



*2020 DIVISION I*  
**FIELD HOCKEY**  
**CHAMPIONSHIP**

***HOST OPERATIONS***  
***2020-21 MANUAL***

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## 2020 DIVISION I FIELD HOCKEY CHAMPIONSHIP HOST OPERATIONS MANUAL

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*Information in this document applies to preliminary and finals site competition unless otherwise specified.*

## **INTRODUCTION**

Conduct of the NCAA Division I Field Hockey Championship is under the control, direction and supervision of the Division I Field Hockey Committee.

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

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

### **Role of NCAA**

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

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

### **Role of Governing Sport Committee**

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

### **Role of Host Institution/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 making arrangements 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 ensure that the mission of the championship is preserved. 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-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.

Each host will appoint staff members to assume the positions of tournament manager and media coordinator. Also, the competition site manager (i.e., site representative) is an important part of the administrative team. Responsibilities of the staff members are as follows:

Tournament Manager. This individual should be the director of athletics or any designated administrator of the host institution. The tournament manager will maintain ultimate responsibility for the local operation of the event. The tournament manager is to ensure the policies of the committee are observed. Specific responsibilities will include direction and supervision of competition site arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA host operations manual.

Media Coordinator. This individual, preferably the athletics communication director of the host institution, will ensure that the field hockey committee's policies regarding media are observed. Responsibilities may include media credentials, planning and supervision of media work areas, coordination of all media conferences and services (i.e., lodging, transportation, statistical services, communications and hospitality).

## Definitions

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

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

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

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

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

**Preliminary rounds:** The opening-round and first- and second-round sites taking place at campus sites.

**Finals:** The semifinals and championship final taking place at the pre-determined final site.

**2020-21 NCAA DIVISION I FIELD HOCKEY COMMITTEE**

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## **Games Committee**

A games committee will be appointed to supervise the conduct of each championship session.

At **preliminary rounds**, the games committee will include the tournament manager (or designated representative) of the host institution, a person designated to represent the field hockey committee (who will serve as chair) and any additional persons deemed necessary, including the table umpire, by the chair.

At the **finals**, the games committee will include members of the field hockey committee, the tournament manager (or designated representative) of the host institution, NCAA championship manager and any additional persons deemed necessary by the chair, including the table umpire. The field hockey committee chair will serve as chair of the games committee.

## **Games Committee Meeting Walk Through**

Before the administrative meeting, the games committee chair and NCAA site representative should meet with the host institution's staff to discuss policies and procedures relating to the championship and to review the checklist and the agenda for the administrative and officials' meetings. At the finals, this meeting is held Wednesday. The tournament manager and sports information director, facilities and athletic training representatives must be in attendance.

### ***SECTION 3 – Alcoholic Beverages and Tobacco Products***

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 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.  
Completed agreements must be submitted through the [NCAA Championships Bid and Profile System](#).

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.

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#### ***SECTION 4 – 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.

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#### ***SECTION 5 – Awards***

##### **Championship Awards**

**Preliminary Rounds.** MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (24) to the tournament manager before competition. Awards for first- and second-round sites should arrive on Wednesday before competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

**Finals.** MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately three weeks before the championship.

##### **Championship Award Inventory**

National Champions Watches (sent to site)	24
National Champions Watches (shipped directly to winning team)	4
National Champion Team Trophy	1
Runner-Up (silver) Team Trophy	1
Semifinalist (bronze) Team Trophies	2
National Champion Team Mini-Trophies	28
Runner-up (silver) Team Mini-Trophies	28
Semifinalist (bronze) Team Mini-Trophies	56
Elite 90 Award	1

When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

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



### Awards Ceremony (Finals Only)

**Semifinal Games.** The semifinalist trophies, given to the teams that do not advance to the championship game, will be placed in their locker rooms. No on-field presentation will occur.

**Championship Game.** After the championship game, teams will shake hands and the national runner-up may proceed to the locker room where their team awards will be placed. The on-field ceremony will recognize the winning team by announcing its travel party roster form and awarding the national championship trophy. The ceremony will conclude with the announcement of the all-tournament team, including a most outstanding player.

