



**2024 DIVISION III WOMEN'S
BASKETBALL
CHAMPIONSHIP**
*COLUMBUS, OH • Capital University and
Greater Columbus Sports Commission, Hosts*

HOST OPERATIONS 2023-24 MANUAL

Division III Women's Basketball

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INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

Gameday the DIII Way

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

2023-24 DIVISION III WOMEN'S BASKETBALL COMMITTEE

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DIVISION III WOMEN'S BASKETBALL

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Section 1 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. (Awards_Staging PDF) If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager also will describe how the awards will be distributed during the championship event.

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

Preliminary Rounds

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

Finals

MTM, Inc., the NCAA national office awards supplier, 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 the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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

ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the

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highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

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 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 championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner 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 of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- 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.

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are not participating.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the 2024 NCAA Division III Women's Basketball Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

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

Social Media

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

For more information on the Elite 90 award winners, log on to [NCAA.com/elite-90](https://www.ncaa.com/elite-90).

PARTICIPATION

Preliminary Rounds

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

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(s).

Section 2 • Band/Spirit Squads and Mascots

ADMISSION

Spirit squad 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 spirit squad members. **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. Spirit squad members must refrain from pounding megaphones on the floor.

DESIGNATED AREAS

A maximum of 12 spirit squad members and mascot are allowed on the floor at any one time when the game is not in progress. The spirit squad members (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 spirit squad members will be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the semifinal match).

WARMUP MUSIC

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

Section 3 • Broadcasting/Internet

Please log on to [NCAA.com/media](https://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 Nate Flannery (nflannery@ncaa.org; 317-917-6222).

Section 4 • Championship Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. 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. 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.

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- Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra 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 two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

Section 5 • Commercialism/Contributors

SPACE REQUIREMENTS

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

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g., location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

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

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

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

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

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

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

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

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

NCAA trademarked protection language:

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

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

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

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

DIVISION III WOMEN'S BASKETBALL

The examples below are written only to represent the most typical examples.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, ncaa.org/championships/marketing/ncaa-official-licensee-list.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals,

sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

Section 6 • Competition Site, Equipment & Space Requirements

ALCOHOLIC BEVERAGES

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

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

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, which went into effect Jan. 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 [2023-24 and 2024-25 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 Warmup. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warmup.

Security. Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the court. 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 board, 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.

DIVISION III WOMEN'S BASKETBALL

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/Powerade 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 O]

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, and wear black and white stripes.

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 record 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 Scout Video Coordinator on [page 47](#) and Team Videographer on [page 48](#).

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-/third-rounds and finals, if applicable.

EQUIPMENT

Host should view [Appendix Q](#) (dates and quantities are subject to change for 2024) 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).

DIVISION III WOMEN'S BASKETBALL

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 Evo NXT will be used for all 2024 tournament games. The manufacturer will send the balls directly to the tournament managers. During warmups, each team should use at least three Wilson Evo NXT balls provided for the championship. A game ball will be awarded to each competing team at the conclusion of sectional play and to the non-advancing teams in first- and second-round games. Additional practice balls, preferably the Wilson Evo NXT, are to be furnished by the host institution. Please contact the visiting team(s) regarding the minimum number of Wilson Evo NXT balls available for practice.

Preliminary Round Sites. Eight Wilson Evo NXT basketballs will be sent to each first/second-round site and sectional-round site.

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 Evo NXT 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: Werner 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 40 chairs to the semifinal/final site for the team benches. The host may keep four chairs to distribute as they wish. Of the 36 remaining chairs, four are to be distributed to the four participating coaches; 10 will go to NCAA Committee and two to NCAA staff. After the competition, the remaining 20 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 pregame or half time events are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands).

Section 7 • Drug Testing

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

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

Section 8 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

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

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

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

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

SITE REPRESENTATIVES/OFFICIALS

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

TRANSPORTATION

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

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

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

NCAA Championship Travel Policies

Section 9 • Game Management

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/handlers 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 handlers 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 1.

ELECTRONIC TRANSMISSION

The use of electronic audio or video devices that transmit information from any location in the competition site to the bench is not permitted. (No video to video; audio to audio; or video still pictures on the bench) It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. statistical information) to the bench. Electronic video devices may be used as aids for postgame analysis. Computers may be used in the bench areas during the game for statistical purposes only.

EVALUATIONS

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

GAMES COMMITTEE

The games committee shall be comprised of:

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 Championship. 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) 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

The championship site will be using media timeouts, therefore 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 or site rep (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. 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) 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.

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. Any student-athlete on the school's official roster may participate in practices and shoot-arounds. Only student-athletes included within the bench size will be permitted to dress and participate in warm-ups.

PREGAME PROTOCOL

National Anthem

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

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.

DIVISION III WOMEN'S BASKETBALL

- 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 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-Editorial@warnermedia.com and should be submitted in the following manner:

Send the information to NCAA-Editorial@warnermedia.com;

- Specify the sport in the SUBJECT area;
- Paste the text directly into an email or send email as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the email.

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 nflannery@ncaa.org.

After each game, if the host is using NCAA LiveStats all statistics will be submitted to the NCAA after the statistics have been finalized. If another software product is used, the XML from each preliminary round/sectional contest must be uploaded at stats.ncaa.org/login by the host institution or designated home team for neutral site contests. These files can be sent immediately after each contest or after the day of competition is complete. For hosts that use NCAA LiveStats for Basketball, we will reach out with further instructions once we get closer to the championship.

