved for the exclusive use of the NCAA beginning at 7 a.m. one day prior to competition through the conclusion of the final game. All space shall be available, and the facility set up should be complete no later than two hours prior to the beginning of the first practice.

Teams will be allowed to practice on the tournament floor only on the day/evening preceding a tournament contest and on the day of said contest. NOTE: Host institutions can 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 "game day 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 Warmup.** If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warmup.

**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 place in the venue.

**Supplies.** Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coca-Cola products are preferred), and a minimum of a 4'x6' 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 competition. 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.

## DIVISION III MEN'S BASKETBALL

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

**Official Scorer's Table.** 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 NCAA site representative, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up team personnel.

**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. A back up timing device is recommended.

**Video Replay.** A laptop/tablet/monitor must be set up at the scorer's table at the alternate official's seat connected to the livestream of the game to be used for video review by the game officials. This laptop/tablet/monitor must have a strong connection to the internet, preferably wired.

**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 in the concourse; or any public service announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for the first/second rounds and sectionals, if applicable.

## EQUIPMENT

Cups, Coolers and Water Bottles. 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.

Game Basketballs. A Wilson NCAA EVO NXT Official Game Basketball will be used for all 2025 championship games. The manufacturer will send 8 basketballs directly to the tournament manager. During warmups, each team should use at least four NCAA EVO NXT Official Game Basketballs provided for the championship. A game ball will be awarded to each nonadvancing team following the first/second/third rounds and quarterfinals. Additional practice balls, preferably the NCAA EVO NXT Official Game Basketballs, are to be furnished by the host institution. Please contact the visiting team(s) regarding the minimum number of NCAA EVO NXT Official Game Basketballs available for practice.

Ladders. Sectional Sites Only: Werner will provide a ladder for the winning team members to cut down the nets after the **sectional final** game.

## 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 pregame or half time events are not permissible. Scorer's table staff should be dressed neutrally (devoid of institutional marks).

## Section 7 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

# Section 8 • Financial Administration

## AUDIT

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

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

## APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials 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 reasonably forecast expected ticket sales from the given championship.

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

It is also incumbent 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% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% 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.

## DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#).



### PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System \(TES\)](#) within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

### SITE REPRESENTATIVES

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

### TRANSPORTATION

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

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

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

### NCAA Championship Travel Policies

# Section 9 • Game Management

## COURT ATTENDANTS

There should be four court attendants per game with two stationed at each end of the court.

Age Restrictions. Court attendants should be no younger than a freshman in college.

Qualifications. Preferably, court attendants 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. They should wear matching, neutral (nonhost) 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 be comprised of the NCAA site representative, tournament manager and an administrator from each institution.

The games committee 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.

## 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).

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

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

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:

	First/Second Rounds Preference	Sectionals Preference
Even Years	Men	Women
Odd Years	Women	Men

If conflicts prevent another institution from hosting while following these guidelines, the 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 I](#).

## 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 can 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.

## DIVISION III MEN'S BASKETBALL

**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.

Appropriate music may be played at the request of the participating team during their practice session.

Hosts must accommodate teams traveling for preliminary rounds of the championship. Working in accordance with 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) 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 prior to competition 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 pregame practice area, if available, will be provided for use 30 minutes prior to a team's scheduled practice time with no basketballs 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.

### PREGAME PROTOCOL

**National Anthem.** The national anthem will be played before the first game of each session of competition.

**Team Introductions.** Following team warmups, the following protocol will be used for the national anthem and player introductions at all preliminary round competition:

- Teams return to their benches for team huddles, announcements.
- Teams stand across the foul 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.
- 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 H](#) 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 file from each contest must either be uploaded at [stats.ncaa.org/login](https://stats.ncaa.org/login) or sent to Jenn Rodgers ([jrdogers@ncaa.org](mailto: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](mailto: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 Alex Dickey, NCAA Coordinator of Championships and Alliances ([amdickey@ncaa.org](mailto:amdickey@ncaa.org)).