Please have the awards (trophies out of boxes) ready to take onto the field on skirted tables immediately after the game. The NCAA staff will coordinate the ceremony in conjunction with a host institution designee and the public address announcer. The awards boxes should be kept to give to the teams after the ceremony. The official team uniform or warmup must be worn during the awards ceremony.

The awards ceremony script will be included with the scripting elements sent by the championships manager. Use the travel party list for each team, found in **APPENDIX E**.

**Announcements.** The field hockey committee and the tournament manager will coordinate the ceremony with the public address announcer.

**Showcasing of Awards.** The host may want to have the national championship trophy and one of the individual trophies available for viewing at the banquet and the family gathering area. If so, please take security measures.

**All-Tournament Team.** The field hockey committee will select an all-tournament team from among the participants at the final site. Eleven players will be selected: 10 field players and a goalkeeper (a most outstanding player will be chosen from the selected team members). The team will be announced after the championship game.

### Participant Awards

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

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

### Champions Locker Room Program (Finals Only)

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. For Division I Field Hockey, the host will receive a shipment the week of the championship with 48 hats and 48 T-shirts. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.

- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Top of the World for hats ([npokorny@towlicensed.com](mailto:npokorny@towlicensed.com)). Please contact David Clendenin, Associate Director of Licensing, at the NCAA national office should you have any questions, 317-917-6496.

### **Elite 90 Award Presentation (Finals Only)**

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships media coordination and statistics staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mr. Mark Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

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

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

The recipient of the Elite 90 Award for Division I Field Hockey with a GPA of **X.XXX** in **(major)**, is **(student-athlete)** from **(institution)**.

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

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

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

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

The recipient of the Elite 90 Award-for the 2020 NCAA Division I Field Hockey Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

**Press release.** On the day of/or prior to the winner of the Elite 90 award publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner’s institution and to the NCAA championships manager. If appropriate, this press release may also be provided to the host for distribution to local media.

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

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

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## ***SECTION 6 – Band/Spirit Squad/Mascots***

No bands, spirit squads or mascots are permitted at the championships this year.

## ***SECTION 7 – Broadcasting/Internet***

Please review Broadcast and Media Services Championships Policies, Broadcast and Credentials Information, located at <http://www.ncaa.com/media>.

## ***SECTION 8 – Championships Marketing***

### **Contacts**

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

### **Expectations**

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

### **Marketing Plan**

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

### **Marketing Collateral**

**NCAA Online Marketing Website.** The NCAA online marketing website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and drive ticket sales and promote attendance the championship events. The NCAA online marketing website can be accessed at: [www.NCAAchampspromotion.com](http://www.NCAAchampspromotion.com)

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions**

**budget allocated by host institutions through the championship bid process.** Please contact us at [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this information.

Customizable artwork templates available on the marketing website include:

- |            |               |                        |
|------------|---------------|------------------------|
| • Poster   | • Email blast | • Billboard            |
| • Flyer    | • Banner      | • Table Tent           |
| • Print Ad | • Web Banner  | • Social Media Graphic |

If you have needs for artwork outside of what is available on the NCAA online marketing website, you may contact Sean Ward ([ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org)) for assistance.

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

**Collateral should not be created outside of the NCAA online marketing website.** The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

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

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

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

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

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

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

### **Social Media Guidelines**

See Section 19 for more information on social media guidelines.

### **Applicable Marketing Bylaws**

#### **NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions**

**12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing

committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

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

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

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

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

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

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

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## ***SECTION 9 – Championship Merchandise/Licensing***

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### **Administration**

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

### **Availability**

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

### **General Policies**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are



required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations.
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

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## ***SECTION 10 – Championships Presentation/Fan Engagement***

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### **Ancillary Events**

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies will apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact will be directed through the NCAA staff.

### **Logos**

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

### **Public Address and Scripts**

Public address scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance.

**Preliminary Rounds.** The NCAA championships manager will send basic game scripts and run of shows via email to all tournament directors at selection.



**Finals.** The NCAA championships manager will provide game scripts for the semifinals and final in coordination with Van Wagner Sports and Entertainment.