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. The women's basketball committee will determine game times. Games will be slotted in half-hour increments and will start between 4 p.m. and 6:30 p.m. local time for the first game on Friday. The second game of the double header at a site will be scheduled 2.5 hours after the first game at the site. The second game begins 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. For the Saturday game, start times will be scheduled between 5 p.m. and 8 p.m. local time. The start

time for Saturday's game will be in a consistent time frame as Friday. For example, if Friday's first game was in the first time slot (starting at 4 p.m.), then the start of Saturday's game at that site also will be in the first time slot (5 p.m.). This is to ensure equitable rest/recovery time between games. The game times will be listed on the championship bracket when it is released.

Double headers. Teams shall have 30 minutes of warm-up time on the floor with basketballs before tip-off. The host team will play in the second game of the night.

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, if the host is using Genius all statistics will be submitted to the NCAA after the statistics have been finalized. If another software product is used, the XML from each preliminary round/sectional contest must be uploaded at stats.ncaa.org/login by the host institution or designated home team for neutral site contests. These files can be sent immediately after each contest or after the day of competition is complete. For hosts that use Genius for Basketball, we will reach out with further instructions once we get closer to the championship.

TEAM BENCHES/UNIFORMS

A maximum of 25 persons in the team bench from the start of the pregame warm-up through the entire game. There should only be 20 total chairs on each bench, then two chairs immediately behind the bench should be occupied by the two medical personnel. Of the maximum of 27 credentials to be distributed for the bench area, two are designated for institutional medical personnel and chairs should be placed behind the bench. 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 27 individuals and 20 chairs must be provided on the bench, with an additional two chairs behind the bench for medical personnel (for a total of 27 credentials).

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 20 chairs and will count in the bench limit of 25 or must sit in the two chairs behind the bench. Under no circumstances may an institution be provided more than 20 chairs.

DIVISION III WOMEN'S BASKETBALL

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, game film 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, Feb. 27, a deadline that requires "priority overnight" shipping.**

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

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

It is recommended that each team email 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 email tracking numbers or online 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 recording 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 record may be made through the host institution by the participating team if an institution needs assistance. Other than the host, teams may record 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 video-exchange policies will result in a fine.

WEBCASTING

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

Section 10 • Health & Safety Considerations

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

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

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

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).

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.

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.

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 11 • Hydration Product

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

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

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

FINALS SITE - RECEIVING POWERADE BRANDED EQUIPMENT AND PRODUCT

Equipment Information

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Cups, Coolers and Water Bottles

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, POWERADE in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than POWERADE, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives POWERADE-branded squeeze bottles, they should be provided to student-athletes. Non-POWERADE-branded squeeze bottles brought by teams/student-athletes will not be allowed.

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Kelly Whitaker (317-917-6511; kwhitaker@ncaa.org).

Section 12 • Lodging

NCAA Non-Predetermined Preliminary-Round Competition

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate while remaining sensitive to daily divisional per diem allowances. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A letter of intent template is provided by the NCAA for the host to use to confirm the hold with the hotel(s). Beginning in 2023-24, all prospective hosts for non-predetermined sites will be required to identify the hotel properties they secured for the event via the Hotels tab, along with an upload of signed hotel agreement(s)/letter(s) of intent. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

For all NCAA predetermined preliminary-round competition and predetermined championships, On Location, acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party.

If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

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.

MERCHANDISING

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

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

Section 13 • Marketing

CONTACTS

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

EXPECTATIONS

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

MARKETING PLAN

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

MARKETING COLLATERAL

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

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

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

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

- PRINT
 - Poster
 - Flyer

- Print Ad
- Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines
 - Special Artwork Requests

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

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

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

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

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

SOCIAL MEDIA GUIDELINES

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

APPLICABLE MARKETING BYLAWS

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

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

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.3 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

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

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

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

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);

- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

NCAA Division III Bylaws - Pertaining to NCAA Championship Promotions

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

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

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

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

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

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

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

Section 14 • Media Services

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

ALL-TOURNAMENT TEAM

The Division III Women's Basketball Committee will select a panel to name a five-player all-tournament team that includes a Most Outstanding Player.

BROADCASTING/INTERNET

Please log on to NCAA.com/media for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org - ncaa.org/championships/statistics/ncaa-records-books.

CREDENTIALS

The host institution is responsible for producing all necessary credentials at the preliminary-round sites. A template will be provided to the hosts via email after site selection. For the finals site, all media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites. **Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

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

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

Team Credentials.

The official traveling party for the championship is 20, however, 32 credentials will be provided to each team (25 bench credentials, two (2) medical credentials [seats placed behind the bench], one (1) all-access credential for the institution's SID, and four (4) 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 practice or 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 20 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 pregame 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.

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to [NCAA.com/media](https://www.ncaa.com/media), which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

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

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

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

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

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

FLIP CARDS

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

INTERNET POLICY

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.

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

Internet Live Statistics

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

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

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

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

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

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

MICROPHONES

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

NEWS FILM AND MINI-CAMS

Please visit NCAA.com/media for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

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

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

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

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

PERSONNEL

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

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

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

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

DIVISION III WOMEN'S BASKETBALL

- External PA - Announcer for fans.
- Note Takers - Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers - Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) - Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew - Records the official stats. At the finals site, Genius software must be used at all NCAA championships.
- Team Escorts - People to escort the coaches and student-athletes to the postgame press conference.