### STARTING TIMES

For **ALL** preliminary round competition, the NCAA Division III Men's Basketball Committee will assign game times. The committee will not have any game start before 1 p.m. local time. The scheduled start of the second game of a two-game session will be two and a half hours after the scheduled start of the first game.

The home team will play in the second game during all two-game sessions.

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 team and official locker room's door for each game and distributed to all scorer's table personnel. Please confirm the timing sheets with NCAA staff/site representative prior to distribution.

### TEAM BENCHES/UNIFORMS

Uniform. Teams competing in the championship shall have both light and dark uniforms available. In games that the host is competing, the host will be the home team. If the host team is not competing, the team on the top line of the bracket will be designated as the home team and will wear light uniforms.

Bench Assignments. The home bench will be the bench typically occupied by the host institution. If the host team is not participating, the team on the top line of the bracket will be designated as the home team and occupy the home bench.

Permissible Number. The bench area is limited to 25 individuals and 20 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 20 chairs and will count in the bench limit of 25. Under no circumstances may an institution be provided more than 20 chairs.

## DIVISION III MEN'S BASKETBALL

**Temporary Access Passes.** Five temporary access credentials will be provided to each team for competition. These credentials are intended for student-athletes and team personnel who fall outside of the 25 allowed in the bench area. These team members should not be dressed in uniform. Five seats behind the bench will be reserved for them. These student-athletes and program members can be in the locker room prior to the game, during half time and after the game. During the game, they need to be in their designated seats behind the bench. They are not allowed to partake in timeouts.

**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 first-round and both potential second-round opponents. Delivery can take place in any manner both parties agree upon. Opponents should receive all film by 5 p.m. Eastern time on Tuesday, March 4, 2025.

Second-round winners must send their third-round opponent a complete film of their second-round game to be received by noon Tuesday, March 11, 2025.

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

For preliminary round games; refer to the [Media Services](#) website.



## Section 10 • Health and Safety Considerations

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

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment,
- Medical Treatment (including for, among others, the following emergency conditions):
  - Asthma.
  - Burners (Brachial Plexus Injuries).
  - Cardiac Emergencies.
  - Cervical Spine Injuries.
  - Concussion and Traumatic Brain Injury.
  - Diabetic Emergency.
  - Head and Neck Injury.
  - Heat Illness and Heat Stroke.
  - Hypothermia.
  - Mental Health Emergencies.
  - Rhabdomyolysis.
  - Sickle Cell and Other Exertional and Nonexertional Collapse.
  - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

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

### **Ambulance Service**

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

### **Coaches, Officials, Event Staff and Spectators**

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

### **Medical Staff Credentials and Access**

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

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

### **Portable Immersion Tubs**

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

# Section 11 • Hydration Product

## POWERADE

### **Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product**

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

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

### **Use of NCAA-Provided Coolers from Previous Years**

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

If you have any questions regarding any of this information, please contact Alex Dickey (317-270-3527); [amdickey@ncaa.org](mailto:amdickey@ncaa.org)).

## Section 12 • Lodging

### **NCAA Nonpredetermined Preliminary-Round Competition**

For all NCAA nonpredetermined preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. A minimum of 15 double-double rooms and one king room for the head coach should be reserved for each visiting team. The rooms should be held in advance by the tournament manager beginning the night prior to the practice day. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution is obligated to confirm or cancel the accommodations.

### **MERCHANDISING**

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

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

# Section 13 • Meetings/Schedule of Events

## CONFERENCE CALLS

**First/Second Rounds: Host Call.** A Microsoft Teams Meeting will be conducted Monday, March 3, at 3 p.m. Eastern time, involving the 1<sup>st</sup>/2<sup>nd</sup> Round host tournament directors to review points of emphasis for championship administration.

**First/Second Rounds: Pod Conference Call.** Each host's tournament director will lead a conference call to review championship operations with the head coach and an administrator from the four teams competing in the respective pod. This call should be conducted by 1 p.m. Eastern time on Tuesday, March 4. If assigned, the NCAA site representative will also join the call.