### **Videoboards**

The NCAA will provide video board content to sites that have such capabilities. A run of show will be provided in addition to the PA script in these instances in order to specify timing and content delivery.

**Preliminary Rounds.** The NCAA championships manager will send the run of show via email to all tournament directors at selection. Hosts will download content from the FTP site. Instructions and login information will be provided at selection.

**Finals.** The NCAA championships manager will provide the run of show for the semifinals and final in coordination with Van Wagner Sports and Entertainment. VWSE will provide content via hard drive or a link to download at least ten days in advance of the championship.

Questions related to video board content logistics should be directed to:

**Fred Bowen - Senior Producer**

Van Wagner Sports & Entertainment

Telephone: 574-807-5287

Email: [bowen@vwbsn.com](mailto:bowen@vwbsn.com)

**Electronic Messages.** No host or venue specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the NCAA championships manager.

### **In-Venue Entertainment**

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA championships manager for suggestions and approval.

**Break in action contests or promotions.** Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as

prizes with commercial recognition would not be permitted.

**National anthem singers.** Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

**Enhanced team introductions.** Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, etc. Guidelines and ideas for consideration:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA championships manager in advance.

**Affiliated award recognitions.** If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches’ association player of the year winner, coach of the year, etc.). Please consult with the NCAA championships manager to determine appropriateness.

## **Military Involvement**

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pre-game, during halftime or other breaks in the action. These performances have included, but are not limited to: national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, etc. Please discuss any forms of military involvement which you would recommend with your NCAA championships manager for approval.

### **Guidelines**

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., “Ladies and gentlemen let’s give a big round of applause

for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American service men and women who they proudly represent.”).

- Request for any type of presence on-site (e.g. booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA championships manager who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA championships manager.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA championships manager. Marketing should also be involved if you do a theme night.

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## ***SECTION 11 – Commercialism/Contributors***

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### **Space Requirements**

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

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

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

### **Premiums Guidelines**

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

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

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

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

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

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

#### **NCAA Corporate Champion and Corporate Partner Program**

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

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

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

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

#### **Local Contributor Program**

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

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

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

#### **NCAA Trademarks**

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

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

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

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

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

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

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

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the

venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).

- The venue is not permitted to claim to be “the home,” a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

**NCAA trademarked protection language:**

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

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

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

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

NCAA and Women's Final Four are trademarks of the National Collegiate Athletic Association.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6835.

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

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

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

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

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

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

### **NCAA Licensed Trademarks:**

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

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

### **Helpful Links:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

### **Official Championships Licensee/Suppliers**

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

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

For a list of NCAA licensees and official equipment suppliers please go to the following link – <http://www.ncaa.org/championships/marketing?division=d1>).

### **Temporary Promotional Displays**

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships & Alliances' Corporate Relations team.

### **Advertising/Signs/"Look and Décor"**

- a. **Advertising/Banners/Signs/Displays.** The host will not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 23). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) will be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind will be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed.



NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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



## SECTION 12 – Competition Site Requirements/Diagrams

### Athletic Training

Arrange for an athletic trainer and athletic training facilities to be available practice and competition days for all teams and officials.

Arrange for planned access to a physician, preferably the host institution's team physician.

### Facility Availability

**Preliminary Rounds.** The facility must be reserved strictly for NCAA use beginning two days before competition through the completion of competition.

**Finals.** The host and sponsoring agency agree that the facility shall be available for the exclusive use of the NCAA starting at 6 a.m. Wednesday preceding the competition through the conclusion of the final game for the purpose of preparing for, practicing for and conducting the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The host must agree that throughout the championship weekend, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.

### Locker Rooms

**Officials.** A locker room separate from the teams should be provided for the game umpires (5 people).

**Team.** Provide a locker room with a white board, showers, toilet facilities and towels for each team for practice and games. All team locker rooms should have the team name affixed to the door and be secure throughout the championship. At the final site, it is recommended that four separate locker rooms be available.

### NCAA Space Requirements

**Field Hockey Committee Office. Finals Only.** A room at the stadium should be designated as the field hockey committee office to accommodate ten people, if possible.

