

2019 NATIONAL COLLEGIATE WOMEN'S BOWLING



OPENING-ROUND MATCH HOST OPERATIONS MANUAL

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Introduction

The purpose of this manual is to provide direction for a host institution as it plans and conducts a National Collegiate Women's Bowling Championship opening-round match and to supplement the [National Collegiate Women's Bowling Pre-Championship Manual](#). We urge you and your staff to become familiar with both the pre-championship manual and [NCAA Bylaw 31](#), which pertain to the administration of NCAA championship events. These resources will provide information about the general policies governing all aspects of NCAA competition, while the opening-round match host operations manual is designed to provide more specific information and details regarding their implementation.

If you have any questions, please contact the national office. Thank you for your efforts on behalf of the NCAA and collegiate women's bowling.

Sincerely,

A handwritten signature in black ink that reads "Andy Supergan". The script is fluid and cursive, with the first letters of "Andy" and "Supergan" being capitalized and prominent.

Andy Supergan
Assistant Director, Championships and Alliances

SECTION 1 – Championship and Opening-Round Format/Parameters

Championship Format.

The NCAA Women's Bowling Committee will select a field of 12 teams, 8 automatic qualifying teams from qualified conferences, and 4 at-large teams. Four teams will be placed in the bracket, with the remaining eight teams playing in opening round matches to determine the final four teams that will compete in the championship.

Teams shall be selected by the NCAA Women's Bowling Committee March 27, 2019. The teams selected to participate will be posted online at www.ncaa.com.

Opening-round Matches.

During the selection process, the Women's Bowling Committee will rank the 12 teams selected. The following parameters will be applied for the opening-round matches:

Principles:

- Opening-round teams and match-ups shall be determined during the committee selection process.
- Opening-round(s) are contested between the lowest ranked teams- AQ and/or at-large teams may participate in the opening-round matches.
- Opening-round competition must be completed before the first schedule round of the championship begins.
- Match-ups:
 - Opening-round match-ups will be determined by geographic proximity.
 - The higher ranked team, per selection criteria, will host provided they meet geographic and hosting requirements.
- Opening-rounds will be treated equal to preliminary rounds.
 - The NCAA will pay travel/per diem expenses for teams competing in the opening-round(s).
 - All statistics will be included in the championships statistics and records.
 - Team will be included in the championship program and championship merchandise.
 - Non-advancing participants will receive participant medallions.
 - The NCAA will provide a basic signage package to the host for display.

Scheduling

- The opening-rounds shall be scheduled at least three days prior to the subsequent round if it is not at the championship site.
- Opening-rounds shall be scheduled at least two days prior to the subsequent round if taking place at the championship site.

Hosting

- If teams are within geographic proximity to each other, but not within geographic proximity to the championship site:
 - The sport committee will determine the opening-round host(s) according to selection criteria and hosting requirements.
 - If a higher seeded team is not able to host, the opportunity will be given to the lower seed, given that they meet opening-round hosting requirements.
- If teams are within geographic proximity of the championship site the following may be designated as the opening-round site:
 - The sport committee may elect to conduct the opening-round(s) at campus sites of participating institutions.

- The committee may elect to conduct the opening-rounds at the championship site (provided the championship site is available).
- If the opening-rounds are held at the championship site, the non-advancing team(s) shall return home immediately following the opening-round.

Bracket assignment

- Placement in the bracket following the opening-rounds will be at the discretion of the committee, placing the teams advancing to the championship on the appropriate seed line.

Note: The intent is to have the opening-round games hosted on campus of one of the participating teams; however, due to geographic proximity and missed class time, host sites may be determined at the committee's discretion based on the above principles.

SECTION 2 – Competition Site and Equipment Requirements

Space Requirements.

The host institution shall contract with a bowling center in their community to host an opening-round match. The below space must be provided as part of the agreement to host competition.

Lanes. Four lane pairs (eight total lanes) are required according to the below:

- Two warm-up pair.
- One competition pair.
- One breakdown pair.

The warm-up pairs will be to the left and right of the competition and breakdown pairs. The breakdown pair will be directly to the right of the competition pair. A best effort should be made to provide these lanes in an area that may separate them from general public lane use, whenever possible.