NEWS CONFERENCES

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

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

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

Team Championships with a Formal News Conference. The advancing team (except for the sectional final and championship games, in which case it will be the non-advancing or runner up team) shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The non-advancing team will report to the interview room immediately following the completion of the advancing team's press conference.

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

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

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

Moderator Duties

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

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

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

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

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

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

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

All photographers will agree to the NCAA Championships Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace. Photo sales on site are strictly prohibited.

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

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

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

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

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

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

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

RADIO/INTERNET AUDIO COVERAGE

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

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

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

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

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, NCAA.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the

division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.com. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.
- Quickie team statistics and individual game stats should be delivered to radio and television announcers during timeouts.

TEAM VIDEOGRAPHER

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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 link to from your microsite:

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

LOCAL NEWS

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

VENUE AND TRANSPORTATION INFORMATION

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

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

VOLUNTEER INFORMATION

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

TRAVEL INFORMATION

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

LOGO USAGE

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

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: ncaaphotos.photoshelter.com/contact
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

SOCIAL MEDIA

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

MOBILE VERSION

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

LOCAL CONTRIBUTOR RECOGNITION

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

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

MICROSITE EXAMPLES

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

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

PHOTOGRAPHY

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

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

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

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

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

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

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

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/SocialAccounts

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/

accounts. If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on X (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, cdion@ncaa.org.

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

Top considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on X and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On X, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

TEAM FILMS/VIDEOTAPES

Each participating team is permitted to record 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.

Section 15 • 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 on-site), 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). This meeting can be conducted virtually, if preferred.

CONFERENCE CALLS

The exact date and time of the participant conference call will be communicated to all required individuals as well as the call in number and access code. This meeting may also be conducted virtually on a web conferencing platform.

Mandatory Prospective Host Call. A conference call will be conducted Friday, Feb. 23 at 11 a.m. Eastern time, to review points of emphasis for the administration of the first/second rounds and sectionals.

First/Second Rounds. A conference call will be conducted by noon, Tuesday, involving the NCAA site representative, tournament director, and administrator and head coach of all four teams to review administration for the first/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 for preliminary-rounds. For finals site, the schedule of events will be developed by the NCAA championship manager in consultation with the Women's Basketball Committee.

Section 16 • 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. The crew will be announced at the administrative meeting.

EVALUATION

Officials are evaluated in all rounds by each coach and the NCAA representative. This process will be completed using an online evaluation. There will also be an independent evaluator assigned to each game by the national coordinator. Following the game(s), the coaches will 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 RQ+. The sole responsibility of the host is payment for lodging.

The information provided below is for informational purposes only:

First and Second Rounds: \$250 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$95 per game.

Sectional Rounds: \$315 per official per game. An alternate official shall be assigned by the coordinator of officials and shall receive a fee of \$95 per game.

Semifinals and Finals Site: \$385 per official per game. An alternate official shall be assigned by the host region and shall receive a fee of \$95 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 RQ+.

HOTEL

Officials' hotel rooms and taxes should be billed to the host institution. The officials are responsible for incidental charges. The host institution will file these expenses on the financial report form after the competition. The officials should be housed in the same hotel as the NCAA representatives and may NOT be housed with the teams.

MEETINGS

There will be an officials meeting prior to the conduct of the competition. Game officials must be at the site 1½ 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 crews and two alternates will be assigned to each tournament site. The alternate officials should be from the local area and will be assigned by the coordinator of officials. 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 shirts.**

Section 17 • 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 32 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 18 • 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 [NCAA.com/gameprograms](https://www.ncaa.com/gameprograms).

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfield.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.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 19 • Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

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.

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.

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).

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.

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).

WEATHER

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

Lightning and Weather Detection Service

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

Section 20 • Ticketing

TICKET POLICIES / OPERATIONS

- 1. Ticket Design/Printing.** If championship tickets must be printed, the NCAA must approve all designs and the standard ticket back language must be used. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The LOC will coordinate the printing of the tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.
- 2. Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

Minimum Ticket Prices for single session only:

First/Second/Sectional Rounds

\$15 – reserved

\$15 – general admission

\$10– senior citizens, students and children

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

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

3. 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.

- 4. Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

- 5. Control of Venue Seating.** The NCAA shall control all seating assignments, at the finals site, within the competition venue, including club seating, press boxes, hospitality clubs and restaurants. The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

6. Suites.

- a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

7. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

8. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
- f. **Team Allocations.** 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 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 email) of any of its ticket allotment it has not sold by noon, Wednesday, Feb. 28 (first- and second-round sites) and noon, Wednesday, March 6 (sectional sites). At the championship round, the host must be notified by noon, Tuesday, March 12. 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.
- g. **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.
- h. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- i. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.ncaa.com/ticket-terms).

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

Section 21 • Transportation

PARTICIPATING INSTITUTIONS

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

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

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

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at travel.ncaa.org.

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

PARKING

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

Section 22 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

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Appendix A • Credential/Band/Spirit Squad Lists

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

APPENDIX A1

 INSTITUTION

PLEASE COMPLETE AND TURN IN AT THE COACHES MEETING.

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

COACHES, TEAM PERSONNEL and NON-PARTICIPATING PLAYERS	Title
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Additional Credential/Institutional Personnel (Bench access)	Title
26.	Medical ONLY
27.	Medical ONLY

YOUR INSTITUTIONAL LIMIT MAY NOT EXCEED A TOTAL OF 32 WITH ACCESS TO THE BENCH AREA.