**Hospitality.** If possible, the designated media area (press box or pressroom) should be supplied with refreshments throughout the competition. A tournament hospitality area should be established for coaches, tournament officials and special institutional designees. Hospitality for game umpires must be arranged in a separate space from the tournament hospitality area. Snacks, fruit and beverages should be provided in the locker rooms for team hospitality. For the **final site**, please work with the NCAA championships manager on hospitality plans.

Entertainment expenses will be reimbursed up to the amount approved in the budget. The host is responsible for expenses over the approved amount.

Alcohol must not be available for consumption in connection with an NCAA championship.

**Interview Room.** The media postgame interview room should be set-up appropriately: (a) place NCAA logos and banners on the table and walls; (b) use draping on tables and other areas as necessary; (c) set up table and chairs for the interviewees and moderator; (d) provide a sound system; (e) provide water for each student-athlete and coach; (f) name cards for each interview participant should be placed at the table. Refreshments for media may also be provided in this area.

### Official Scorer's Table

The raised scoring table with skirt should be set for the following individuals for each game: three scorers (official scorer and one from each team), timer, assistant timer and two seats for the NCAA site representative and/or committee member. Table spaces should be marked for all individuals. Two chairs, one on either side of the front of the scorer's table will be placed on field level for suspended players.

The scorers' table should have communication capabilities with the press box. The responsibilities of the timer and assistant timer should be reviewed before game time.

**Finals Only.** Space should be provided for six committee members plus the NCAA championships manager.

#### **Parking**

The host will provide complimentary parking spaces in prime locations to be used at the sole discretion of the field hockey committee and officials. Parking passes for each institution are based upon availability. Bus parking area should be available for each team. All team parking should be convenient for the participants.

#### **Scoreboard**

It is strongly recommended that team names be put on the scoreboard. For the semifinals and final, team names must be put on the scoreboard.

#### **Signage**

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

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

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

**Preliminary Rounds.** First- and second-round hosts should expect delivery on Wednesday before competition.

#### **Smoking**

The facility will be tobacco free for participants and spectators during practice and competition.

#### **Still Photographs**

See photographer guidelines in Section 19.

#### **Team Benches**

Team benches should be set for 30 individuals (per team) and should be located on the same side of the field as the scoring table. Only authorized individuals with specific functions should be permitted in the bench area.

#### **Video Replay**

**Preliminary round** sites may utilize video replay if the host is equipped to do so with experienced personnel. Hosts will outline video replay capabilities in the facility questionnaire; however, an inability to provide video replay will not exclude an institution from host consideration.

The championship **finals site** is equipped with video replay through the web stream setup and production.

### **Videotaping**

Each participating team is automatically authorized to videotape its own games if space allows at the host site.

**Preliminary Rounds.** To guarantee all competing teams access to quality game film from a preferred camera location, the committee requires that host schools for all rounds of the championship film, code (for game analysis), and share all games contested at its site. Host schools will also manage the game film upload to the film exchange server (TeamXStream). Participating teams may film on their own as space is available and as designated by the host school.

**Finals.** The host site is responsible for filming, coding and uploading game film to TeamXStream for all games. Space can be provided for four cameras with camera persons and four coders to videotape all games if available for participating teams. The NCAA committee will assign positions.

### **All Rounds.**

Institutions are permitted to duplicate championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera.

It is permitted for a team to take a live feed from the camera placed in the designated videotaping area on-site at preliminary and final sites to their bench area.

There may be more than one individual in the designated videotape area per institution (if space allows). The videotapes may not be used for any commercial purposes. **All preliminary round hosts must upload all games to TeamXStream by noon Eastern time, Monday May 2.**

## ***SECTION 13 – Drug Testing***

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

### **Drug Testing Expenses**

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

### **Drug Testing Statement**

The following statement must be read at the administrative meeting:

