



*2019 DIVISION III WOMEN'S*  
**BASKETBALL**  
**CHAMPIONSHIP**

***HOST OPERATIONS***  
***2018-19 MANUAL***

**2019 DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
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**NCAA DIVISION III STUDENT-ATHLETES FOLLOW THEIR PASSIONS AND DISCOVER THEIR POTENTIAL IN THE PURSUIT OF ACADEMIC EXCELLENCE. THEY ARE ENCOURAGED TO ENGAGE IN ALL ASPECTS OF THE COLLEGIATE EXPERIENCE WHILE PARTICIPATING IN HIGHLY COMPETITIVE ATHLETICS PROGRAMS. DIVISION THREE STUDENT-ATHLETES DEDICATE THEMSELVES TO BECOME SUCCESSFUL CITIZENS AND RESPONSIBLE LEADERS.**

**DIVISION III - DISCOVER. DEVELOP. DEDICATE.**

## INTRODUCTION

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

On behalf of the NCAA Division III Women's Basketball Committee, thank you for being an important part of the 2019 NCAA Division III Women's Basketball Championship.

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

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division III Women's Basketball Championship. It is designed to use in conjunction with, not in place of, the NCAA Division III Women's Basketball Pre-championship Manual, which provides more general policies for the administration of the championship.

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

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

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

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

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

## Contact Information

### 2018-19 DIVISION III WOMEN'S BASKETBALL COMMITTEE

<p><b><u>Atlantic Region</u></b>            Ms. Karin Harvey, chair            Head Women's Basketball Coach            Montclair State University            1 Normal Avenue            Montclair, New Jersey 07043</p> <p>973-655-5247 (office)  <b>E-Mail:</b> harveyk@mail.montclair.edu  <b>Term Expires:</b> September 2021</p>	<p><b><u>Northeast Region</u></b>            Ms. Kelly Thompson            Head Women's Basketball Coach            Roger Williams University            1 Old Ferry Road            Bristol, Rhode Island 02809</p> <p>401-254-3748 (office)  <b>E-Mail:</b> kmthompson@rwu.edu  <b>Term Expires:</b> 2019</p>
<p><b><u>West Region</u></b>            Ms. Lesley Irvine            Director of Athletics            Pomona-Pitzer Colleges            Rains Center, 220 East 6th Street            Office 207            Claremont, California 91711</p> <p>909-621-8238 (office)  <b>E-Mail:</b> lesley.irvine@pomona.edu  <b>Term Expires:</b> September 2020</p>	<p><b><u>South Region</u></b>            Ms. Polly Thomason            Head Women's Basketball Coach            University of Texas at Dallas            800 West Campbell Road, AB14            Richardson, Texas 75080</p> <p>817-913-8346 (office)  <b>E-Mail:</b> polly.thomason@utdallas.edu  <b>Term Expires:</b> 2021</p>
<p><b><u>East Region</u></b>            Mr. James Scheible            Head Women's Basketball Coach            University of Rochester            Goergen Athletic Center            Rochester, New York 14627</p> <p>585-275-4281 (office)  <b>E-Mail:</b> jscheible@sports.rochester.edu  <b>Term Expires:</b> September 2019</p>	<p><b><u>Central Region</u></b>            Ms. Megan Wilson            Head Women's Basketball Coach/Associate AD/SWA            University of Wisconsin-Platteville            1 University Plaza            Platteville, Wisconsin 53818</p> <p>608-342-1488 (office)  <b>E-Mail:</b> wilsonmeg@uwplatt.edu  <b>Term Expires:</b> September 2020</p>
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## Contact Information

### NCAA STAFF

<p><b>Kelly Whitaker</b> Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6511 Fax: 317-917-6826 Cell: 317-476-6867 e-mail: <a href="mailto:kwhitaker@ncaa.org">kwhitaker@ncaa.org</a></p>	<p><b>Ethan Walker</b> Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6476 Fax: 317-917-6826 E-mail: <a href="mailto:ewalker@ncaa.org">ewalker@ncaa.org</a></p>
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## **SECTION 1 – Awards and Mementos**

### **Awards**

#### **Preliminary Rounds/Participation Awards**

MTM will send official NCAA participant medallions to the tournament manager prior to competition. When the awards arrive, the tournament manager 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. These will be provided to the coaches of the non-advancing teams at each site and are given to the squad size (15). **The team that advances to the next round should not receive any participant awards.** Additional awards may be ordered online at institution's expense by submitting an order to <http://www.mtmrecognition.com/ncaa/>.

#### **Semifinal and Championship Awards**

Official NCAA trophy and individual awards shall be presented to the championship team. Each non-advancing/winning semifinalist team will receive 20 individual awards (for the travel party). The championship team will receive 20 watches, 20 mini-trophies and one team trophy. Each of the five players selected to the all-tournament team will receive an individual plaque. The plaques will be sent to these members following the championship.

MTM will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

#### **Champions Locker Room Program (Final Site Only)**

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

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

- All winning team inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

### **Elite 90 Award (Final Site Only)**

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

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person;
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given;
- The award should be presented after attendees have had a chance to finish their meal;
- If video screens are available, the video slide or footage of the winning student-athlete provided by BSN may be run as the individual is introduced;
- The coach of the winning student-athlete should be informed to help assure the winner's attendance;
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento;
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

### **Mementos**

#### **Preliminary Rounds**

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA competition the same experience,



banquets and mementos will NOT be permitted at first-/second-rounds or at sectional competition.

### Finals

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

### **Awards Ceremony**

Preliminary Sites. There are no awards ceremonies at first/second-round sites. There will be a sectional net cutting ceremony at sectional round sites. The host is responsible for distributing the participant awards to each non-advancing team prior to their departure from the site.

Final Site. The awards ceremony will be conducted at center court immediately following the conclusion of each game. Personnel must be in place and alert to setting up the table for the ceremony without undue delay. Two six-foot tables should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). A diagram of the awards ceremony should be distributed at the administrative meeting. The first place and runner-up trophy will receive awards immediately following the championship game. The semifinalist trophies will be presented immediately following the semifinal games.

The following will be presented at the championship: four team trophies, 20 individual mini-trophies to each team, and 15 watches to the championship team (5 watches will be ordered and sent following the championship). Additional awards may be ordered at institutional expense by submitting an order to <http://www.mtmrecognition.com/ncaa/>

Note: Awards ceremony should only be done at the final site and no other 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. Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Under no

circumstances will a team be permitted more than 25 band members or 12 cheerleaders. **Live animal mascots are not permitted.** The institution may purchase additional tickets for band members; however, no more than 25 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the bands begin warming up. The host institution may be asked to provide a band in the event none of the participating teams bring a band.

#### **Artificial Noisemakers.**

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

#### **Designated Areas.**

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

#### **Electronic Amplification.**

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

#### **National Anthem.**

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

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

**Seating.**

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

**Warm-Up Music.**

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

***SECTION 3 – Broadcasting/Internet***

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

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary-round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).

***SECTION 4 – Commercialism/Contributors*****Commercial Identification, Signage and Official Marks.**

The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.

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

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

### **Local Contributors.**

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

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

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

### **NCAA Corporate Partners.**

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

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

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

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

## ***SECTION 5 – Drug Testing***

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

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

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

### **Facility Specifications.**

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

### **Host Notification.**

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

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

### **Media Obligations.**

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

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

**Team Championships Only.** If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site. The host must arrange

necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

#### **Participant Notification.**

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

**Team Championships.** The drug-testing crew chief or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

#### **Seating.**

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

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

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.

- **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
- **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
- **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
- **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
- **Plans.** Meet with the tournament manager to finalize plans.
- **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
- **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

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

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

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

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

***SECTION 6– Competition Site, Equipment & Space Requirements***

**Alcoholic Beverages.**

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

not permitted anywhere in the venue.

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

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

#### **Competition site/Space requirements.**

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

Courtside/Competition Floor. The playing floor should meet all specifications as outlined in the [2017-18 and 2018-19 NCAA Women's Basketball Rules Book](#).

The minimum area as described in the NCAA Women'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. In order to keep fans off the court, each facility is encouraged to keep the first row of seats/bleachers empty, especially in the student section.

**NCAA Logos.** The placement of NCAA logos on the playing floor shall be as specified unless otherwise approved by the NCAA staff (See Appendix B).

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

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

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



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

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

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

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

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

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

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

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

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

Facility Availability. The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR PRELIMINARY ROUNDS) before the competition through the conclusion of the final game. All space shall be available and the facility set up no later than 1 1/2 hours prior to the beginning of the first practice.

Teams shall be allowed to practice on the tournament floor only on the day or evening preceding the opening of the tournament and on the day of the game. Teams advancing to the finals may practice on the tournament floor on the day preceding the start of competition and

on the day of the game. NOTE: Host institutions may only practice on the competition floor during their allotted time. Institutions using the floor at other times will be cited for misconduct.

Floor must be setup for practice in the same format for all teams (“Game day ready”). The lighting on the floor for practice must be the same lighting that will be used for the games. If windows are covered for practice they should be covered for 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. The distance to the court must be the same for all teams.