**Third Round/Quarterfinal: Pod Conference Call.** Each host's tournament director will lead a conference call to review championship operations with the head coach and an administrator from the four teams competing in their respective pod. This call should be conducted by 1 p.m. Eastern time on Tuesday, March 11. If assigned, the NCAA site representative will also join the call.

**Fort Wayne: Participant Call.** A Microsoft Teams Meeting will be conducted on Sunday, March 16, at 7 p.m. Eastern time, to review the administration of the Semifinals and Championship. The head coach and administrator from each of the four remaining teams, the tournament director and additional staff, the men's basketball committee and NCAA liaison will participate in the call.

## Section 14 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

**Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.**

### BROADCASTING/INTERNET

Please log on to [ncaa.com/media](http://ncaa.com/media) for information regarding broadcast/internet rights.

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](http://ncaa.org) - [ncaa.org/championships/statistics/ncaa-records-books](http://ncaa.org/championships/statistics/ncaa-records-books).

### CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites. The host provides credentials for all preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers ([jrodders@ncaa.org](mailto:jrodders@ncaa.org)) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [ncaa.com/credentialterms](http://ncaa.com/credentialterms), should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all-access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

### TEAM CREDENTIALS

The official travel party for the championship is 20. However, 30 credentials will be provided to each team. 25 bench credentials and five temporary access credentials. Any additional individuals must purchase a ticket from the institution's allocation. Team credentials should be provided to each participating team's administrator or coach upon their first visit to the competition venue.

Bench credentials should be worn by any nonuniformed personnel who will be occupying one of the 20 chairs allotted for each bench. Only individuals wearing a bench credential or team uniform will be permitted in the bench area. Ushers and security should strictly enforce this rule and prohibit the addition of chairs and unauthorized personnel in this area.

## CREDENTIAL QUALIFICATION AND ACCEPTANCE

Preliminary-Round Site – Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

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

## FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

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

## FLIP CARDS

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

## INTERNET POLICY

The NCAA website, [ncaa.com](http://ncaa.com), serves as the official online resource for NCAA championships.

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

### Internet Live Statistics

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

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

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

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

## MEDIA GUIDES AND POSTSEASON GUIDES

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



### MEDIA ACCOMMODATIONS

**Hotel.** If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact/link at the hotel whom they can call or link to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

**Meals.** Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

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

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

### NEWS FILM AND MINI-CAMS

Please visit [ncaa.com/media](http://ncaa.com/media) for updated information related to television, video and ENG policies.

### OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. In most cases, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the involved official.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

### PERSONNEL

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.

- External PA - Announcer for fans.
- Internal PA - Announcer for the media.
- Locker Room Attendant - Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator - Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers - Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers - Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) - Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew - Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts - People to escort the coaches and student-athletes to the postgame press conference.

## NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a prechampionship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

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

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

1. **Individual Championships with no Postevent News Conference.** Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.

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

It is mandatory for the head coach and at least one student-athlete to report to the press conference 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.

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

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

### **Moderator Duties**

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

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

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

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

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.

- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

## PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix G for further information regarding photography done at the championships.

## PHOTOGRAPHY AREA POLICIES

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

## PROGRAMS

Championships will feature either a printed or digital game program, which the NCAA and LEARFIELD Publishing has the exclusive right to post/distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen ([clerrinda.queen@learfield.com](mailto:clerrinda.queen@learfield.com)).

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

## RADIO/INTERNET AUDIO COVERAGE

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

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

## SCOUT VIDEO COORDINATOR

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

## SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

### SECURITY

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

### STATISTICS REPORTING TO THE NCAA

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

Institutions should send all information as follows:

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

### TEAM VIDEOGRAPHER

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

### INTERNET

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

### TELEVISION

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

### LIVE STREAMING

For all rounds of nontelevised championships, hosting institutions will provide a livestream of the event.

Apply for NCAA internet streaming rights online at [ncaa.com/rights-request](http://ncaa.com/rights-request). Questions about internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

### NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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

## DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

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

## LOCAL NEWS

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

## VENUE AND TRANSPORTATION INFORMATION

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

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

## VOLUNTEER INFORMATION

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

## TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [ncaa.com/travel](https://ncaa.com/travel)

## SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to [ncaa.com](https://ncaa.com) with the use of the [ncaa.com](https://ncaa.com) logo.