Paddock/team area. A space should be made available for teams to store equipment, outside of the sette area. This space should be secure, and only accessible by student-athletes, coaches and event staff throughout the duration of the opening-round match.

Athletic training. A location shall be set-up for a host athletics trainer to assit the participating institutions' sports medicine staff throughout the event. The training room must be stocked with towels and other necessary equipment and staffed with appropriate personnel (certified athletic trainer) prior to and during the match and practice sessions.

Officials Scorer's table. Each lane shall have a scorer's table where scorekeepers will sit during the match.

Parking. There should be enough parking spaces adjacent to the facility for host staff, team personnel, officials and an NCAA site representative. In addition, an area should be designated for team bus/van drop-off and pick-up, if necessary.

Entrances. Entrances must be staffed by an adequate number of persons.

Videotaping Area. An area for teams to video tape the match should be provided upon request.

Media Areas. The host should accommodate the media as required, including but not limited to seating, media work area, designated photography areas and interview room/area.

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pre-match or between-match activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.). The host team will be accorded the same use of facilities as the visiting teams.

Alcohol and Tobacco.

In order to be eligible to engage in the sale of alcohol during a NCAA Division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events at the same venue and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution ("non-host venue"), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons
 - Prevention of alcohol sales to minors
 - Serving sizes and quantities
 - Alcohol sales cut-off time
 - Outside beverages
 - Security and disturbances
 - Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- "Drink Responsibly" messaging must be present and communicated at concession stands, through PA reads, video board messaging and other platforms available.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's, and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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

Americans with Disabilities Act.

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship.

Decorating and Advertising.

NCAA Banners. The NCAA will ship banners to the host site. These should be prominently displayed in the venue.

Commercial Advertising. No commercial advertisement or signage (including use of message boards) is allowed at the competition site, except for previously contracted, permanent signage.

Directional Signs. Directional signs should be posted as required to assist the the participants, spectators and the media.

Equipment.

Lane conditioning. The bowling committee will provide lane conditioning and pattern information to the host prior to the opening-round. The host is responsible for working with the host bowling center to ensure lane conditions are accurate for all practices and competitions. The committee reserves the right to change the lane conditions at any time during the championship.

Scoring. Each lane should have a scorer's table where the scorekeeper will sit during the matches.

Balls. All bowling balls used during the championship must comply with Rule 2.1 in the 2018-19 and 2019-20 Women's Bowling Rules Book. Each student-athlete must provide their own bowling balls, and are limited to using six bowling balls during the championship.

SECTION 3 – Awards

Ten participant medallions for each non-advancing team will be shipped directly to the opening-round match host from MTM Recognition. These medallions should be presented to the student-athletes on the non-advancing teams after the match. Please notify the championship administrator if the medallions have not been received.

SECTION 4 – Bands/Spirit Squads and Mascots

Bands, spirit squad members and a mascot shall be admitted at no charge. They will remain in areas designated by the match manager with the approval of the site representative.

SECTION 5 – Hospitality

The host should provide water, sport drinks and limited snacks for the participating teams. BODYARMOR is preferred, but it is acceptable to use a different unmarked product. These items are reimbursable. See Financial Administration Section.

SECTION 6 – Critical Incident Response/Emergency Plan

The match manager shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the match. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and working personnel. Each host shall develop a contact list that includes the competition site and match staff, local authorities and NCAA site representative and staff. In the event of a critical incident, contact the NCAA championship administrator immediately.

Best Practices.

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](#) document found on NCAA.org when developing a safety and security program.

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

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

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

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.

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the match manager will be contacted by The Center for Drug Free Sport, Inc. If selected for drug testing, additional information will be provided to the host. The drug-testing site coordinator’s manual, provided by The Center, is available on the NCAA website at www.ncaa.org/drugtesting.

SECTION 8 – Financial Administration

Budget.

Prior to the match, the host should submit a budget in the [championships bid and profile system](#). Allowable expenses include officials’ fees and expenses, score table personnel fees, security, ticketing operations, venue staffing costs, participant hospitality, and site representative and officials hotel rooms.