**Player Warm-Up.** If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warm-up.

**Security.** Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the court. Locker room access should only be for teams. Teams and officials should never go through the fans upon entry or exit to any aspects of the venue to include, but not limited to, the playing arena, locker rooms, and interview room.

**Supplies.** Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coca-Cola products), and a minimum of a 4x6 white board/marker boards, markers and erasers for all practices and games. 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 in order to facilitate the media’s work and access for coaches and student-athletes. There needs to be adequate distance between the interview area and competition floor to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

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

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

**Postgame Interview Room.** The postgame interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and camera personnel at the back of the room; and (e) providing a sound system.

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

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

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

Official Scorer’s Table.

The scorer's table should accommodate at least 15 personnel. [Refer to Scorer’s Table Personnel in Appendix P]

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

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

Parking.

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

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

**Team Names.** If the scoreboard does not have the capability of displaying the teams' names electronically, printed generic home and away signs must be posted on the scoreboard.

Scout Seating. 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 preliminary-round competition. Seats should be located on the press table located across the court from the team benches. If space is not available, the NCAA basketball committee representative must approve the scouting seats location.

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 on hand to operate the clock during practices.

Other requirements:

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

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

Videotaping.

An area (usually high mid court) should be designated from which each team may video if it wishes to do so. Please provide adequate space for three cameras (maximum 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.

Additional video information may be found under Team Video Exchange on page 33 and Team films/Videotapes on page 39.

### **Concessions.**

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

### **Decorating and Advertising.**

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

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 (i.e. any place that can be seen from the playing court or seats), including the scoreboard, during the regional/championship session or practices, other than NCAA, as specified by the NCAA. 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 (generic for preliminary rounds). The NCAA will provide one banner for the scorer's table. The NCAA staff will consult with the tournament director to determine the dimensions for the banner (finals site). No other ornamentation or signage is allowed on the scorer's table. The scorer's table must be covered with bunting or other appropriate material if the banner does not cover the entire table.

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

### **Equipment.**

Host should view Appendix Q in this manual for the expected shipments that they should receive from the various sources depending on the championships round. Any shipments not received by the due date, please contact Ethan Walker (317-917-6476; ewalker@ncaa.org).

Cups, Coolers and Water Bottles (Preliminary Sites). Generic cups and coolers (devoid of commercial identification) should be provided by the host institution for the team benches, press row and scorer's table, and in the media and hospitality areas. This can be included as a games expense in the budget.

Cups, Coolers and Water Bottles (Semifinals/Final Only). The semifinals/final site will receive complimentary product and equipment from official NCAA Corporate Champion, Coca-Cola, for use at this year's championship. You will receive a letter listing all product/equipment you are to receive in early February. You will receive this product/equipment approximately one week before competition.

Game Basketballs. A Wilson NCAA Solution basketball will be used for all 2019 tournament games. The manufacturer will send the balls directly to the tournament managers. During warm-ups, each team should use at least three Wilson NCAA Solution balls provided for the championship. A game ball will be awarded to each competing team at the conclusion of sectional play and to the losing teams in first- and second-round games. Additional practice balls, preferably the Wilson NCAA Solution, are to be furnished by the host institution. Please contact the visiting team(s) regarding the minimum number of Wilson NCAA Solution balls available for practice.

**Preliminary Round Sites.** Eight Wilson NCAA Solution basketballs will be sent to each first/second round and sectional round sites.

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

Ladders. The competition site shall provide a ladder at each end of the court for the winning team members to cut down the nets after the **sectional final** game and the championship game. [Note: Lowe's may provide two ladders for this purpose. The NCAA will alert the host if this is confirmed.]

Slipp-Nott Mats (Final Site Only). The NCAA will provide "Slipp-Nott" or similar traction aides. These are to be returned to the NCAA following the competition.

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

#### **Neutrality.**

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is

important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pre-game or half time events are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.)

## **SECTION 7– Financial Administration**

### **Audit.**

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

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

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

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

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

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

### **Financial Report.**

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the “documents” tab as documentation supporting their revenue and expense figures.

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

### **Committee Expenses.**

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

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

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](http://NCAA.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

### **Lodging Expenses.**

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

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

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



### **Participating Institution's Expense Form.**

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

## ***SECTION 8 – Game Management***

### **Ball Kids.**

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

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

Qualifications. **The ball children should have prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event.** The tournament manager should emphasize the importance of the event and review their duties and responsibilities. Stools should be provided for floor wipers, as well as mops affixed with a towel, to perform floor-wiping duties effectively (See Appendix L for Ball Kid Responsibilities).

Uniforms. Championship t-shirts should be provided for the floor wipers and ball crew. This can be included as an expense on the financial report. They will be asked to provide their own shorts; however, they should be dressed in the same color. They should wear neutral (non-host) attire. Eight (8) ball kid shirts will be provided for the finals site. Wilson will ask the NCAA to provide sizes no later than February 8.

### **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 skill 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:

**Preliminary Rounds:** The NCAA site representative, tournament director and a game official.

**Finals:** The games committee will be the NCAA Division III Women's Basketball Committee.

### **Hospitality.**

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

### **Insurance.**

If event is held on-campus:

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

If event is held off-campus:

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

Venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability

arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

Notes:

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

**Joint Hosting (Preliminary-Round Sites Only)**

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

Institutions with both men’s and women’s teams in the championships and with the opportunity to host four-team events for both genders will follow these hosting guidelines:

	Three-Game First/Second Round	Sectionals
Even Years	Men host	Women Host
Odd Years	Women host	Men Host

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

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

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

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure

having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees' primary concerns include the following:

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

**Laundry.**

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

**Media Timeouts.**

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

**Official Scorer's Table Personnel.**

The host institution is responsible for providing the official scorer, 30-second clock, game clock, 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 committee/site representative
Tournament manager
Alternate official
Official scorer
30-second clock
Scoreboard
Timer
Public-address announcer
Statistics crew
Statistics crew
Team SID
Television coordinator

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. They are considered "neutral" and must behave in such a manner.

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

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

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

#### **Practice.**

The tournament director will handle the scheduling of practices, with the approval of the NCAA regional chair (preliminary-round sites) or the national committee (final site).

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 (SID) or other administrator, but not a member of the coaching staff or a student.

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

Closed practice. Practices will be closed to the public and media unless otherwise designated by the Division III Women's Basketball Committee. If a coach opens practice to a person from the media, it is then opened to all media. All practice sessions must conclude at least two hours before the scheduled start of competition. Teams are not allowed on the competition court from the conclusion of the final practice until 60 minutes before the scheduled start of the

second round games, sectional final and championship final. In all doubleheaders (first round, sectional semifinals, and national semifinals) no one will be allowed on the court from the conclusion of practice until 30 minutes before the scheduled start.

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

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

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

Length. Teams will be allowed to practice on the tournament floor only on the day or evening before the opening of the tournament for a maximum of 1½ hours, and for a maximum of 75 minutes on the day of the game. The tournament manager will handle the scheduling of practices, with the approval of the NCAA regional chair. These time blocks should be prepared prior to any participant calls. An alternate pre-game practice area, if available, will be provided for use 30 minutes prior to a team's scheduled practice time with no balls of any kind to be used.

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

Participants. On game days, practice will be limited to the 15 student-athletes on the official travel party/credential list.

### **Pre-game Protocol.**

#### National Anthem

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

### Team Introductions

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

- Teams return to their benches for team huddles, announcements.
- Teams stand at their benches for the national anthem.
- Beginning with the visiting team, alternating introduction of Forward, Forward, Guard, Guard, Center.

After each player is introduced they will meet at half court to shake hands and return to the free throw line area directly in front of their own bench. Players will not shake hands with coaches or officials.

- Coaches will be the last to be introduced and they will meet at half court in front of the scorer's table to shake hands and then return to their own bench area.
- Officials will blow their whistle to call teams to center court.
- Play begins immediately.

### **Reporting Results.**

The NCAA has entered into an agreement with Turner Sports to provide championship results on the Internet at [www.ncaa.com](http://www.ncaa.com). A primary responsibility of the host SID is to report the results according to the following procedures:

For each round of competition, you MUST send in a final score immediately upon the completion of the game. Sending in halftime scores is optional, but is encouraged. Upon completion of each game, you will need to email a final score (with overtimes if applicable), a game recap, box score and pictures (if available) to [ncaa-content@turner.com](mailto:ncaa-content@turner.com) and should be submitted in the following manner:

- Send the information to [ncaa-content@turner.com](mailto:ncaa-content@turner.com);
- Specify the sport in the SUBJECT area;
- Paste the text directly into an email; or
- Send e-mail as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the email.

For the championship, 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, if applicable;
- Final box score;
- Game story; and
- Photos, if possible.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA website in a timely manner should send an email to [lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org).