Additional Credentials	Title
28.	Sports Information
29.	Temporary Floor Access
30.	Temporary Floor Access
31.	Temporary Floor Access
32.	Temporary Floor Access

*Temporary Floor Access credentials only allowable before/after the game, must purchase a ticket.

**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.

APPENDIX A3

**NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIP
SPIRIT SQUAD PASS GATE LIST****Team:** _____ **Date:** _____

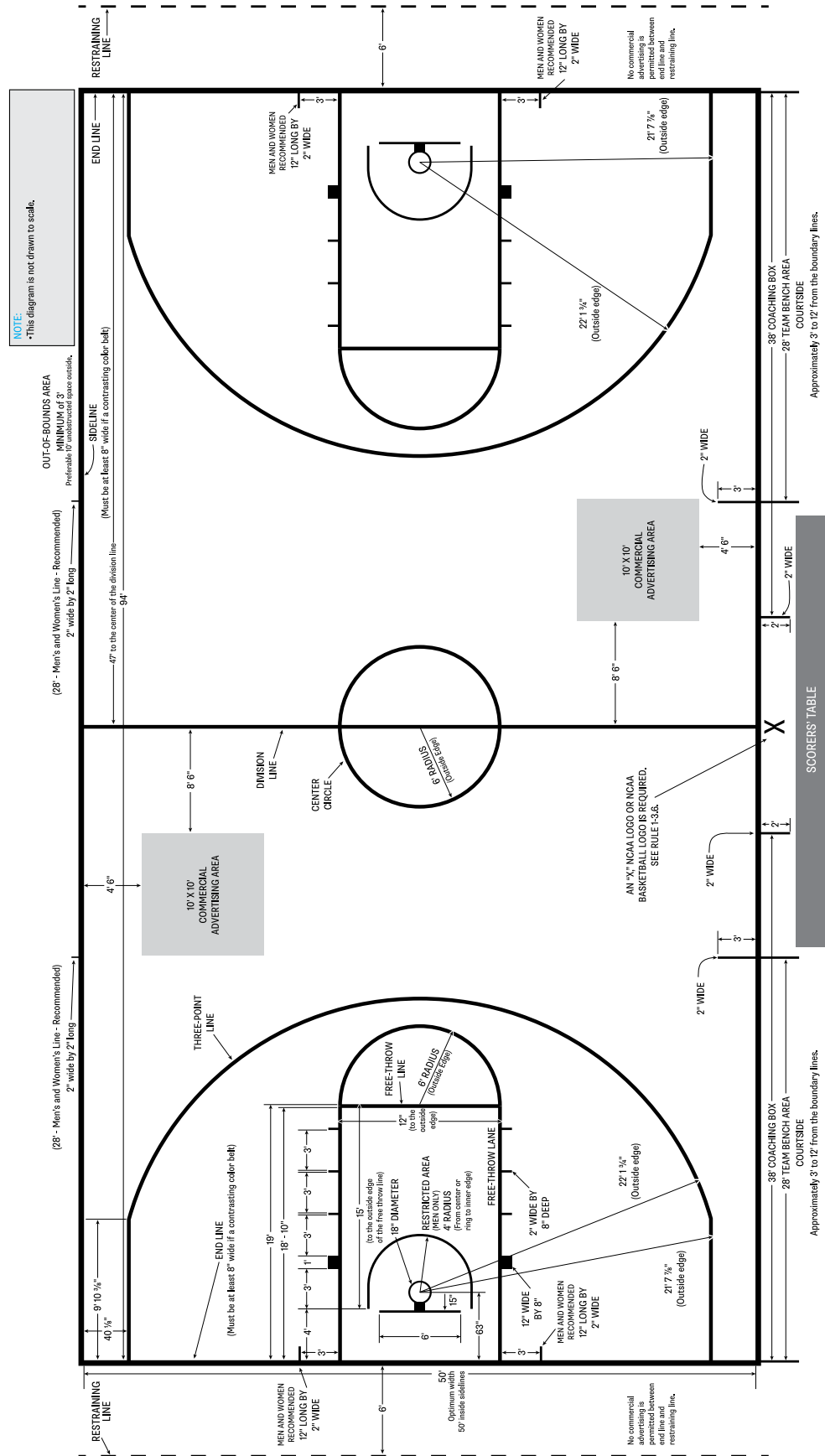
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

13. (Mascot) _____
14. (Spirit Squad Coach) _____

NOTE: The Spirit Squad coach will be provided a limited access credential.**Please submit this list to tournament manager at Administrative Meeting.**

Appendix B • Court Diagram

2023-24 NCAA Men's and Women's Basketball Court



Appendix C • Ticket Back Disclaimer Language

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at www.NCAA.com/ticket-terms.

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

Appendix D • Waiver of Liability

Appendix D

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

Appendix E • Crowd Control Statement

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."

Appendix F • Instructions for Public Address Announcer

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.

Appendix G • Game Administration and Table Crew Reference Sheet



2023-2025 NCAA WOMEN'S BASKETBALL GAME ADMINISTRATION AND TABLE CREW REFERENCE SHEET

Edited by Jon M. Levinson, Women's Basketball Secretary-Rules Editor
jonlevinson@icloud.com

GAME ADMINISTRATION

Game administration shall make available an individual at each basket with a device capable of untangling the net when necessary. The individual must ensure that play has clearly moved away from the affected basket before going onto the playing court.

SCORER

It is strongly recommended that the scorer be present at the table with **no less than 15 minutes** remaining on the pregame clock.

