

2025 NATIONAL COLLEGIATE WOMEN'S BOWLING



REGIONAL ROUND HOST OPERATIONS MANUAL

Table of Contents

Contact Information	2
Introduction	3
<i>SECTION 1 – Championship and Regional Round Format/Parameters</i>	<i>5</i>
<i>SECTION 2 – Competition Site and Equipment Requirements</i>	<i>5</i>
<i>SECTION 3 – Awards</i>	<i>8</i>
<i>SECTION 4 – Bands/Spirit Squads and Mascots</i>	<i>9</i>
<i>SECTION 5 – Hospitality.....</i>	<i>9</i>
<i>SECTION 6 – Drug Testing</i>	<i>9</i>
<i>SECTION 7 – Financial Administration</i>	<i>9</i>
<i>SECTION 8 – Lodging</i>	<i>11</i>
<i>SECTION 9 – Match Management</i>	<i>12</i>
<i>SECTION 10 – Media</i>	<i>12</i>
<i>SECTION 11 – Health & Safety Considerations</i>	<i>21</i>
<i>SECTION 12 – Merchandise</i>	<i>23</i>
<i>SECTION 13 – Officials</i>	<i>25</i>
<i>SECTION 14 – Regional Round Participant Manual.....</i>	<i>25</i>
<i>SECTION 15 – Souvenir Programs</i>	<i>26</i>
<i>SECTION 16 – Safety and Security.....</i>	<i>27</i>
<i>SECTION 17 – Tickets</i>	<i>28</i>
APPENDIX A – Regional Round Schedule of Events	31
APPENDIX B – Administrative Videoconference Agenda	33
APPENDIX C – Administrative Videoconference Agenda Notes	34

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Introduction

On behalf of the NCAA Women's Bowling Committee, thank you for being an important part of the 2025 National Collegiate Women's Bowling Championship. While the administration of the championship is under the direction of the committee, the host plays an integral part in the successful administration of the championship.

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual. The manual is designed to be used in conjunction with, not in place of, the 2024-25 National Collegiate Women's Bowling Prechampionship Manual, which provides more general policies for the administration of the championship.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee 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, institutional staff member and championship attendee. 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.

Role of the NCAA.

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, on- and off-lane 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 Host Institutions/Conference.

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship. The host institution/conference is the local entity responsible for planning for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values of leadership, inclusion, communication, collaboration and accountability.

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity and inclusion across its functions, staff, partners, stakeholders and communications platforms. Host institution/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture across all dimensions of diversity, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events.

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 I Board of Directors.

Tournament Director.

This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director. The tournament director should be a knowledgeable person, preferably with experience in tournament administration and game management. The tournament director is responsible for ensuring that the policies of the committee are followed. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this host operations manual. The tournament director also will provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator.

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

SECTION 1 – Championship and Regional Round Format/Parameters

Championship Format.

The NCAA Women's Bowling Committee will select a field of 19 teams that will compete in a double-elimination tournament (except for the first match of the five-team regionals which will be a single elimination match). Eleven automatic qualifying teams from qualified conferences, and eight at-large teams. Four teams will be placed into one separate predetermined regional location and five teams will be placed into one of three separate predetermined regional locations. The four regional winners will advance to the championship final site.

Teams shall be selected by the NCAA Women's Bowling Committee on March 26, 2025. The teams selected to participate will be posted online at www.ncaa.com.

Regional rounds will be treated equal to championship rounds.

- The NCAA will pay travel/per diem expenses for teams competing in the regional rounds.
- All statistics will be included in the championship's statistics and records.
- Teams will be included in the championship program and championship merchandise.
- Non-advancing participants will receive participant medallions for the squad size.
- The NCAA will provide a basic signage package to the host for display.

The regional rounds shall be scheduled for April 3-5, 2025, a week prior to championship final site competition.

Bracketing/Seeding.

During the selection process, the Women's Bowling Committee will rank the 19 teams selected. The following bracketing parameters will be applied for the regional round matches:

- Regional round teams and matchups shall be determined during the committee selection process.
- Regional rounds are comprised of all teams participating in the championship.
- One of each of the top four seeded teams will be placed into one of the four corresponding regionals.
- The regional matchups will be determined based on selection criteria and geography. The committee will attempt to avoid conference opponents in the first round of competition unless there are five or more teams in the field from one conference. If five or more teams from one conference are selected to the championship, then the integrity of the bracket will be protected (i.e., maintaining the pairing process according to seed will take priority over avoidance of first-round conference matchups).
- All regionals are double elimination except for match one at the five-team regionals which will be a single elimination match.