In addition, after each tournament game, each host institution will e-mail Matt Holmes, NCAA assistant director of statistics (mholmes@ncaa.org), the Stat Crew packed file from each NCAA tournament game. This information is required immediately at the national office for records, statistics, permanent files, etc. If you do not use Stat Crew, please mail one set of complete results to Matt Holmes, National Collegiate Athletic Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

Sports information directors of the preliminary round winners must call the SID for subsequent sites immediately following the games to provide the roster changes and regular season statistics. Head coaches should get a copy of the box score form before leaving the competition site.

#### **Starting Times.**

**Preliminary Rounds.** For the first/second round games and sectionals, the first game on Friday shall not begin earlier than 4 p.m. and not later than 6:30 p.m. local host time. The host must play in the second game of the doubleheader. The second game of the doubleheader shall begin no later than 30 minutes after the completion of the first game after both benches and the floor are cleared, or the announced starting time, whichever is later. Teams will not be allowed onto the floor until the clock has started. **All times are local times.**

Starting times for the second round and sectional final shall not be earlier than 5 p.m. and not later than 8 p.m. local time.

Double headers. Teams shall have 30 minutes of warm-up time on the floor with basketballs before tip-off.

Single games. Teams have 60 minutes of warm-up time on the floor before the start of the game.

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

Distribution of Game Timing Sheets. The tournament manager should distribute copies of the timing sheets for each game at the teams' shooting practice the day of competition. The timing sheets should also be posted on each locker room door for each game and distributed to all scorer's table personnel and game officials' locker rooms. **Please confirm the timing sheets with NCAA staff/site representative prior to distribution.**



### **Statistics Crew.**

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

After each game, host institutions must email a packed game file (\*.bpk) from the Stat Crew software to Matt Holmes (mholmes@ncaa.org). Each team must submit their rosters to the tournament director and the opposing coach at the tournament meeting that takes place prior to the start of competition.

### **Team Benches/Uniforms.**

Teams shall include a maximum of 15 student-athletes in uniform and a maximum of 25 persons in the team bench area from the start of the pregame warm-up through the entire game. There should only be 18 total chairs on each bench. If there is not room for 18, then 2 chairs immediately behind the bench should be occupied by the two medical personnel. Of the maximum of 25 credentials to be distributed for the bench area, two are designated for institutional medical personnel. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. The event manager may provide additional chairs for the tournament doctor and a security representative, who shall not be included in the bench limitation.

Bench Assignments. Competing teams in the preliminary rounds and finals shall have both light and dark uniforms available. The host institution will be the home team, will be assigned to the home bench and will wear light uniforms. If the host team is not participating, the highest seed will be designated the home team and will wear light uniforms. Again, if the host team is not participating, the home bench will be to the left of the scorer's table (facing the scorer's table). For the semifinal and finals site; regardless of who is participating, the home bench will be to the left of the scorer's table (facing the scorer's table).

Computer Outlet on Benches. If possible, provide electricity and computer outlets to each bench area for the purpose of statistics collection.

Permissible Number. The bench area is limited to 25 individuals and 18 chairs must be provided with an additional 2 chairs behind the bench.

**Preliminary Rounds.** The host site will provide bench chairs.

**Finals.** The NCAA will provide chairs with the championship logo. These will be sent to the tournament manager approximately two weeks prior to the championship.

Team Physician. If an institution wishes to have its own team physician in the bench area, that individual must occupy one of the 18 chairs and will count in the bench limit of 25. Under no circumstances may an institution be provided more than 18 chairs.

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

#### **Video Exchange Policy.**

Institutions are required to send to first-round opponents and to both potential second-round opponents, via overnight priority guaranteed delivery or online-based film exchange, a new video and accompanying statistics sheet of the institution's most recent game played before the start of NCAA championship competition. **Opponents should receive these videos by noon Tuesday, February 26, a deadline that requires "priority overnight" shipping.**

Second-round winners must send each institution competing in its sectional-round competition a new video of the second-round game to be **received by noon Tuesday, March 5.**

Sectional winners must send each team participating in the national semifinals a new video of the NCAA championship quarterfinal game to be **received by noon Tuesday, March 12.**

It is recommended that each team fax the delivery company's overnight receipt to the receiving institution as soon as pickup is completed. 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.
6. Send via e-mail tracking numbers or on-line exchange information as well as the delivery address to all individuals who should receive videos.

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 in its facility, and prior to departure make available to each team a copy of the contest in which it participated. Arrangements for visiting teams to videotape may be made through the host institution by the participating team if an institution needs assistance. Other than the host, teams may videotape only the contests in which they participate. For all combined sites, advancing teams must exchange videos following the conclusion of the second game.

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

#### **Webcasting.**

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

### ***SECTION 9 – Lodging***

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

#### **Drug-Testing Crew.**

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

#### **Game Officials’/NCAA Representatives’ Hotel.**

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

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

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

Room and Tax. The tournament manager will arrange for the officials’ and NCAA committee/representative hotel room and tax to be master-billed to the institution. This

expense should be included budgeted item for reimbursement within the financial report form. Officials are responsible for their incidental charges. The NCAA staff will pay for their own rooms.

#### **Team Hotels.**

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

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

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

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

### ***SECTION 10 – Meetings/Schedule of Events***

#### **Administrative Meeting.**

The NCAA site representative will conduct a mandatory administrative meeting the night before the opening round of the tournament to review championship matters. It is mandatory that each institution's administrator (if onsite), sports information designee, and the head coach attend the meeting. At this meeting the pass list for the team, band and cheer should be submitted (See Appendix A1, A2 and A3).

#### **Conference Calls.**

The exact date and time of the conference call will be communicated to all required individuals as well as the call in number and access code.

**Mandatory Host Call.** A conference call will be conducted Monday, February 25 at 4 p.m. Eastern time, involving the NCAA site representatives and Preliminary Round Tournament Directors to review points of emphasis for the administration of the first and second rounds.

**First/Second Rounds.** A conference call will be conducted by Tuesday at noon involving the NCAA site representative, Tournament Director, and Administrator & Head Coach of all four teams to review administration for the first and second rounds.

**Sectionals.** A conference call will be conducted by noon, Tuesday, involving the NCAA site representative, host tournament director, and administrator and head coach of all four teams to review administration for the sectional rounds.

**Semifinals.** A conference call will be conducted at noon Eastern time, Monday, March 11, to review the administration of the semifinals. The head coach and administrator from each of the four semifinal teams, the tournament director and additional staff, along with the women's basketball committee and NCAA liaison will participate in the call.

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

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

#### **Schedule of Events.**

The committee representative will approve the schedule of events.

### ***SECTION 11 – Media/Credentials***

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

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

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

#### **Issuance of Credentials.**

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

### **Team Credentials.**

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

Bench credentials should be distributed to any non-uniformed personnel who will occupy one of the 18 chairs allotted for each bench. Only individuals wearing a bench credential or a team uniform will be permitted in the bench area. Ushers and security personnel should **strictly** enforce this rule and prohibit the addition of chairs and unauthorized personnel to this area. Bench assistants hired by television to assist with pre-game introductions may not sit in the bench area during the game. These individuals must move to another area once the assignment has been completed.

### **Media Credentials.**

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

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

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

### **Other Credentials.**

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

Conference Offices. Two all-access credentials may be issued to full-time members of each conference office who has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

Officials' Coordinator. If available, an officials' coordinator may be assigned to evaluate at your preliminary-round site. If you are notified that a coordinator will be at your site, you should give access to the officials' locker rooms before and after the games at the preliminary and finals competition.

#### **Microphones.**

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

#### **Photography.**

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace ([www.NCAA.com/PhotoStore](http://www.NCAA.com/PhotoStore)). Photo sales on site are strictly prohibited.

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

#### **News Conferences.**

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

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

#### Post-competition Interviews.

The advancing team shall have a 10-minute cooling-off period before reporting to the interview room (except for the sectional final and championship final games, in which case it will be the non-advancing team that would go first). The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The non-advancing team will report to the interview room immediately following the completion of the advancing team's

press conference (except for the sectional final and championship final games, in which case it will be the advancing team that will go first).

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

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

#### **Statistical Services.**

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

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

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

Updates. Each participant's SID shall update team and individual statistics after every game, and the statistics shall be reproduced and distributed at the first scheduled press conference preceding the team's next competition in the championship.

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

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

Noncommercial Usage. Films or videotapes of any of the games of the regional/championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own non-



commercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

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

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

## ***SECTION 12– Medical Procedures***

### **Concussions.**

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

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

### **Medical Facilities.**

#### **Ambulance Service**

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

#### **Biohazard Cleanup**

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach

solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

### **General Public**

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

### **Hospital**

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

### **Participants**

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

### **Supplies**

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

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

Sports medicine providers should be trained to use emergency supplies.

### **Locker Rooms**

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

### **Communication**

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

### **Teams' Physicians**

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

### **X-Ray Technicians**

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

## **Medical Staffing.**

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

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

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

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

## **Student-Athlete Medical Disqualification.**

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In

the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

## **SECTION 13– Merchandise**

### **Administration.**

The NCAA corporate relations department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; [dclendenin@ncaa.org](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 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

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

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

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

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

### **Reordering Process.**

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

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

## ***SECTION 14 – Officials***

### **Confidentiality.**

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

### **Evaluation.**

Officials are evaluated in all rounds by each coach and the NCAA representative. There will also be an independent evaluator assigned to each game by the national coordinator utilizing the Performance Standards previously established at the Division I tournament. Following the game(s), the coaches will also receive an email link to an evaluation form. They will submit each form electronically.