Signals

1. For a team's fifth foul, the scorer will display two fingers and verbally state the team is in the bonus. The public-address announcer is not to announce the number of team fouls beyond the fifth team foul.
2. In a game with replay equipment, record the time on the game clock when the official signals for reviewing a two- or three-point goal or whether a try was released before the shot-clock period ended.
3. For a disqualified player, the scorer will inform the officials as soon as possible by displaying five fingers with an open hand and verbally state that this is the fifth foul on the number of the disqualified player.
4. The scorer shall notify, or have notified, the statistical crew when there are any atypical situations (e.g., technical, intentional, and/or disqualifying fouls).

Coaches' Appeal:

When the head coach makes a formal appeal to the official scorer that: (1) a correctable error occurred; (2) a timing, scoring, or alternating-possession arrow mistake occurred; (3) an intentional or contact disqualifying foul occurred; or (4) the ruling to count a goal when a foul was committed by or against a teammate of the shooter was incorrect, the scorer shall have the timer sound the game-clock horn at the first dead ball or immediately when the ball is in control of the appealing coach's team.

GAME-CLOCK TIMER

TIMER must:

1. Confirm with the officials that the game clock is operating properly, which includes displaying tenths-of-a-second under one minute, the horn is operating, and the red/LED lights are functioning. These tests are to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.
2. Not sound the horn at the media-timeout mark unless the officials fail to recognize the media-timeout window.
3. Not sound the horn for a disqualified player until the reporting official notifies the timer to start the clock for the disqualified player.
4. Have a digital stopwatch available (may **not** be a cell phone) to time the length of timeouts, the intermission following the first and third periods, any injury/blood, or displaced lens situation. The game clock may not be used to track time during any of these situations.
5. Notify the official of any timing mistake or malfunction of the timing device.

START the clock when an official signals that an inbound player touches the ball during:

1. The jump ball.
2. Any throw-in after the ball has been released by the thrower-in.

3. An unsuccessful free throw that will remain live.

STOP the game clock when:

1. An official's whistle sounds.
2. A goal is successful (clears the bottom of the net) in the last 59.9 seconds of the fourth and all extra periods.

SOUND A WARNING HORN 15 seconds before time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

SOUND A FINAL HORN when time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

For more information on duties of the timer, see Rule 2-10. When the Precision Timing System is used, the timer is still required to start and stop the game clock by rule.

ALTERNATING-POSSESSION ARROW

SET arrow to start the game or any extra period when:

1. A team obtains the initial possession/control of the ball.
2. After a violation or non-personal foul, the ball is placed at the disposal of the thrower-in.
3. After a personal foul, the ball is placed at the disposal of the thrower-in or free throw shooter.

SWITCH arrow when:

1. A throw-in ends (an inbounds player legally touches the ball on throw-in).
2. The throw-in team violates (example: thrower-in steps over the boundary line).

DO NOT SWITCH arrow when:

1. A team fouls on an alternating-possession throw-in.
2. Ball is intentionally kicked or fisted during an alternating-possession throw-in.

For more information on the alternating-possession procedure, see Rules 6-3 and 6-4

SHOT-CLOCK OPERATOR

SHOT-CLOCK OPERATOR must:

1. Confirm that the shot clocks are operating properly, which includes the horn sounding at zero and the red lights connected to the game clock do **NOT** engage at zero on the shot clock. This test is to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.

START shot clock when:

1. A team gains possession on a:
 - a. Rebound.
 - b. Jump ball.
 - c. Loose ball after a rebound or jump ball.
2. An official signals that an inbounds player legally touches the ball on a throw-in.

DIVISION III WOMEN'S BASKETBALL

3. Only during games with a shot clock that can display tenths of a second, a minimum of .3 seconds must expire from the shot clock when the ball is legally touched inbounds.

STOP shot clock when an official's whistle sounds.

FULL RESET to 30 seconds when:

1. There is a change of possession with a new team in control.
2. There is a single personal foul charged to the offense and, when charged to the defense, the foul was committed in the offensive team's backcourt.
3. There is a single player/substitute or bench technical, administrative technical assessed to the defensive team, intentional, or disqualifying foul.
4. Opponents commit fouls which stop play and one foul is intentional or disqualifying.
5. There is an administrative technical foul assessed to the defensive team.
6. A try/shot (not a pass) hits the rim or flange and a player on the non-shooting team is first to control the ball anywhere inbounds or a player of the shooting team is first to gain control the ball in their backcourt.
7. There is a violation by the offense or when there is no team control.
8. There is an inadvertent whistle with no team control and:
 - a. The alternating-possession arrow favors the non-shooting team or
 - b. The ball is in the shooting team's backcourt when the whistle sounds following a try that strikes the ring/flange and the alternating-possession arrow favors the shooting team.
9. When free throws are to be attempted, reset to 30 prior to the first attempt.
10. When a shot hits the ring or flange and is unsuccessful, the shot clock shall be held at 30 seconds until team control is established. When the shooting team is first to control the ball, the shot clock shall be reset to 20 seconds.