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

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

*Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.”*

#### **Facility Specifications**

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

#### **Host Notification**

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

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

#### **Media Obligations**

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

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

**Team Championships Only.** If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

#### **Participant Notification**

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

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

## Seating

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

## Site Coordinator's Responsibilities (Host)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the DCO. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- Confidentiality. Keep testing information confidential at all times.
- Contact Information. The site coordinator will provide official travel party roster and drug-testing contact information to the DCO.
- Drug-Testing Site Coordinator Manual. The Championship Drug-Testing Site Coordinator's Manual, provided by Drug Free Sport, is available on the [NCAA website](#).
- Escorts. Two individuals (one per team) will be assigned to serve as escorts for each game in which drug testing will occur. These individuals will escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) will be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- Second Meeting. A second meeting will be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator will do the following:
  - Assistance. Assist the DCO during testing as directed.
  - Confirmation. Confirm receipt of the NCAA drug-testing notification memorandum.
  - Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
  - Doping Control Officer. Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - Meet with Doping Control Officer. Meet with the drug-testing crew chief the day before the scheduled testing date.
  - Plans. Meet with the tournament manager to finalize plans.
  - Invoice. Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- Transportation/Lodging (Drug-Testing Crew). The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

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## SECTION 14 – Equipment

### Clocks

A visible clock must be provided and will be the official time. If possible, the individuals who are running both the visible clock and the backup clock should be seated at the scorer's table.

## **Coca-Cola Product and Equipment**

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

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

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

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

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

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

**Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product.** The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

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

## **Portable Radios**

The NCAA may request the use of a **minimum** of seven portable two-way radios.

#### **Public Address System**

Arrange for a public address system to announce lineups, scoring and substitutions and make announcements. The national anthem will be played before the first game each day.

#### **Game Balls**

The official ball for the championship when played on "non-filled" watered and artificial surfaces is the Kookaburra Standard Dimple (white) supplied by Penn Monto. The white game ball will be used for all games unless directed otherwise by the field hockey committee. Twelve game balls should be available for each game. The NCAA national office will ship items to each host after selection. If you have not received balls by two days before competition begins, please contact the NCAA championships manager at the national office.

**Preliminary Rounds.** Host institutions are responsible for providing 100 practice balls per visiting team. Opening round hosts will receive twelve game balls by Tuesday before competition. First- and second-round hosts will receive twenty-four game balls and 36 practice balls by Wednesday before competition.

**Finals.** The host will receive 24 game balls, 12 orange game balls (for inclement weather), 138 practice balls and 24 sideline vests.

#### **Playing Surface**

The preferred playing surface for the championship is a "non-filled" watered artificial surface which meets Level I (global) (Global – FIH Competition) FIH performance requirements for synthetic pitches. However, if the site chosen for any round of the tournament does not water the field during the regular season, the field will not be watered for championship play. If a field is watered for the game, it should be watered for all practices (weather permitting). In selecting sites for the semifinals and final, the field hockey committee will give first consideration to sites that water the field during the regular season. The committee, with consultation of the facility manager and the umpires, will determine if the field is watered during halftime and between semifinal games.

For competition on grass fields, the length of the grass should be maintained at 1¼ inches or less.

The field must be properly and clearly marked in accordance with FIH rules and NCAA rules modifications. **Repainting of lines is required before the site inspection Wednesday (finals site).**

The playing area, including a designated bench area within which the teams must remain, must be clearly marked and secure. Spectators must be at least 10 yards from the field and may not sit or stand behind the goal.

Water or supplementary replacement liquids should be placed at each bench. The same should be made available to umpires.

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### ***SECTION 15 – Financial Administration***

#### **Audit**

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

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts,

facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

### **Drug Testing Expenses**

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

### **Financial Report**

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

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

### **Proposed Budget/Financial Report**

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 will be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable.

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.

**COVID-19 expenses.** We need to identify those expenses or increased expenses related to COVID, e.g., how much of the increase in signage, cleaning, etc. is due to COVID. In the financial report, create a separate line item for the COVID-related expense or increased expense for a standard line item – start the line description with “COVID”. It is the responsibility of the championship manager to review and approve the budgets prior to the event, including the COVID-related items. At a minimum, the host should attach receipts for COVID-related expenses.



### **Expenses – NCAA Representative/Committee and Officials**

Committee. Travel and per diem for the NCAA representative/committee will be paid directly by the NCAA.