Your budget will be approved by the NCAA championship administrator. Within 60 days after the match, the host should submit actual expenses in the online budget.

Match Officials.

The host is responsible for paying officials fees, travel and hotel costs for the opening-round match.

Drug-Testing Expenses.

The drug-testing budget should be completed only if you have been notified that there is drug testing and returned to The Center For Drug Free Sport. 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 [championship site coordinator manual](#).

SECTION 9 – Hotels

Upon selection the host should work directly with the visiting team to secure hotel rooms. The visiting team is responsible for payment of the rooms. Following the championship each competing institution will submit a request for per diem provided by the NCAA through the Travel Expense System (TES).

The host will be notified if hotel rooms are required for the site representative and officials. These rooms will be paid for by the host and reimbursed by the NCAA.

SECTION 10 – Match Management

Selections.

Selections will be completed by the NCAA Women's Bowling Committee Wednesday, March 27. The host and visiting team will be notified of their participation in an opening-round match immediately after selections.

Administrative Teleconference.

A mandatory meeting with the participating teams, NCAA site representative and host shall be set up, and take place as soon as possible after teams are notified of their participation in an opening-round match. Information covered on this call should include competition venue location, hotel information and the schedule of events for the opening-round.

Match Committee.

A match committee shall include the director of athletics of the host committee (or designated administrator other than a member of the women's bowling staff), a designated administrator of the visiting team and the NCAA site representative. The site representative shall serve as chair. The matches committee shall deal with acts of misconduct, weather delays and other important issues relative to safety and fair play.

Official Score Table Personnel.

The host should secure experienced individuals to work at the score table. These key individuals shall be paid a fee that is comparable to what they would be paid during a regular season match; this amount should be included as a line item under personnel in the initial proposed budget.

Team Benches/Uniforms.

The team bench area is limited to 13 persons. Teams are limited to 10 players in uniform and three other individuals as designated by each institution. The squad list should be submitted to the match manager not later than 60 minutes before the start of the match. No substitutions are permitted to the squad list once it has been declared.

Please refer to the 2018-19 and 2019-20 Women's Bowling Rules Book for guidelines for uniforms.

SECTION 11 – Media

Media Access.

The host sports information director will oversee the issuance of media credentials/access, as well as space (as requested) consistent with home matches.

Results.

At the conclusion of the match, an official box score/results as well as any applicable stories should be sent to the following:

ncaa-editorial@turner.com

asupergan@ncaa.org

claster@ncaa.org

Press Interviews.

Upon the request of members of the media, arrange for press interviews with participating coaches and players after the 10-minute cooling-off period.

Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the match after the 10-minute cooling-off period expires. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the match. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

SECTION 12 – Medical Procedures

Each scheduled practice and the match require (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) the presence or planned access to a physician for prompt medical evaluation of the situation, when warranted; and (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted.

SECTION 13 – Merchandise

Unless otherwise notified, the sale of merchandise is not planned for the opening-round matches. The host is not permitted to sell institutional merchandise/apparel at the event.

SECTION 14 – Officials

One official will be assigned to the opening-round match. The NCAA is responsible for securing this official, payment of the official's fee, per diem and travel. Payment of the official's lodging is the responsibility of the host, and should be included in the host budget.

SECTION 15 – Opening-round Match Participant Manual

The host shall prepare a Opening-round Match Participant Manual for the visiting team, officials and site representative. This manual will contain information specific to the host site and match including key contacts, hotel, parking, ticket, schedule and venue information.

SECTION 16 – Souvenir Programs

The women's bowling championship will feature a digital match program that includes information on the opening-round match teams. The program may be viewed online or downloaded at no charge. This program will be available prior to opening rounds matches taking place.

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

SECTION 17 – Security

Adequate security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, post-match interview area and any other location for which there is controlled access.

Emergency Plans.

Competition site 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.

The NCAA site representative and match manager should discuss existing security procedures and review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Non-Permissible Items.

The facility shall encourage patrons to return non-permissible items to their automobiles.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, whistles, etc., are not allowed in the stands by fans or bands/spirit squads/mascots. The facility staff is 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.

SECTION 18 – Tickets

It is not expected that tickets be sold at opening-round matches. If a host has the ability to sell tickets, they can do so. The revenue from tickets sales should be included in the host budget that is submitted on the host portal.