### **Fees and Expenses.**

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

The information provided below is for informational purposes only:

First and Second Rounds: \$240 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$90 per game.

Sectional Rounds: \$300 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$90 per game.

Semifinals and Finals Site: \$365 per official per game. An alternate official shall be assigned by the host region and shall receive a fee of \$90 per game.

Payment. Reimbursement for officials' game fees, per diem of \$45 and transportation expenses (current federal rate) per mile (if traveling together only the driver will receive mileage) will be paid to the officials within 10 days after the competition through RefPay.

#### **Hotel.**

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

#### **Meetings.**

There will be an officials meeting prior to the conduct of the competition. Game officials must be at the site 1 ½ hours before the starting time of the game they are assigned to work and must be on the floor at least 15 minutes before the game. The alternate official shall be in uniform, ready to work and seated courtside. See Appendix H.

#### **Selection.**

**Preliminary and Finals.** Three officials and an alternate will be assigned to each tournament game. The alternate official should be from the local area and will be assigned by assignor. Nine officials will be assigned to each four team 1st/2nd round site as well as each sectional site. The NCAA site rep will notify the teams at the administrative meeting to which officials are for each game.

#### Notification.

The host should contact the officials, once confirmed, to obtain arrival times, provide information regarding a pre-championship meeting time and site, lodging arrangements, and determine whether they wish to purchase tickets for family members or friends.

#### **Transportation.**

Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or 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 Women's Basketball Rules Book. **Scorekeepers shall wear white and black striped shirt.**

## **SECTION 15 – Participating Teams**

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

Participating institutions must submit a pass list to the basketball committee and the tournament director} at the mandatory administrative meeting. This list will provide the names of the teams' official traveling parties who should be admitted into the competition site. This list is limited to 25 individuals.

### **Host for Teams (Recommended for Preliminary Rounds/Mandatory for Final Site).**

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

### **Participant Information.**

Preliminary-Round Sites. Preliminary hosts shall make available a participant manual to all schools selected to the championship. A participant manual template will be provided.

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

## **SECTION 16– Promotions, Marketing and Fan Engagement**

### **Banners.**

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

### **Promotions Assistance.**

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

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

### Promotional Products.

Downloadable artwork items available on the promotions website include:

- Poster
- Flyer



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

#### Television/Video and Radio Ticket Spots.

The promotions website allows hosts of select predetermined championship sites to download video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championships contact.

#### **:30 Video/Television Spot**

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

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

#### **:30 Radio Spot**

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

#### NCAA Logos.

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

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

#### Signage.

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

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

#### **Social Media Guidelines.**

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

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

#### **Host Promotion of Championships**

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

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

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

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
- 8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
- 9. If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

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

## **SECTION 17– Programs**

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

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

<b>Complimentary Programs (Final Site Only).</b>
--

Each team shall receive 18 programs.

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

<b>Content/Editorial.</b>
---------------------------

***IMG College Responsibilities***

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

### ***Host Responsibilities***

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

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

### **Promotion.**

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

### **Best Practices**

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

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

### **Supplemental Printed Materials.**

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

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

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

All supplemental content is subject to NCAA and IMG College approval.

#### **Questions.**

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

#### **Receipts (Final Site Only).**

Program receipts should not be included with the game income. This revenue should be sent immediately following the competition to Operations Manager, IMG College (904 North Broadway, Lexington, Kentucky 40505; 859-226-4556).

### ***SECTION 18 – Safety and Security Plan***

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

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

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

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

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

#### **Crowd Control.**

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the

competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championship announcer should read the following crowd control statement at least once during each session.

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

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

#### **Distribution of Materials.**

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

#### **Inclement Weather.**

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule. The host institution’s regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the [NCAA Sports Medicine Handbook](#), guideline 1-E, Lightning Safety.

#### Lightning and Weather Detection Service

The NCAA has made arrangements through Schneider Electric (WeatherSentry) 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 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 his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. 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 site representative and the tournament director monitor the national storm center forecast using weather.gov or

weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

### **Personnel.**

Adequate uniformed security personnel must be provided for the team benches, teams' and officials' locker rooms, working press area, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

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

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

### **Preparation.**

The NCAA site representative and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

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

- Review emergency response plan for terrorists' actions.

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

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

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

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

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

Meeting. The committee chair, NCAA representatives and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer's table to assess the situation.

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the



committee. If possible, the contest should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA playing rules.

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

### **Prohibited Items.**

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

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

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

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

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

### **Spectator Photography/Video Cameras.**

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

## **SECTION 19– Tickets/Seating**

### **Printing Tickets.**

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

### **Team Allocations.**

#### Team Tickets.

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

#### Seat Locations.

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

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

#### Reserved Seating.

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

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

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

### **Ticket Backs.**

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

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

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

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

### **Ticket Blocks.**

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

Officials. Reserve seats for the nonworking game officials.

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

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

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

### **Ticket Sales.**

Inasmuch as all members of the general public must have a ticket in order to enter the competition site, a minimum number of ticket windows must remain open until the conclusion of the event.

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

Ticket Prices.

Minimum ticket prices are as follows:

**Minimum Ticket Prices for single session only**

**First/Second Rounds**

\$7 – reserved

\$7 – general admission

\$4 – senior citizens, students and children

**Sectional Rounds**

\$7 – reserved

\$7 – general admission

\$4 – senior citizens, students and children

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

***SECTION 20 – Transportation***

**Local Transportation for Teams.**

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

***SECTION 21 – Volunteers***

**Goals.**

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

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

**Waivers.**

Each volunteer must sign a waiver of liability before the start of the preliminary rounds (see Appendix D). After the preliminary rounds are completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference. The host institution should also keep a copy on file on campus with your final financial report.

NCAA DIVISION III WOMEN’S BASKETBALL CHAMPIONSHIP  
OFFICIAL TRAVEL PARTY/CREDENTIAL LIST

\_\_\_\_\_  
Institution

Please complete and turn in at the coaches meeting.

Student-Athlete Participants (maximum of 15 in uniform)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

COACHES and NON-UNIFORMED PLAYERS	Title
16.	
17.	
18.	
19.	
20.	

Additional credentials (Bench access; must purchase tickets)	Title
21.	
22.	
23.	

Additional Credential/Institutional Personnel (Bench access)	Title
24.	Medical ONLY
25.	Medical ONLY

*Your institutional limit may not exceed a total of 25 with access to the bench area. Game tickets must be purchased for personnel above 20.*

**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
BAND PASS GATE LIST**

**Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- |     |       |     |       |
|-----|-------|-----|-------|
| 1.  | _____ | 16. | _____ |
| 2.  | _____ | 17. | _____ |
| 3.  | _____ | 18. | _____ |
| 4.  | _____ | 19. | _____ |
| 5.  | _____ | 20. | _____ |
| 6.  | _____ | 21. | _____ |
| 7.  | _____ | 22. | _____ |
| 8.  | _____ | 23. | _____ |
| 9.  | _____ | 24. | _____ |
| 10. | _____ | 25. | _____ |
| 11. | _____ |     |       |
| 12. | _____ |     |       |
| 13. | _____ |     |       |
| 14. | _____ |     |       |

**Director :** \_\_\_\_\_

**NOTE: The band director will be provided a limited access credential. All band members will be required to present a government-issued photo ID for pass gate admittance.**