RESET to 20 seconds when:

1. There is an intentionally kicked or fisted ball by the defense with 19 seconds or fewer on the shot clock.
2. The defensive team commits a single personal foul in the offensive team's frontcourt with 19 seconds or fewer on the shot clock.
3. A try/shot (not a pass) hits the rim or flange and a player of the shooting team is first to gain control of the ball in their frontcourt.
4. A personal foul is committed by the non-shooting team before the bonus is in effect in the shooting team's frontcourt:
 - a. following an unsuccessful field-goal or free-throw attempt that contacts the ring/flange and remains live.
 - b. During a successful field-goal or free-throw attempt and until the ball becomes live but is not committed against a player in the act of shooting or an airborne shooter.
5. The shooting team is awarded the ball for a throw-in after the ball goes out of bounds in its frontcourt following An unsuccessful field-goal or free-throw attempt that contacts the ring/flange and remains live.
6. There is an inadvertent whistle with no team control and the ball is in the shooting team's frontcourt when the whistle sounds following a try that strikes the ring/flange and the alternating-possession arrow favors the shooting team.
7. A foul is committed by the nonshooting team in the shooting team's frontcourt during an unsuccessful try that does not strike the ring/flange and the shot clock displays 20 seconds or less.

NO RESET when:

1. The offense retains possession after the following:
 - a. A held ball.
 - b. An out-of-bounds violation.
2. There is an intentionally kicked or fisted ball with 20 seconds or more on the shot clock.
3. The defensive team commits a single personal foul in the offensive team's frontcourt with 20 seconds or more on the shot clock.

4. There is an injured player.
5. There is a timeout.
6. A double foul occurs, or opponents commit fouls of equal gravity.
7. There is an administrative technical foul on the offensive team.
8. There is an inadvertent whistle with team control or following a try for goal that does not strike the ring/flange when the alternating-possession arrow favors the shooting team.
9. A foul is committed by the nonshooting team in the shooting team's frontcourt during an unsuccessful try that does not strike the ring/flange and the shot clock displays more than 20 seconds.

ALLOW shot clock to run:

1. During loose-ball situations.
2. During a try for goal which does not strike the ring or flange.

TURN OFF the shot-clock display when there is a reset situation and there is less than the time in a shot-clock period remaining on the game clock; however, situations may arise when a shot clock which is not currently displaying any time may be set to 20 seconds.

For more information on duties of the shot clock operator, see Rule 2-11

MEDIA TIMEOUT (See Rule 5-14.10 for timeout rules)

1. Media timeouts are permitted in any game.
2. The length of a media timeout is determined by the host institution/conference or the electronic-media agreement between the host institution/conference and their media partner.
3. The media-timeout format includes one scheduled media timeout at or below the 5-minute mark in each quarter.
4. When a replay review occurs before the 5-minute mark in a quarter and prior to the quarter's electronic-media timeout, the replay review triggers that quarter's electronic-media timeout. The replay review will be conducted concurrently with the electronic-media timeout.
5. A team-called timeout called before the 5-minute mark or anytime at or under the mark when there has been no other whistle, will become the media timeout in that quarter.
6. The first replay review or team-called timeout of the second half will trigger the second half electronic-media timeout. This timeout does not replace the 5-minute media timeout in the quarter in which it is called. The replay review will be conducted concurrently with the electronic-media timeout.
7. When the replay review is completed before the end of the electronic-media timeout, substitutes must report prior to the first warning horn. When the replay review is completed after the end of the electronic-media timeout, once the officials have finished any communication with the scorer/timer, the timer shall be instructed to sound the horn followed by a second horn 15 seconds later. Any substitute permitted to enter the game by rule must report prior to the final horn.
8. The official will give the media timeout signal regardless of what kind of timeout is being requested. Following the media timeout signal, the official will then report to the scorer whether the timeout is charged as a 30- or full timeout depending on what the coach requested. Teams are charged with what they request even when that timeout becomes a media timeout.
9. The intermission between the first and second quarters and between the third and fourth quarters may be used as an electronic-media timeout (per the media agreement).

Example 1:

1st Quarter:	2nd Quarter:
<ul style="list-style-type: none"> 6:30- team calls a TO <ul style="list-style-type: none"> Becomes the 5-min. media timeout 	<ul style="list-style-type: none"> 4:30- team calls timeout creating first stoppage at or under 5-min. <ul style="list-style-type: none"> Becomes the 5-min. media timeout
<ul style="list-style-type: none"> 4:55- whistle occurs <ul style="list-style-type: none"> Not a media timeout 	

Example 2:

3rd Quarter:	4th Quarter:
<ul style="list-style-type: none"> 6:30- team calls a timeout (first team-called timeout in second half) <ul style="list-style-type: none"> Becomes a media timeout as it is the first team-called timeout of the second half 	<ul style="list-style-type: none"> 7:30- team calls timeout (first team-called timeout in 4th period) <ul style="list-style-type: none"> Becomes the 5-min. media timeout
<ul style="list-style-type: none"> 4:55- whistle occurs <ul style="list-style-type: none"> Becomes the 5-min. media timeout 	<ul style="list-style-type: none"> 4:55- whistle occurs causing the first clock stoppage at or under 5:00 mark <ul style="list-style-type: none"> Play continues; no media timeout

Example 3:

3rd Quarter:	4th Quarter:
<ul style="list-style-type: none"> 8:00- team calls a timeout (first team-called timeout in second half) <ul style="list-style-type: none"> Becomes a media timeout as it is the first team-called timeout of the second half 	<ul style="list-style-type: none"> 7:30- team calls a timeout (first team-called timeout in 4th period) <ul style="list-style-type: none"> Becomes the 5-min. media timeout
<ul style="list-style-type: none"> 6:30- team calls a timeout <ul style="list-style-type: none"> Becomes the 5-min. media timeout 	<ul style="list-style-type: none"> 4:55- whistle occurs causing the first clock stoppage at or under 5:00 <ul style="list-style-type: none"> Play continues; no media timeout
<ul style="list-style-type: none"> 4:55- whistle occurs causing first clock stoppage at or under 5:00 mark <ul style="list-style-type: none"> Play continues; no media timeout 	

Appendix H • Standby Official Form/Responsibilities

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 _____

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: 1st 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.