SCHEDULE OF EVENTS
2019 NCAA WOMEN'S BOWLING CHAMPIONSHIP
OPENING ROUND COMPETITION

Date TBD

Practice Day (Thursday/Friday/Saturday)

1 - 3 p.m.	Practice/equipment check- visiting team
3:10 - 5:10 p.m.	Practice/equipment check- home team
6 p.m.	Pre-tournament administrative meeting

Competition Day (Friday/Saturday/Sunday)

12:15 – 12:25 p.m.	Announcements/Anthem
12:25 – 12:50 p.m.	Open practice (12 min)/
1 p.m.	Opening-round match

** Date and times of opening round matches are subject to change. Host institution may request that practice and match times defer from the above. Changes to this schedule must be approved by the NCAA Women's Bowling Committee. Requested match times shall be included when submitting host information on the NCAA host portal.

A G E N D A

National Collegiate Athletic Association
Coaches and Administrators Teleconference

1. Welcome and introductions.
2. Championship specific information.
 - a. Match location.
 - b. Team hotels(s).
 - c. Schedule of events.
 - d. Match format.
 - e. Lane pattern.
 - f. Squad size, official travel party and settee area.
 - g. Rules points of emphasis. (Head Official)
 - h. Videotaping.
 - i. Final team rosters.
 - j. Match results/advancing team information.
3. NCAA championship policies.
 - a. Alcohol/tobacco policy.
 - b. Artificial noisemaker policy.
 - c. Uniforms.
 - d. Drug testing.
 - e. Misconduct.
4. Adjournment.

A G E N D A

National Collegiate Athletic Association
Coaches and Administrators Meeting

1. Welcome and introductions.
2. Championship specific information.
 - a. Match location.
Confirm bowling center location and directions. Refer them to the participant manual provided by the host institution.
 - b. Team hotel(s).
Confirm team hotel location and reservations. Refer them to the participant manual provided by the host institution.
 - c. Schedule of events.
Provide an overview of the schedule for practice/match day. Remind coaches
 - d. Match format.
Each opening-round match winner will be determined by using a best-of-three match format in the following order: five-person team match, baker total pinfall and a best-of-seven baker match play.
 - e. Lane pattern.
Lane patterns will be determined by the national committee and provided to the host and site rep prior to this meeting. Provide a copy of this information to the head coaches of the participating teams.
 - f. Squad size, official travel party and settee area.
The official travel party, and number of persons allowed in the settee area is thirteen (13), with the squad size not to exceed ten (10) student athletes.
 - g. Rules points of emphasis. (Head Official)
Allow the head official to review an rules they deem necessary as points of emphasis.
 - h. Videotaping.
Teams are allowed to video tape the match for institutional purposes. If a space is needed to do this, beyond the space available, a best effort will be made to make necessary arrangements.
 - i. Final team rosters.
A final team roster must be submitted to the host tournament manger and head ref prior to the end of practice.
 - j. Match results/advancing team information.
Match results will be provided to each head coach as soon as possible after matches are complete.

The team that wins the opening-round match will be contacted by the NCAA with information related to travel to the championship.

3. NCAA championship policies.

a. Alcohol/tobacco policy.

No alcohol/tobacco should be used by participating institution coaches/student athletes/staff during competition. Efforts will be made by the host and facility to limit the consumption of these products in/around the competition area.

b. Artificial noisemaker policy.

No artificial noisemakers are allowed by teams or fans. Event staff will confiscate any of these items. If an issue arises with a fan known to be supporting a particular institution, the administrator from that institution may be approached by host staff to assist.

c. Uniforms.

Remind coaches to refer to the 2018-19 and 2019-20 Women's Bowling Rules Book for guidelines for uniforms to ensure they are in compliance.

d. Drug testing.

Drug testing may occur at any round of the championship, including opening-round matches. If drug testing does occur, an administrator and coach from each team will be notified and testing will occur after the conclusion of competition. The host drug testing coordinator will provide more information at this time as to the process and policies that must be followed.

e. Misconduct.

Read the below statement:

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

4. Adjournment.