**Please submit this list to tournament manager at Administrative Meeting.**

**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
CHEERLEADER SQUAD PASS GATE LIST**

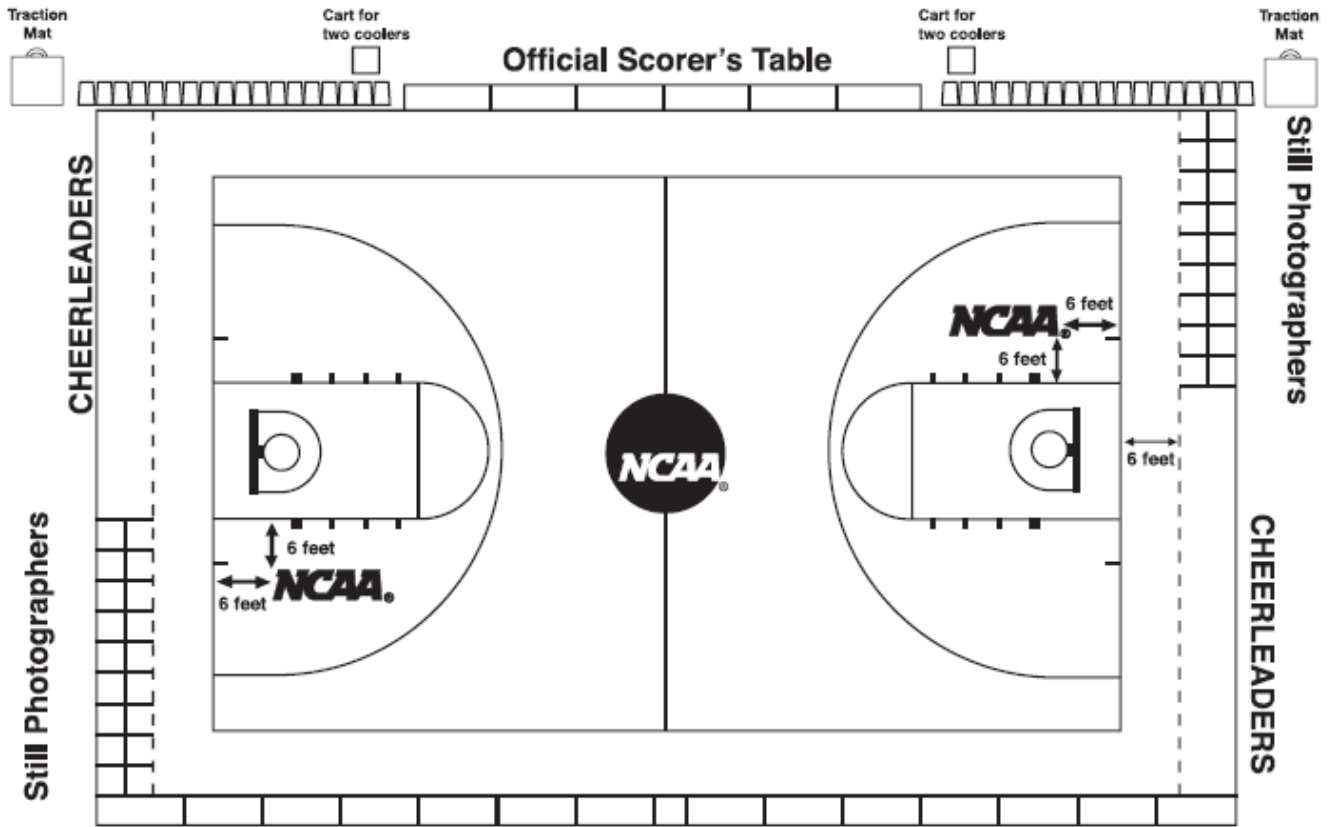
**Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

13. (Mascot) \_\_\_\_\_
14. (Cheerleader Coach) \_\_\_\_\_

**NOTE: The cheerleader coach will be provided a limited access credential.**

**Please submit this list to tournament manager at Administrative Meeting.**





**2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

Updated 07/02/2018

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

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

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

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

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

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**

## 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, the host entities and the host city, 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.

**Indemnification and Hold Harmless:** The undersigned also hereby agree to INDEMNIFY 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.

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

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

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

---

Signature of Participant Date

---

Signature of Parent/Guardian of Minor Date

---

Signature of Parent/Guardian of Minor Date

## **CROWD CONTROL STATEMENT**

(To be read by public address announcer prior to start of event)

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

**PUBLIC ADDRESS ANNOUNCER**

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

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

"The game officials and the personnel of both teams have been directed by the NCAA to remain off the floor until playing conditions are proper for continuance of the game. Let's afford the participants the championship sportsmanship they deserve."
8. An announcer shall not recognize corporate contributors or tournament sponsors.
9. The committee representative must approve all emergency calls and announcements.

# DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP TIMEOUT COORDINATOR WORKSHEET



Tip Time: \_\_\_\_\_

Teams: \_\_\_\_\_

End Time: \_\_\_\_\_

Location: \_\_\_\_\_

\* Each team has three 30-second timeouts and one 60-second timeout. There is one electronic-media timeout in each period. The break between periods one/two and three/four may be used as an electronic-media timeout. There is one electronic-media timeout in each period that occurs at the first dead ball at or below the 5-minute mark. When a team calls a timeout before the electronic-media timeout mark for that period, or calls a timeout which creates the first stoppage in play at below the mark, the timeout shall be charged to the team and it will become that period's electronic-media timeout. The first team called timeout in the second half will become an electronic-media timeout. This timeout does not replace the 5-minute mark media timeout in the period in which it was called.

\* Electronic media timeouts -- First horn at \_\_\_\_\_

\* 30-second timeouts -- First horn at :15, second horn at :30. \* 60-second timeouts -- first horn at :45, second horn at :60

**1st and 2nd Periods**

Team: \_\_\_\_\_

Team: \_\_\_\_\_

Media Timeouts:		Team Timeouts:			Time	Period	Team Timeouts:		Time	Period
1		1	:30			1	:30			
2		2	:30			2	:30			
3		3	:30			3	:30			
		1	:60			1	:60			

**3rd and 4th Periods**

Team: \_\_\_\_\_

Team: \_\_\_\_\_

Media Timeouts:		Team Timeouts:			Time	Period	Team Timeouts:		Time	Period
1		1	:30			1	:30			
2		2	:30			2	:30			
3		3	:30			3	:30			
4		1	:60			1	:60			

\* In any extra period, each team receives one 30-second timeout in addition to any timeouts it has not used in the second half.

\* The 60-second timeout may be used in either the first half or second half.

**Overtime**

**Notes**

	Time	
:30	:30	
:30	:30	
:30	:30	
:60	:60	

**Team Fouls:**

**Period**

	First	1	2	3	4	5	6	7	8	9	10
	Second	1	2	3	4	5	6	7	8	9	10
	First	1	2	3	4	5	6	7	8	9	10
	Second	1	2	3	4	5	6	7	8	9	10

**Team Fouls:**

**Period**

	Third	1	2	3	4	5	6	7	8	9	10
	Fourth	1	2	3	4	5	6	7	8	9	10
	Third	1	2	3	4	5	6	7	8	9	10
	Fourth	1	2	3	4	5	6	7	8	9	10

NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP – STANDBY OFFICIAL FORM

Home Team \_\_\_\_\_

Uniform color \_\_\_\_\_

Player #	Fouls
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Team Fouls – First Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team Fouls – Second Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team Fouls – Third period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team fouls – Fourth Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team-Called Timeouts
30 _____ 30 _____ 30 _____ Full _____

Visiting Team \_\_\_\_\_

Uniform color \_\_\_\_\_

Player #	Fouls
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____
_____	1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Team Fouls – First Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team Fouls – Second Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team Fouls – Third period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team fouls – Fourth Period
1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Team-Called Timeouts
30 _____ 30 _____ 30 _____ Full _____

Media Timeouts:

First Half:

Second Half: 1<sup>st</sup> Team Called: \_\_\_\_\_

Period 1: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 3: \_\_\_\_\_ Period 4: \_\_\_\_\_

Possession Arrow:

\_\_\_\_\_

## NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP

## Standby Official Responsibilities

The standby official shall be in full officiating uniform, including whistle and jacket and prepared to enter the contest to officiate, if needed.

1. Supplies needed. NCAA Standby Forms (2), pencil/pen, NCAA Rules Book, stopwatch (supplied by tournament manager)
2. Officials' pregame meeting. Attend the game officials' pregame meeting.
3. Position at scorer's table. Sit between the scoreboard clock operator and the timeout coordinator and advise game officials of any mistake or malfunction concerning the game clock and/or 30-second clock as soon as possible and be responsible for the stopwatch that will be supplied by the tournament manager.
4. Complete forms. During the course of the game:
  - a. Standby Official Form – Document information noted.
  - b. Post-Game Video Tape Breakdown Review Form – Note the half, time on the clock and brief description of plays the crew may want to review in the locker room after the game.
  - c. Complete and submit Intentional/Technical/Flagrant Foul Form.
5. Assist game officials. If asked by the game officials, be prepared to advise them of, or assist them with:
  - a. The number of the player who committed a foul or was fouled;
  - b. Substitutions – who entered or left the game;
  - c. Monitor review - be prepared to facilitate getting audio and video feeds from the television truck for monitor review (if applicable); and
  - d. Pertinent information concerning any matter of officiating and/or rules interpretations (e.g., three-point shot, last-second shot, ball not passing through the basket, scoring mistakes, participants in a fighting situation, bench personnel who enter the court during a fighting situation, etc.).
6. Media timeouts. Notify the timeout coordinator when the game officials have signaled that the timeout has begun. This notification shall be the standby official's only involvement in the coordination of television timeouts.
7. Referee directions. Follow any other directions by the referee of the officiating crew.
8. Start time of following game. Instruct the clock operator to stay at the scorer's table after the first game of the session until the basketball committee member or site representative has determined the start time of the second game and the clock has been started.



NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
PREGAME TIMING SHEET – TWO GAMES

Game No. 1: \_\_\_\_\_ vs. \_\_\_\_\_  
(Visitor) (Home)

Date: \_\_\_\_\_ Tip Time: \_\_\_\_\_

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
4:00	:00	_____	National Anthem. (Teams line up on free throw).
2:00	:00	_____	Player introductions. (Teams at bench)
:00		_____	Tip-off.