Appendix I • Pregame Timing Sheets

APPENDIX I – PRELIMS
TWO GAMESNCAA 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: SINGLE GAME

Game: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>	
65:00	60:00		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.

Net cutting ceremony - immediately following **SECTIONAL FINAL** game ONLY.

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.

APPENDIX I - SEMIFINALS

**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

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
PREGAME TIMING SHEET: CHAMPIONSHIP GAME**

Game: _____ vs. _____
(Visitor) (Home)

Date: _____ Tip Time: _____

<u>Time to Tip-Off</u>	<u>Scoreboard Clock</u>	<u>Local Time</u>
65:00	60:00	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.

Awards Ceremony for all-tournament team, 2nd place and national champion immediately following championship game.

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.

Appendix J • Checklist for Tournament Directors

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 or video conference will be held the Monday prior to the games. For sectionals, the host should arrange the call or video conference. For finals, the NCAA office will arrange the video conference. 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 Championship Handbook*
- ____ 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: "Practice" section in Championship Handbook*
- ____ 8. Inform coaches of video exchange policy.
- ____ 9. Provide a minimum of three Wilson basketballs for each practice - preferably the Wilson EVO NXT. Please contact the visiting team(s) regarding the minimum number of Wilson EVO NXT balls available for practice.
- ____ 10. Ticket allotment and price. *Reference: "Tickets" section in Host Operations Manual*
- ____ 11. Press credentials.
- ____ 12. Broadcast agreement policies.
- ____ 13. Review policies for spirit squad, mascots, bands and banners. *Reference:*

"Spirit Squad, Mascots, Bands and Banners" section in Championship Handbook

- ____ 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: "Video Exchange" section in Championship Host Operations Manual.*
- ____ 19. Laundry.

Appendix K • Championship Officials Watch and Ring Program

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 or Theresa Seykora with Jostens at 800-854-7464 ext. 56330. theresa.seykora@jostens.com. Following the completion of championship competition to order a watch and/or ring.

Appendix L • Ball Kid Responsibilities

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.

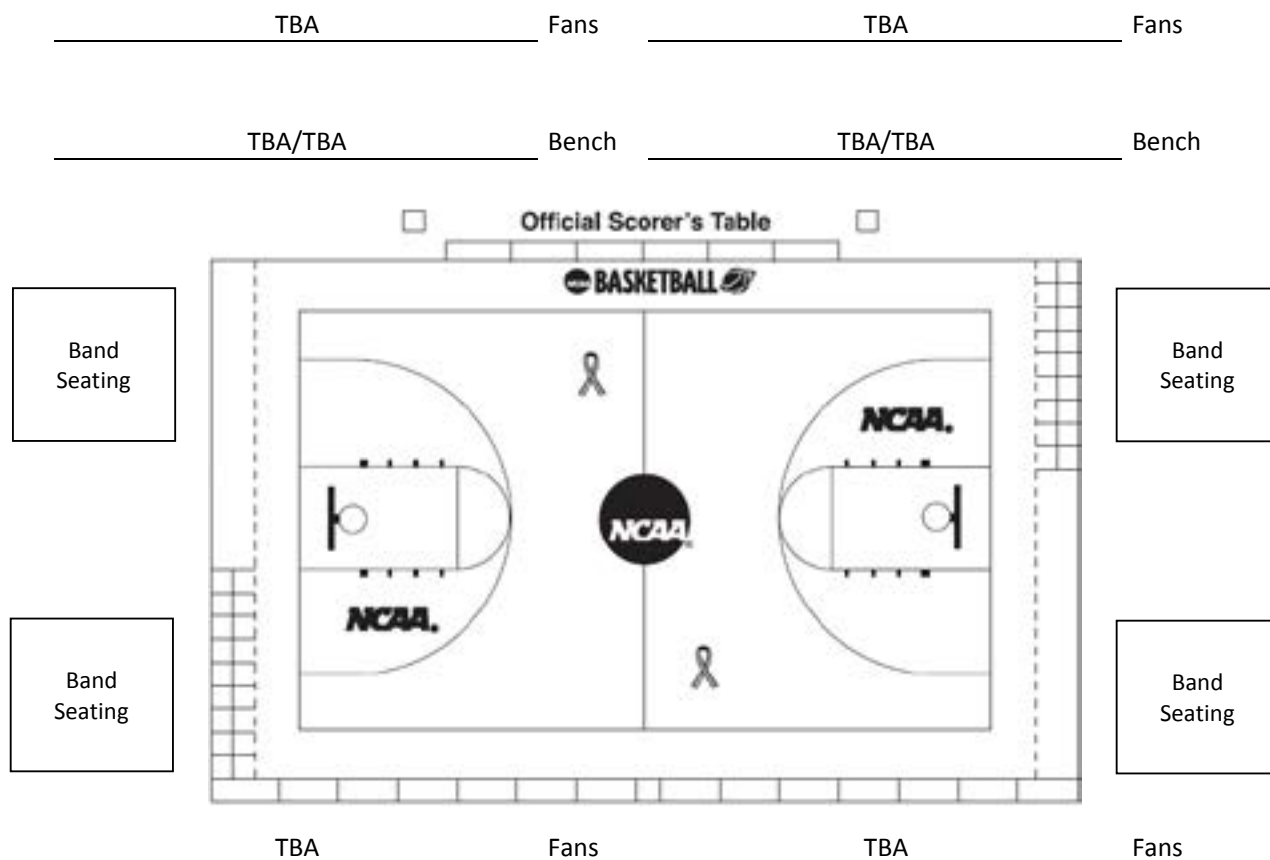
Time: Arrive at the arena on-time, dressed and ready to report for courtside duties.