## EMAIL SIGN UP

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

## LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at [ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true](https://ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true).

## COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

Host cannot promote or click thru to any URL other than [ncaa.com](https://ncaa.com).

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: [ncaaphotos.photoshelter.com/contact](https://ncaaphotos.photoshelter.com/contact)

- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

### SOCIAL MEDIA

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

### MOBILE VERSION

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

### LOCAL CONTRIBUTOR RECOGNITION

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

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

### MICROSITE EXAMPLES

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

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

### PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff 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 upon requesting a credential. Photo sales on site are strictly prohibited.

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

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

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

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

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



## NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: [on.ncaa.com/socialaccounts](https://on.ncaa.com/socialaccounts)

### 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, fliers, 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 account 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 methods, 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 X (@ 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](mailto:cdion@ncaa.org).

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

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

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** 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 X 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 X, 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 redos in social media. A "delete" doesn't mean you can delete someone seeing it.

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



# Section 15 • Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

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

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

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

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

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

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

## DIVERSE SUPPLIERS

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

## Section 16 • 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, phone numbers and game assignments. The NCAA site representative may notify the coaches of the officiating assignments one hour prior to game time.

### CONFIDENTIALITY

The NCAA 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 a neutral evaluator assigned to each game by the national coordinator of officials.

### FEES AND EXPENSES

Payment. Officials' game fees, reimbursement for per diem and transportation expenses per mile will be paid to the officials after competition by the NCAA via RefQuest.

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

### MEETINGS

There will be an official meeting two 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 two and half hours prior to the scheduled tip 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 their 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 17 • Participating Teams

## PARTICIPANT INFORMATION

The NCAA will make available a participant manual template to all hosts. From this template, the host should complete the participant manual and provide to all participating institutions.

# Section 18 • Programs

## PROGRAMS

The preliminary rounds of 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.

## CONTENT/EDITORIAL

### LEARFIELD Responsibilities

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

### Host Responsibilities

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

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

## DIGITAL PROGRAM PROMOTION

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.

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

All digital programs available can be found at [ncaa.com/gameprograms](http://ncaa.com/gameprograms).

### Best Practices

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

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

## SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

## **PROGRAM VENDING AND COMPLIMENTARY PROGRAMS**

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20% commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

### **LEARFIELD Responsibilities**

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD.
- Within one week postchampionship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

### **Host Responsibilities**

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs.
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to LEARFIELD for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD after the event within the time frame specified in the vending agreement.

### **Program Vending Standards**

- Receive and take inventory of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.

## DIVISION III MEN'S BASKETBALL

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- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
  - Designate individuals to sell programs and pay them a commission for each program they sell; or
  - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
- Encourage vendors to walk through the stands to sell programs during the event.

### QUESTIONS

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

## Section 19 • Safety and Security

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 for Venue Safety and Security](#) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, 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.

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.

### WEATHER

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

#### Lightning and Weather Detection Service

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include their emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the tournament director make contact with a local meteorologist to further facilitate weather and environmental monitoring.



# Section 20 • Ticketing

## TICKET POLICIES / OPERATIONS

- 1. Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
- 2. Team Allocations.** For first-/second-round and sectional competition, the host team will receive half of the 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 clearly identifiable tickets. For first/second rounds, the visiting teams must notify the host institution in writing of any of its ticket allotment it has not sold by noon on Wednesday, March 5. For sectional competition, the visiting teams must notify the host institution in writing of any of its ticket allotment it has not sold by noon on Wednesday, March 12.
- 3. Seat Locations.** Each team's band should be seated nearest their team bench. For the first game, the away fans will be seated directly behind the team's bench and for the second game, the away fans will be seated across from the team's bench. For the first game, the home fans will be seated across from the team's bench and for the second game, the home fans will be seated directly behind the team's bench. It is the host institutions responsibility to ensure that the ticket policy is followed by all spectators.
- 4. Reserved Seating.** Sections immediately behind the benches must be equally distributed among the teams. Each participating institution is guaranteed a minimum of 100 tickets.
- 5. Seating Chart.** The tournament manager will provide a seating chart specifying the location of tickets and where the bands and spirit squads will be located.
- 6. 2024-25 Standard Ticket Back Disclaimer Language.** The NCAA's standard ticket back language is posted online at [ncaa.com/ticket-terms](https://ncaa.com/ticket-terms). The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.
- 7. 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.