SECTION 2 – Competition Site and Equipment Requirements

Space Requirements.

The host shall contract with a bowling center in their community to host one of the four regional rounds. The below space must be provided as part of the agreement to host competition.

Lanes.

Eight lane pairs (16 total lanes) are required for competition according to the below criteria:

- Four warm-up pairs.
- Two competition pairs.
- Two breakdown pairs.
- It is recommended to have 10 lane pairs (20 total lanes) for Thursday's practice session.

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 one competition pair and to the left of the other 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 settee area. This space should be secure, and only accessible by student-athletes, coaches and event staff throughout the duration of the region round.

Athletic Training.

A location shall be set up for a host athletics trainer to assist the participating institutions' sports medicine staff throughout the event. The athletic 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.

Video Recording Area.

An area for teams to video record 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 of fans through the stands, etc.). The host team will be accorded the same use of facilities as the visiting teams.

Alcohol and Tobacco.

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers, etc.) may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
- Agree to, (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid and Profile System.

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an onsite study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study In-a-Box tool.

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

Americans with Disabilities Act.

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

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 participants, spectators and the media.

Equipment.

Lane conditioning.

The bowling committee will provide lane conditioning and pattern information to the host prior to the regional 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 2024-25 and 2025-26 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. Bowling balls will be registered during the practice session.

SECTION 3 – Awards

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (10) to the tournament director prior to competition. The regional champion will receive one regional champion team trophy and 12 regional champion mini trophies per site. These should be given out after the regional final.

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.

SECTION 4 – Bands/Spirit Squads and Mascots

Based on the size of the facility hosting the championship event, the national committee will give a predetermined number of band members free admission into the championship via a gate list provided by the competing institution's director of athletics. Uniformed cheerleaders and/or rally squad members and a costumed mascot (total not to exceed 13) also shall be admitted via a gate list. This list must be provided to the site representative at the coaches meeting.

SECTION 5 – Hospitality

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

SECTION 6 – 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 7 – Financial Administration

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.

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.

Financial Report.

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

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

Match Officials.

The host is responsible for paying hotel costs for the regional round matches for the official. The NCAA will provide the official's fees and travel costs directly to the official.

Participants.

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

Site Representatives.

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

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](#) (NCAA.org/Student-Athlete Programs/Health and Safety).

Transportation.

Officials and NCAA Committee Transportation.

The NCAA shall pay for the rental of cars for a predetermined number of match 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 reserve the vehicle.

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 8 – Lodging

For all NCAA predetermined preliminary-round competition and predetermined championships, Anthony Travel, 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. Anthony Travel, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

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 9 – Match Management

Selections.

Selections will be completed by the NCAA Women's Bowling Committee Wednesday, March 26, 2025. The host and participating teams will be notified of which regional they will be participating at 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 the NCAA championship. Information covered on this call should include competition venue location, hotel information and the schedule of events for the specific regional.

Match Committee.

A match committee shall include the director of athletics/commissioner of the host institution/conference (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 match 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 tournament director during the practice day. No substitutions are permitted to the squad list once it has been declared.

Please refer to the 2024-25 and 2025-26 Women's Bowling Rules Book for guidelines for uniforms.

SECTION 10 – Media

Media Access.

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.

Broadcasting/Internet

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

Championship Records.

NCAA championship records are available in PDF format at NCAA.org (<https://www.ncaa.org/championships/statistics/ncaa-records-books>). If you have trouble accessing the information, please contact a member of the NCAA media coordination and statistics staff.

Credentials.

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodders@ncaa.org) 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 www.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 44 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 competition is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound. It is up to the tournament director to determine which areas may be accessed with each credential type.

Credential Qualification and Acceptance.

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 at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts 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.

Hospitality.

Media hospitality is strongly encouraged, and the host institution/conference's SID should be responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament director and approved by the NCAA championship manager. Budgets cannot be changed without the prior approval of the championship manager.

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. 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 at the hotel whom they can call 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 is desired at each site and required at most. 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.

Work Room.

If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be in this area.

News Film and Mini-Cams.

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

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 cannot pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers stay in appropriate places. 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 conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

News Conferences.

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a 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. The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee. If a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

Individual Championships with no Post-Event News Conference.