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**

Appendix M • Team and Fan Seating Locations

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

**GAME 1:**

vs.

SHOOT AROUND:

TIME

TEAM NAME

TIME

TEAM NAME

LOCKER ROOM:

LOCKER ROOM

TEAM NAME

LOCKER ROOM

TEAM NAME

NATIONAL ANTHEM:**GAME 2:**

vs.

SHOOT AROUND:

TIME

TEAM NAME

TIME

TEAM NAME

LOCKER ROOM:

LOCKER ROOM

TEAM NAME

LOCKER ROOM

TEAM NAME

Appendix N • NCAA Championship Microsite Guidelines



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.

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

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) and Anne Clendenin (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) for review and approval.

Should you have any questions, please contact:

Anne Clendenin

Assistant Director, Championships & Alliances

317-917-6643

aclendenin@ncaa.org

Appendix O • Official Scorer Table

Official Scorer's Table		
Seat	Agency	Name
1	Team scorer	
2	Media coordinator	
3	NCAA staff	
4	Basketball committee No. 2	
5	Statistics crew	
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	

Appendix P • Banquets/Entertainment/Hospitality

Banquets/Entertainment/Hospitality

The host institution is allowed a budget for entertainment. Please discuss your plans with Kelly Whitaker 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. Hydration products (Dasani/Coke) and snacks should be provided in the team and officials' locker rooms. 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.

Appendix Q • Shipping List

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 Finals Only	1-2 days prior to competition (prelim) / approx. 2 weeks prior to competition	
			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 Finals Only	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	
Prelims and Finals	Wilson	Wilson Basketballs/Etc.	24 game balls for competition 2 basketball racks 24 autograph balls 100 backpacks 30 padfolios 8 t-shirts or warm-ups for ball kids 24 composite basketballs for banquet 25 t-shirts for host band 12 autograph basketballs for hospitality 50 t-shirts for Special Olympics 40 camp basketballs for Special Olympics 24 Gold National Champions balls Details forthcoming from IMG Details forthcoming from Event 1 2 - Sectionals and Finals Only 11	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 Wednesday prior to start of each week's competition Approx. 1-2 weeks prior to competition for finals site Second week of March TBD - sometimes these are shipped directly to the officials	
Finals	IMG	Game Programs			
Prelims and Finals	Event 1 Merchandise	Merchandise			
Sectionals and Finals	Werner's	Ladders			
Finals Only	Smitty Apparel	Officials' Uniforms			
			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. Event 1/BDA Forecast Order 120 - Finals Only Finals Only (Must be returned) 36 2 - Finals Only (Must be returned) 2 - Finals Only 2 - mops w/ 4 pads 115 - Finals Only Min. 48 generic t-shirts (L, XL) - Finals Only Min. 48 generic hats - Finals Only 250	Approx. 2 weeks prior to competition By March 8 First week of March First week of March By March 8 or NCAA will bring By March 8 By March 8 First week of March TBD TBD TBD	
Finals Only	NCAA	Credentials			
Finals Only	NCAA	Staff/Vol. Apparel			
Finals Only	NCAA/Zweigle	Participant Pins			
Finals Only	Spec Seats	Chairs			
Finals Only	NCAA	Slipp Notts			
Finals Only	Fiskars	Scissors			
Finals Only	Hillyard	Mops			
Finals Only	NCAA	Bench Towels			
Finals Only	Gear for Sports	Locker Room Gear - shirts			
Finals Only	Top of the World	Locker Room Gear - hats			
Finals Only	TBD	Hotel Key Cards			
Finals Only	NCAA	Coca-Cola/Dasani product and equipment	Finals Only 55 cases: Dasani 12 oz - 24/case 20 cases: POWERADE 20 oz - 24/case 2 case: POWERADE powder - 12 packets/case 2 cases: Cups - 2,000/case Cup holders: 6 each 6 coolers 6 ice chests 4 cases: Squeeze bottles - 25/case 3 cases: Bottle Carriers - 4/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

Appendix R • NCAA.com Broadcast Guide

APPENDIX R

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



Appendix S • Live Statistics Guide



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 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

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

or
Jason Venson
404-885-4081



Appendix T • Agendas

AGENDA

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

TIME

PHONE NUMBER

ACCESS CODE

OR Web Conference Platform Designated by the Host

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.

DIVISION III WOMEN'S BASKETBALL

5. Transportation.

Team _____ Arrival Time _____

Team _____ Arrival Time _____

Team _____ Arrival Time _____

6. Credentials/Tickets.

25 credentials/20 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

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 RQ+.
8. Questions.

A G E N D A

National Collegiate Athletic Association

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 plus 10 additional. May also have two medical. The number of seats in the bench area is set to 20. If you have two medical they go behind bench.
 - c. Spirit Squad and Band.
 - d. Collect lists (Roster Forms: Appendixes A1, A2, A3 or J,K,L [from Site Rep Manual]).
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 – Online via RQ+.
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

- 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.

Pre-Championship Meeting Agenda
Page No. 3

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!

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