---

**30 minutes between end of first game and start of introductions for the second game**

---

Game No. 2: \_\_\_\_\_ vs. \_\_\_\_\_  
(Visitor) (Home)

Date: \_\_\_\_\_ Tip Time: \_\_\_\_\_

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
3:00	:00	_____	Player introductions.
:00		_____	Tip-off.

**Distribution (15 copies):** NCAA Division III Women's Basketball Committee Representative(s)/Site Representatives, Timeout Coordinator, Clock Operator, Public-Address Announcer, Higher Seed Team Radio Broadcast Position, Lower Seed Team Radio Broadcast Position, Higher Seed Team Locker Room, Lower Seed Team Locker Room, Game Officials Locker Room.



NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
PREGAME TIMING SHEET

Semifinal No. 1: \_\_\_\_\_ vs. \_\_\_\_\_  
 (Visitor) (Home)

Date: \_\_\_\_\_ Tip Time: \_\_\_\_\_

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
4:00	:00	_____	National Anthem. (Teams line up on free throw).
2:00	:00	_____	Player introductions. (Teams at bench)
:00		_____	Tip-off.

---



---

**30 minutes between end of first game and start of introductions for the second game**

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Semifinal No. 2: \_\_\_\_\_ vs. \_\_\_\_\_  
 (Visitor) (Home)

Date: \_\_\_\_\_ Tip Time: \_\_\_\_\_

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
35:00	30:00	_____	Scoreboard clock starts. Floor available for warm-up.
20:00	15:00	_____	Officials meet with captains.
5:00	:00	_____	Horn to clear floor.
3:00	:00	_____	Player introductions.
:00		_____	Tip-off.

**Distribution (15 copies):** NCAA Division III Women's Basketball Committee Representative(s)/Site Representatives, Timeout Coordinator, Clock Operator, Public-Address Announcer, Higher Seed Team Radio Broadcast Position, Lower Seed Team Radio Broadcast Position, Higher Seed Team Locker Room, Lower Seed Team Locker Room, Game Officials Locker Room.



**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP****Checklist for Tournament Directors**

**PARTICIPATING TEAMS.** For first and second rounds, hosts should contact the participating teams regarding the following information and instructions. For sectionals and finals, a conference call will be held the Monday prior to the games. For sectionals, the host should arrange the call. For finals, the NCAA office will arrange the call. A phone checklist form is attached along with a sample information packet. Please be prepared with the following information:

- \_\_\_\_\_ 1. Obtain arrival date/time/flight number of all teams.
- \_\_\_\_\_ 2. Remind teams to bring light and dark uniforms and inform teams of home/away status.
- \_\_\_\_\_ 3. Hotel accommodations.
- \_\_\_\_\_ 4. Make the **MANDATORY** coaches' meeting arrangements.
- \_\_\_\_\_ 5. Game times. *Reference: "Starting Times" section In Pre-Championship Manual*
- \_\_\_\_\_ 6. Publicity and statistical information. (Remind institutions to send to host institution).
- \_\_\_\_\_ 7. Practice times. Assign practice times in consultation with the NCAA (based on game time and team travel). *Reference: Pages 28-29 in Host Operations Manual*
- \_\_\_\_\_ 8. Inform coaches of video exchange policy.
- \_\_\_\_\_ 9. Provide a minimum of two Wilson basketballs for each practice - preferably the Wilson NCAA Solution. Please contact the visiting team(s) regarding the minimum number of Wilson NCAA Solution balls available for practice.
- \_\_\_\_\_ 10. Ticket allotment and price. *Reference: Pages 57-59 in Host Operations Manual*
- \_\_\_\_\_ 11. Press credentials.
- \_\_\_\_\_ 12. Broadcast agreement policies.
- \_\_\_\_\_ 13. Review policies for cheerleaders, mascots, bands and banners. *Reference:*

*"Section 2-Bands/Spirit Squads and Mascots" section in Host Operations Manual*

- \_\_\_\_ 14. Social activities.
- \_\_\_\_ 15. Parking.
- \_\_\_\_ 16. Prepare a coaches packet which should include the following (all rounds):
  - a. Provide a list of host institution phone numbers (include home numbers where appropriate):
    - Athletics office
    - Director of athletics
    - Tournament director
    - Sports information director
    - Athletic trainer
    - Physician/hospital
  - b. Provide a list of restaurants and churches.
  - c. Provide a local map and all necessary directions.
  - d. Provide information regarding access to training facilities and physician/hospital service.
- \_\_\_\_ 17. Assign a host or manager to show teams the location of the gymnasium, locker rooms and the training room.
- \_\_\_\_ 18. The host institution must provide videotaping for all participating teams. All teams, prior to departure, should receive a copy of the game in which it participated. *Reference: Page 19 in Host Operations Manual*
- \_\_\_\_ 19. Laundry.

**NCAA Championship Officials' Watch and Ring Program**

The NCAA is pleased to provide officials assigned to NCAA championship competition the opportunity to purchase a watch or ring to commemorate their experience of officiating NCAA preliminary and/or final round competition. Officials assigned to preliminary round competition are eligible to purchase one of the classic Fossil sport watches offered by MTM Recognition. Officials assigned to the finals of an NCAA championship are eligible to purchase the classic sport watch and/or a championship ring provided by Jostens. Please inform the officials at preliminary and championship sites that you work with about this opportunity. There are fliers from MTM and Jostens with additional information and ordering instructions.

Also officials should contact Deana Webber with MTM Recognition at 800-324-5997 ext. 6888, [dwebber@mtmrecognition.com](mailto:dwebber@mtmrecognition.com) or Theresa Seykora with Jostens at 800-854-7464 ext. 56330. [theresa.seykora@jostens.com](mailto:theresa.seykora@jostens.com). Following the completion of championship competition to order a watch and/or ring.

**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
BALL KID RESPONSIBILITIES**

**Attire:** The ball kid uniform consists of a provided shirt, khaki pants and athletic shoes. Shirts must be tucked in at all times. A credential will be provided which must be worn at all times.

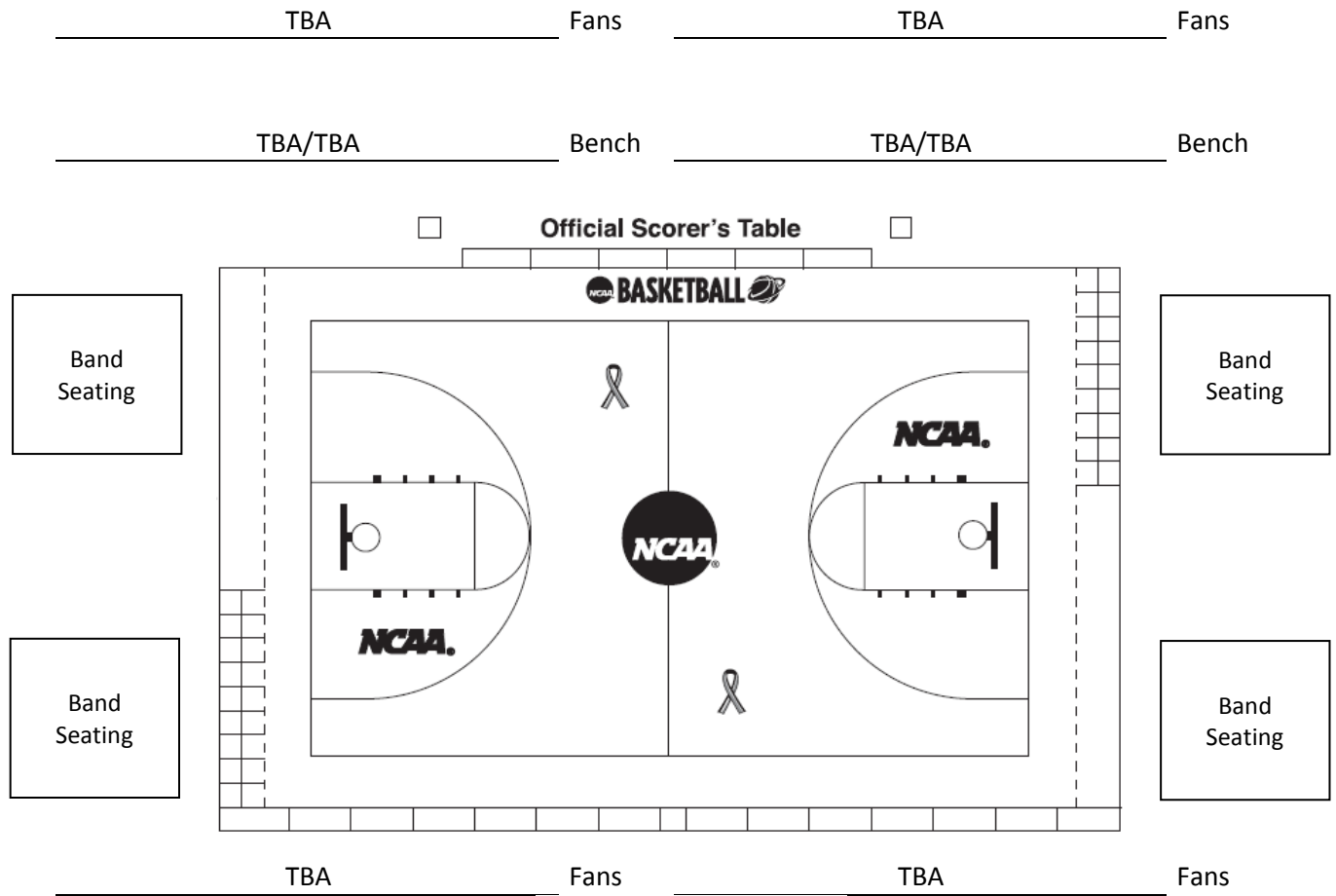
**Time:** Arrive at the arena on-time, dressed and ready to report for courtside duties.