Student-athletes and coaches are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athletes and coach can participate in interviews sooner. However, student-athletes and coaches are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

Individual Championships with a Formal News Conference.

Student-athletes and coaches are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athletes and coaches can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions

before the champion.

Team Championships with a Formal News Conference.

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

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

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

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

Moderator Duties.

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

Press Conference Setup.

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

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

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

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).

- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box 50.
- Wireless microphones.

For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided 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.

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, except for the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>. For additional questions regarding championship photography, please contact Nate Flannery by email (nflannery@ncaa.org) or phone 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 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.

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 <http://www.ncaa.com/media>.

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

Seat Assignment.

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 press conferences and working press areas, especially before and after each match, and to limit access in all restricted areas to individuals wearing credentials.

Social Media Guidelines.

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 using marketing messages and products supplied from the NCAA (e.g., 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 page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged by 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, Twitter feed, Instagram, Snapchat, Tumblr account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

1. Know your social media audience. Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other

platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. Lead your video. You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. If you hesitate about posting something, you probably shouldn't. There are no re-dos in social media. A delete doesn't mean you can delete someone seeing it.

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

Statistics Reporting to the NCAA.

Each host should make sure the game file for each contest is uploaded into the NCAA system. On the final day, the e-mail should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, www.NCAA.com. 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.

Institutions should send all information as follows:

- E-mail the information to ncaa-content@turner.com.
- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

Team Videographer.

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

Internet.

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 or NCAA media coordinator. 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 www.ncaa.com/media.

Webcasting.

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 webcast. The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site. Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; nflannery@ncaa.org).

Working Press Room.

The media coordinator or host institution/conference SID is responsible for the working pressroom at the facility.

SID Needs.

The media coordinator/host institution SID shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Copier.

One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 pages per minute shall be available in the bowling center. The machine should also include a collator and automatic stapler. The facility will be responsible for the installation, service costs and paper for the machine for the championship.

Computer Ethernet.

There should be a minimum of two ethernet connections or wireless (preferred) access at the facility.

Printers.

At least one high-speed printer with collating and stapling capabilities shall be available in the media area. If possible, a second printer should be available in the committee room.

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
- @ncaa.org

SECTION 11 – Health and Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and

guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the NCAA Sport Science Institute website. A 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.

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

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.

Weather Monitoring Systems and Environment Schedule Changes.

To support and facilitate host institution management of these weather/environmental considerations and requirements, the NCAA will provide a lightning detection and weather monitoring system to each host institution for use in all rounds of competition for outdoor championships. It is expected that both the site representative and host tournament director will submit relevant email and/or phone contact information as part of system set up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director as part of this set up process is the actual physical location of where the event is taking place. In addition to the on-site weather monitoring system that will be provided by the NCAA, each site representative and tournament director should consider the use of a national storm center forecasting application (e.g. weather.gov or weatherbug.com) and the identification of a local meteorologist contact to further facilitate weather and environmental monitoring.

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 alternative schedule, in each case prior to making or announcing any formal changes the schedule.

SECTION 12 – 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 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% 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:

1. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customer's demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
2. Locked and supervised storage adequate to accommodate all championship merchandise.
3. 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.
4. 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.
5. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
6. An appropriate number of selling locations and sellers throughout the facility to meet the demands of the projected crowds.
7. Selling locations that are well displayed and fully stocked prior to the public's access to them.
8. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise always made available for sale 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.
 - Always keeping selling areas clean and neat.
 - 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 cost.

- Calling Event 1, Inc. to request re-orders should sales warrant.
9. 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.
 10. 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.
 11. 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.
 12. 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 13 – Officials

Two officials will be assigned to each of the four regionals. The NCAA is responsible for securing these officials, 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 14 – Regional Round Participant Manual

The host shall prepare a Regional Round Participant Manual for the teams, 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 15 – Souvenir Programs

The women's bowling championship will feature a digital match program that includes information on the participating teams. The program may be viewed online or downloaded at no charge. This program will be available prior to regional round competition taking place. All digital programs available can be found at <http://www.ncaa.com/matchprograms>.

Content/Editorial.

LEARFIELD Responsibilities.

LEARFIELD is responsible for all program production, including editorial content, layout and design, advertising, and printing.

Host Responsibilities.

The media contact should provide LEARFIELD with text and photos for editorial pages about the 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 championship administrator or Chad Laytham (chad.laytham@learfield.com) at LEARFIELD.