#### 8. Ticket Prices.

<b>1st Round/3rd Round (Double Session)</b>	
Children Under 2	Free
Children, Seniors & Students	\$10
Adults	\$15

<b>2nd Round/Quarterfinals</b>	
Children Under 2	Free
Children, Seniors & Students	\$10
Adults	\$15

# Section 21 • Transportation

## PARTICIPATING INSTITUTIONS

Teams eligible for air travel must make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com).

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

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at [travel.ncaa.org](http://travel.ncaa.org).

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

## PARKING

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

# Section 22 • Volunteers

## GOAL AND RECRUITMENT

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

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

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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

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

The NCAA may request additional volunteers from the LOC as necessary.

## WAIVERS

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

## APPAREL

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

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

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

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

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

# Appendixes

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## Appendix A • 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:
- **Lodging.** Host shall reserve 16 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. 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.
- Receipts for entertainment/hospitality will be limited to \$100 for single game first-round 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.

## DIVISION III MEN'S BASKETBALL

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- **Game Personnel.** The host institution is responsible for securing the following:
  - Minimum of 4 Court Attendants.
  - 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 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 C).
    - 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, who will also be handling video replay.

- **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.



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- **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](mailto:ncaa-content@turner.com). At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date, official results, and provide a brief game/event summary with photos (if available).
  - Use only the NCAA official box score forms and familiarize yourself with the NCAA statistics manual.
  - Provide box score forms for participating teams, all-tournament selection committee and NCAA representative.
  - For first-/second-round and third-round contests, email the results to [ncaa-content@turner.com](mailto: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 C**). 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.

## Appendix B • Visiting Team Form

### Visiting Team Form NCAA Division III Men's Basketball Championship

Team	
Expected Departure	
Expected Arrival	
Game Time	
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 C • Code of Good Management

### 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.

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3. Do not resort to uniformed policemen to control disturbances until necessary. Utilize nonuniformed 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 nontournament 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.

John Alesi, chair  
Division III Men's Basketball Committee

## Appendix D • Timing Sheets

Game # 1			
Visitor		vs.	Home
Date		Tipoff Time	
Time to Tipoff	Scoreboard Clock	Local Time	Scheduled Event
65:00	60:00		Scoreboard clock starts. Basketballs available to teams.
25:00	20:00		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		Tipoff.

15-minute halftimes and 30 minutes between games.

Game # 2			
Visitor		vs.	Home
Date		Tipoff Time	
Time to Tipoff	Scoreboard Clock	Local Time	Scheduled Event
35:00	30:00		Scoreboard clock starts. Basketballs available to teams.
25:00	20:00		Officials meet with team captains.
5:00	00:00		Horn to clear floor.
3:00	00:00		Player Introductions.
00:00	20:00		Tipoff.

Visitor		vs.	Home
Date		Tipoff Time	

Time to Tipoff	Scoreboard Clock	Local Time	Scheduled Event
65:00	60:00		Scoreboard clock starts. Basketballs available to teams.
25:00	20:00		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		Tipoff.

15-minute halftime.

## Appendix E • 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)

## Appendix F • Logo, Misconduct, Drug Testing, Officials Statement



### 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 2 ¼ 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 is 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 the 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.



## Appendix G • Volunteer Waiver



### 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, promotion to 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.

**Acknowledgement 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 the assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

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Signature of Participant

Date

---

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

Date

## Appendix H • Host Site Stats Document



### 2024-25 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 2020-21 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.

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

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

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

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

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

#### Turner Contact Information

Jason Venson

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

404-704-2493

## Appendix I • Media Timeout Protocol



### 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 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.