**Duties:**

1. Hustle at all times!
2. Ensure balls are on the floor before teams take the court – at pregame warm-up and halftime.
3. During warm-ups, help rebound and chase basketballs that get away. Stand underneath the basket in the out of bounds area.
4. When teams leave the floor after pregame warm-ups and after halftime, collect the basketballs, put them on the ball racks and return them to the floor manager.
5. Do not move during the national anthem. Remain standing in place wherever you are until the anthem is completed.
6. During the game, sit in a chair at the edge of the court and chase loose basketballs that leave the playing area.
7. Be alert and watch the game officials closely. They will look to you for assistance during the game.
8. If a player falls to the floor, it is your responsibility to wipe the floor. Wait for the game official to motion you onto the court. If play does not stop, wait for a break in play or timeout and thoroughly wipe the spot where the player fell. Work quickly!
9. During timeouts, offer water and/or a clean towel to the three game officials and use the towel/mop at the free-throw lane and high traffic areas.
10. After cheerleaders leave the floor, look for pieces of their poms that may have fallen on the court. Run out and pick them up as quickly as possible.
11. If you have any questions, don't hesitate to ask and **HAVE FUN**



**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP  
TEAM AND FAN SEATING LOCATIONS**



**GAME 1:**

vs.

**SHOOT AROUND:** TIME  
TIME

TEAM NAME  
TEAM NAME

**LOCKER ROOM:** LOCKER ROOM  
LOCKER ROOM

TEAM NAME  
TEAM NAME

**NATIONAL ANTHEM:** \_\_\_\_\_

**GAME 2:**

vs.

**SHOOT AROUND:** TIME  
TIME

TEAM NAME  
TEAM NAME

**LOCKER ROOM:** LOCKER ROOM  
LOCKER ROOM

TEAM NAME  
TEAM NAME



## **NCAA Championships Microsite Guidelines**

NCAA Championship hosts and LOC's 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 enhance the fan experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

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

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

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

### **Local News**

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

### **Venue and Transportation Information**

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

### **Volunteer Information**

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

### **Travel Information**

Hotel, car rental and other travel accommodations should link to:  
[www.NCAA.com/Travel](http://www.NCAA.com/Travel).

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

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

### **Email Sign Up**

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

<http://www.ncaa.com/newsletter-signup/sports>

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at

<https://sportgraphics.widencollective.com/t5/login>.

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

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- 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 micro- site 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:  
<http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site 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](http://NCAA.com/Social)

### **Mobile Version**

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

### **Metrics**

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

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

### **Local Contributor Recognition**

The 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:

- [Phoenix Men's Final Four Microsite](#)
- [Dallas Women's Final Four Microsite](#)
- [St. Louis DI Wrestling Championship Microsite](#)
- [Oklahoma City Women's College World Series Microsite](#)

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

Should you have any questions, please contact:

Anne Clendenin

Assistant Director, Championships & Alliances

317-917-6643

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

Official Scorer's Table		
Seat	Agency	Name
1	Team scorer	
2	Media coordinator	
3	NCAA staff	
4	Basketball committee No. 2	
5	<b>Statistics crew</b>	
6	Statistics crew	
7	Statistics crew	
8	Statistics crew	
9	Statistics crew	
10		
11	PA Announcer	
12	Official Scorer	
13	Scoreboard timer	
14	Scoreboard operator	
15	Shot Clock operator	
16	Timeout Coordinator	
17	Standby Game Official	
18	NCAA Staff (Headset and monitor)	
19	Basketball committee No. 1	
20	Tournament Manager	
21	Facility Manager	
22	Team scorer	

## **Banquets and Entertainment**

The host institution is allowed a budget for entertainment. Please discuss your plans with Kelly Shaul before final budget is submitted. Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

### **Preliminary Rounds**

Although banquets are not allowed at preliminary rounds, there is a budget for entertainment. Hospitality for media and championship workers is expected. Additionally, hospitality for team administrators and teams is highly recommended especially if sponsorship opportunities exist. It is recommended that post game food be provided to teams (i.e., sandwiches, pizza, etc.) especially for those cities where restaurants would be closed before teams could reasonably get there.

### **Finals**

The championship manager will work with the tournament director regarding expectations in this area. A championship banquet for a minimum of 120 people will be arranged at the championship finals site by the host institution for the night before the semifinals.

**Officials shall NOT to be included in any social event involving the participating coaches or players. Please provide their hospitality in a separate area.**

Site	Shipped By:	Item	Quantity	Estimated Arrival Date	Status/Tracking
Prelims and Finals	NCAA	Officials Patches	12 (prelim) / 12 (finals)	1-2 days prior to competition (prelim) / sent w/ champ manager (finals)	
Prelims and Finals	NCAA	Officials Whistles	12 (prelim) / 12 (finals)	1-2 days prior to competition (prelim) / sent w/ champ manager (finals)	
Prelims and Finals	MTM Recognition	Trophies and Medallions	Prelim sites - 45 participation medallions sent to each site <u>Finals Only</u> 15 champion watches (5 sent afterwards) 1 National Champion Team Trophy 1 Second Place Team Trophy 2 Semifinalist Team Trophies 20 1st place team mini trophies 20 2nd place team mini trophies 40 semifinalist team mini trophies 1 Elite 90 Award Prelim sites - 8 game balls for each First/Second Rd and Sectional Sites <u>Finals Only</u> 24 game balls for competition 2 basketball racks 24 autograph balls 125 mini replica game balls 30 padfolios 8 t-shirts or warm-ups for ball kids 24 composite basketballs for banquet 24 t-shirts for host band 12 autograph basketballs for hospitality 50 t-shirts for Special Olympics 40 camp basketballs for Special Olympics	1-2 days prior to competition (prelim) / approx. 2 weeks prior to competition  Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Approx. 2 weeks prior to competition Overnighted following site selections  By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8 By March 8	
Prelims and Finals	Wilson	Wilson Basketballs/Etc.			
Finals	IMG	Game Programs	Details forthcoming from IMG	Wednesday prior to start of each week's competition	
Prelims and Finals	Event 1 Merchandise	Merchandise	Details forthcoming from Event 1	Approx. 1-2 weeks prior to competition for finals site	
Sectionals and Finals	Werner's	Ladders	2 - Sectionals and Finals Only	Second week of March	
Finals Only	Honigs	Officials' Uniforms	9	TBD - sometimes these are shipped directly to the officials	
Finals Only	NCAA	Credentials	Credentials for: participating teams and individuals, coaches and administrators, media, NCAA Committee, officials and tournament personnel. For preliminary rounds; host will create their own credentials.	Approx. 2 weeks prior to competition	
Finals Only	NCAA	Staff/Vol. Apparel	Event 1/Main Gate Forecast Order	By March 8	
Finals Only	NCAA/Zweigle	Participant Pins	120 - Finals Only	First week of March	
Finals Only	Spec Seats	Chairs	Finals Only (Must be returned) 36	First week of March	
Finals Only	NCAA	Slipp Notts	2 - Finals Only (Must be returned)	By March 8	
Finals Only	Fiskars	Scissors	2 - Finals Only	TBD	
Finals Only	Hillyard	Mops	2 - mops w/ 4 pads	By March 8	
Finals Only	NCAA	Bench Towels	115 - Finals Only	First week of March	
Finals Only	Gear for Sports	Locker Room Gear - shirts	Min. 48 generic t-shirts (L, XL) - Finals Only	TBD	
Finals Only	Top of the World	Locker Room Gear - hats	Min. 48 generic hats - Finals Only	TBD	
Finals Only	TBD	Hotel Key Cards	250	TBD	
Finals Only	NCAA	Coca-Cola/BodyArmor product and equipment	<u>Finals Only</u> 55 cases: Dasani 12 oz - 24/case 20 cases: BODYARMOR 20 oz - 24/case 1 case: BODYARMOR powder - 12 packets/case 4 cases: Cups - 1,000/case Cup holders: 4 each 4 coolers 4 ice chests (possibly 4 extra for lockerooms - confirmation TBD) 1 case: Squeeze bottles - 100/case 2 cases: Bottle Carriers - 10/case 2 cooler carts	Product will arrive approx. 1 week prior to champs; sideline equipment (ice chest, coolers, cups, etc.) will arrive approx. 2 weeks prior to champs.	
Finals Only	NCAA	Official Scorebook	Finals Only	Sent with Champ Manager	KW will bring

# A CHAMPIONSHIP HOST'S GUIDE FOR CREATING A SUCCESSFUL NCAA.COM BROADCAST



**WebStream Sports** is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

## Network Connection

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream's team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

## Equipment Setup

The producer and equipment will need to be located within 100' of the network ports. All equipment can be set on one or two 8' tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport.