SECTION 16 – 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 located [here](#) when developing a safety and security program.

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels. Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

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.

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 17 – Tickets

Ticket Design/Printing.

If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

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. Please note any minimum and maximum ticket prices as set forth by the committee or needed to meet financial guarantees.

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.

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. [specify duties here] 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.

Control of Venue Seating.

The NCAA shall control all seating assignments 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.

LOC/Host Ticket Policies.

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.

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.

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.

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.

Competition Venue Responsibilities.

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.

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. [only include if applicable]

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.

General Public Assignments.

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 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.

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.

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.

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.

SCHEDULE OF EVENTS
2025 NATIONAL COLLEGIATE WOMEN'S BOWLING CHAMPIONSHIP
FOUR TEAM REGIONAL COMPETITION
April 4-5, 2025

(Wednesday)

TBD	Site representative arrives in host location
TBD	Site representative walkthrough at bowling center

Practice Day (Thursday)

Noon – 12:30 p.m.	Teams arrive
12:30 – 1 p.m.	Coaches' meeting
1 – 3 p.m.	Practice and equipment check for teams 1, 2, 3, and 4
3 – 4 p.m.	Team press conferences - specific times per team TBD

Competition Day (Friday)

8:20 - 8:35 a.m.	Announcements and National Anthem
8:35 - 9 a.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
9 a.m.	Championship round #1 (matches 1 and 2)
2:05 - 2:30 p.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
2:30 p.m.	Championship round #2 (matches 3 and 4)
A lunch break and lane conditioning will occur between rounds	

Competition Day (Saturday)

8:20 - 8:35 a.m.	Announcements and National Anthem
8:35 - 9 a.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
9 a.m.	Championship round #3 (match 5) (10 min)
2:05 - 2:30 p.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
2:30 p.m.	Championship round #4 (Regional Championship Final)
Immediately After	Championship round #5 (Regional Championship Final (If Necessary))
A lunch break and lane conditioning will occur between rounds	

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.

SCHEDULE OF EVENTS**2025 NATIONAL COLLEGIATE WOMEN'S BOWLING CHAMPIONSHIP****FIVE TEAM REGIONAL COMPETITION**

April 3-5, 2025

(Tuesday)

TBD	Site representative arrives in host location
TBD	Site representative walkthrough at bowling center

(Wednesday)

Noon – 12:30 p.m.	Teams arrive
12:30 – 1 p.m.	Coaches' meeting
1 – 3 p.m.	Practice and equipment check for teams 4 and 5
3 – 3:30 p.m.	Team press conferences - specific times per team TBD

Competition Day (Thursday)

8:25 - 8:35 a.m.	Announcements and National Anthem
8:35 - 9 a.m.	Open practice (12 min)/3-minute move to starting lanes
9 a.m.	Championship round #1 (match 1)
12:30 – 1 p.m.	Coaches' meeting
1 – 3 p.m.	Practice and equipment check for teams 1, 2, and 3, and match 1 winner
3 – 4 p.m.	Team press conferences – specific times per team TBD

Competition Day (Friday)

8:25 - 8:35 a.m.	Announcements and National Anthem
8:35 - 9 a.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
9 a.m.	Championship round #2 (matches 2 and 3)
2:05 - 2:30 p.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
2:30 p.m.	Championship round #3 (matches 4 and 5)
A lunch break and lane conditioning will occur between rounds	

Competition Day (Saturday)

8:25 - 8:35 a.m.	Announcements and National Anthem
8:35 - 9 a.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
9 a.m.	Championship round #4 (match 6) (10 min)
2:05 - 2:30 p.m.	Open practice (12 min)/3-minute move to starting lanes (10 min)
2:30 p.m.	Championship round #5 (Regional Championship Final)
Immediately After	Championship round #6 (Regional Championship Final (If Necessary))

A lunch break and lane conditioning will occur between rounds.

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

National Collegiate Women's Bowling Regional Championship Administrative Videoconference

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. Video recording.
 - 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

National Collegiate Women's Bowling Regional Championship Administrative Videoconference

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.
 - d. Match format.
Each regional 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. The if necessary regional final match shall be 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 representative 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 any rules they deem necessary as points of emphasis.
 - h. Video recording.
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 tournament director and head official 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 regional championship will be contacted by the NCAA with information related to travel to the championship final site.

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 2024-25 and 2025-26 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 the regionals. 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.