In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

## Equipment Receiving/Shipping

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

Following the event, WebStream will coordinate pickup of the equipment.

## Crew/Announcers

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports

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

## Event Specific Accommodations

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

For more information, please contact:

**Andrea Crawford**  
WebStream Sports  
andrea@webstreamsports.com  
317-373-1119





# Championship Host Guide to Live Statistics

## Turner Sports Web Operations

Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

## Host Site Requirements

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

## Stat Crew Requirements

The latest version of Stat Crew version X.16 needs to be downloaded at least one week prior to the start of the Championship. **Note:** If you need assistance with the software please contact your NCAA Championship Manager.

## Stat Crew Update

Stat Crew experienced issues with some of the downloaded products of X.16.

To resolve these issues, you may either:

1. Re-download the modules from either your school cloud account or the store site and re-install, OR
2. Access the maintenance update for version X.16. To do this, use the Stat Crew Control Panel (red) "Updates" button.

After re-downloading and installing, open Game Reports | Help | About and confirm the date reads August 1, 2014 or later.

Repeat the steps for each sport.

(Does not apply to TAS Tennis or Golf.)

For further questions please contact Stat Crew at [support@statcrew.com](mailto:support@statcrew.com) or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports | Live | TasFTP Diagnostic Mode, select the FTP Setup button and make sure "passive mode" is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.16.
3. Then open Live | Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data.

Complete your FTP destinations and file names before starting the game.

**Please ensure all settings are correct and the game ID has been entered correctly.**

### Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done **PRIOR** to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

### Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

#### Gametracker ID:

**FTP site:** ftp.netitor.com

**User ID:** fanslive

**Password:** livestats

**XML Filename:**

**Target Directory:**

**\*Please enter all game settings no more than 15 minutes prior to the start of the event.**

**Note:** StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

### Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew

- Check live stats URL to make sure game is live (after the game has started)
- Reach out to your live stats contact

### Live Video Streaming Rights Requests

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at [www.ncaa.com/rights-request](http://www.ncaa.com/rights-request)

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of \$1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream.

**Please provide a game day contact number that you can be reached at on the day of the event.**

**For more information, please contact:**

NCAA Web Operations at:

[ncaastats@turner.com](mailto:ncaastats@turner.com)

or

Jason Venson

404-885-4081



AGENDA

2019 NCAA Division III Women's Basketball Championship  
Conference Call  
Preliminary Round – Site Rep, Tournament Host, and Teams

TIME

PHONE NUMBER

ACCESS CODE

1. Welcome and congratulations.
2. Roll call.
3. Video exchange.
4. Practices. (Confirm time zone)

Thursday – Team\_\_\_\_\_ Time\_\_\_\_\_

Team\_\_\_\_\_ Time\_\_\_\_\_

Team\_\_\_\_\_ Time\_\_\_\_\_

Team\_\_\_\_\_ Time\_\_\_\_\_

Friday - Game 1 home team \_\_\_\_\_ Time\_\_\_\_\_

Game 1 away team \_\_\_\_\_ Time\_\_\_\_\_

Game 2 home team \_\_\_\_\_ Time\_\_\_\_\_

Game 2 away team \_\_\_\_\_ Time\_\_\_\_\_

Saturday - Winner of Game 1 team \_\_\_\_\_ Time\_\_\_\_\_

Winner of Game 2 team \_\_\_\_\_ Time\_\_\_\_\_

\*Practices are closed to the student-athletes plus up to eight additional credentialed individuals that would make up the bench size. The team administrator is responsible for ensuring that only those appropriate individuals are participating in the closed practice.

5. Transportation.

Team \_\_\_\_\_ Arrival Time \_\_\_\_\_

Team \_\_\_\_\_ Arrival Time \_\_\_\_\_

Team \_\_\_\_\_ Arrival Time \_\_\_\_\_

6. Credentials/Tickets.

25 credentials/18 bench limit with two chairs behind for doctors (See appendix J in Site Representative Manual).

Ticket Sections and Allocations:

Team \_\_\_\_\_ Section \_\_\_\_\_

Team \_\_\_\_\_ Section \_\_\_\_\_

Team \_\_\_\_\_ Section \_\_\_\_\_

Team \_\_\_\_\_ Section \_\_\_\_\_

Deadline to return tickets \_\_\_\_\_

7. \*Game times.

First Round Game #1 \_\_\_\_\_ v \_\_\_\_\_ (home/away) time: \_\_\_\_\_

First Round Game #2 \_\_\_\_\_ v \_\_\_\_\_ (home/away) time: \_\_\_\_\_

Second Round Game Winner Game #1 v Winner Game #2 (home/away) time: \_\_\_\_\_

8. Game uniforms.

9. \*Lodging.

Team \_\_\_\_\_: Hotel (contact person and number) \_\_\_\_\_

Team \_\_\_\_\_: Hotel (contact person and number) \_\_\_\_\_

Team \_\_\_\_\_: Hotel (contact person and number) \_\_\_\_\_

10. \*Administrative meeting on Thursday

a. Location

b. Time

c. Required attendance

11. Game balls.

12. Required forms. Located in Host Ops Manual – Tournament Director should send.
  - a. Credential list
  - b. Band pass gate list
  - c. Cheerleader squad pass gate list
  
13. Sport information/media information
  - a. Radios
  - b. Photographers
  - c. Media Credentials
  
14. Merchandise at practice?
  
15. Parking.
  
16. Questions.

A G E N D A

## National Collegiate Athletic Association

2019 Division III Women's Basketball Championship  
Officials' Meeting

1. Welcome and introductions.
2. Officials awards program. (Reference Appendix K in Host Operations Manual)
3. Pregame timing sheets. (Give officials copy of timing sheets from tournament director)
4. Game assignments.
5. Alternate officials duties. (Reference Appendix H in Host Operations Manual)
6. Media timeout protocol. (Reference Appendix G in Host Operations Manual)
7. Tournament director:
  - a. Parking.
  - b. Security upon arrival to venue, pregame, halftime, and postgame.
  - c. Hospitality.
  - d. Host pays for lodging (minus incidentals). Game fee, per diem, and transportation paid by NCAA through RefPay.
8. Questions.

A G E N D A

## National Collegiate Athletic Association

2019 NCAA Division III Women's Basketball Championship  
Pre-Championship Meeting

NCAA Site Rep\_\_\_\_\_

1. Welcome and introductions.
2. Travel party and squad sizes.
  - a. Travel party is 20.
  - b. Bench personnel is 15 players in uniform plus 8 additional. May also have two medical. Bench limit is set to 18. If you have two medical they go behind bench.
  - c. Cheerleader and Band.
  - d. Collect lists (Roster Forms: Appendixes J,K and L).
3. Misconduct statement.
4. Drug Testing statement.
5. Officials.
  - a. Introduction of officials.
  - b. Transportation to arena.
  - c. Arrival time at arena.
  - d. Meeting time with scorers' table personnel.
  - e. Expense forms – Arbiter RefPay.
6. Review pregame schedule.
  - a. Practice times on Friday and when floor is available for pre-game. *(Give teams copy of team and fan seating chart from tournament director)*
  - b. Official's notification to teams in locker rooms.

## Pre-Championship Meeting Agenda

Page No. 2

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- c. Introduction of student-athletes.
  - d. Review of timing sheets. *(Give teams copy of timing sheets from tournament director)*
  - e. Security for teams.
  - f. Scouting seat locations.
7. Halftime schedule.
    - a. Bands and other activities.
    - b. Officials' notification to teams in locker rooms.
  8. Confirm game balls that will be used.
  9. Confirm uniforms.
  10. Filming/videotaping arrangements.
  11. Crowd control policies.
  12. Site Representative placement – at scorer's table during all practices and games.

Host Media Coordinator \_\_\_\_\_

1. Postgame interview policy and procedure to be used (e.g., order of interview, cooling off period, location of interviews).
2. Distribution of stats at every timeout and end of game.

Tournament Director \_\_\_\_\_

1. Review diagram of facility (locker room locations, drug testing location, media interview location, training room).
2. Review laundry arrangements.
3. Review parking arrangements.



4. Merchandise available to teams.

5. Programs.

Sports Medicine\_\_\_\_\_

1. Review medical procedures.

2. Review availability of athletic trainers and athletic training facilities.

NCAA Site Rep\_\_\_\_\_

1. Reminder for advancing team.

a. Video exchange.

b. Conference call for participating teams next week.

2. Site and Officials evaluations.

3. Participant awards.

Thank you and good luck!

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Each team should be provided the following from the host at this meeting:

Copy of agenda

Comp programs (if applicable)

Credentials

Completed Team and Fan Seating Location Form

Officials Evaluation Forms

Pre-Game Timing Sheet