Officials. Travel, game fees and per diem for the officials will be paid directly by the NCAA via Arbiter Pay.

### **Expenses – Participating Institutions**

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.

### **Lodging Expenses**

Committee. Room and tax will be direct billed to the host institution and will be reimbursed on the final financial report. Committee members will be responsible for their own incidentals.

NCAA Site Representative. Room and tax will be direct billed to the host institution and will be reimbursed on the final financial report. NCAA site representative will be responsible for his or her own incidentals.

NCAA Staff. NCAA staff members will pay their own expenses, including lodging costs.

Officials. If necessary, umpires may arrive the night before the game assigned. If an official must remain overnight, reserve a single room for each umpire (unless they request otherwise) in a separate property from the competing teams. Room and tax will be direct billed to the host institution and will be reimbursed via the final financial report. Officials will be responsible for their own incidentals.

### **Transportation**

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

Local Transportation for Teams. Please reference the NCAA travel policies: <http://www.ncaa.org/championships/travel/championships-travel-information>.

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

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## ***SECTION 16 – Game Management***

### **Administrative Meeting**

For first- and second-round competition, an administrative meeting must be conducted on the practice day. For the **finals**, the meeting will be conducted Thursday morning. The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach of each team must be present; the assistant coach may attend. An athletics administrator from each participating institution must be present. Coaches must turn in the team roster form, travel party list and gate list to the NCAA site representative at this meeting.

The umpires' manager should attend the administrative meeting.

### **Announcer**

The announcer is one of the key ingredients to a successful championship session. An effort should be made to acquire a professional announcer with experience in announcing field hockey games. The announcer is responsible to the NCAA site representative.

If possible, the announcer should be assisted before the competition by a host institution designee who will provide typed information on statistics, interesting notes about the participating teams and announcements (e.g., promotional announcements about the next game, etc.).

Guidelines. All announcements should pertain only to the Division I Field Hockey Championship. If a special announcement is needed, it must be approved by the NCAA site representative. Promotional messages and/or announcements at the championship will be limited to NCAA activities (i.e. championships, etc.). At no time should commercial contributors be recognized.

The announcer will not be a "cheerleader" for any team. The announcer will adhere to NCAA procedures rather than those that may have been in effect during the regular season.

The announcer should be asked to: (1) prepare information beforehand; (2) learn the correct pronunciation of all those involved (players, coaches, institutional personnel, officials and NCAA committee members); (3) have team statistical information as well as tournament records on hand for easy reference, and (4) maintain an unbiased stature.

Meeting with NCAA Championships Manager (Finals Only). The in-venue producer on behalf of the announcer will meet with the NCAA championships manager and the committee chair during the venue walk-through (day before practice) or other designated time to review time schedules, coordination of national anthem and starting lineups.

Crowd Control. The announcer will review crowd-control procedures with the committee and the tournament manager. These procedures may include notes regarding intermission between semifinal games, awards ceremony, exits, seating, safety measures, first-aid stations and security measures after each game.

Emergency Calls. All emergency calls and announcements must be approved by the field hockey committee chair or NCAA championship manager.

Script. The NCAA championships manager will provide a script template in advance of competition for all rounds of competition.

### **Ball Crew**

The host must train and use experienced adult-aged ball runners and dress them in contrast to participating teams and umpires' colors. A minimum of six (6) ball runners are required for each game. The committee requires the use of college-aged individuals or adults unless pre-approved through the committee at the preliminary and final rounds. See **APPENDIX I** for ball retriever guidelines.

### **Competition Times**

Game times for all rounds are established by the field hockey committee. Whenever possible, teams should be given 24 hours of recovery time between games (**APPENDIXES F and G**).

1<sup>st</sup>/2<sup>nd</sup> Round

Friday game times are Noon and 2:30 p.m.

Sunday game times are Noon and 2:30 p.m.

Finals

Semifinal game times are 1 p.m. and 3:45 p.m.

Final game time is 1 p.m.

### Evaluations

Each site is responsible for submitting all applicable evaluations at the completion of competition at your respective site. NCAA staff will send evaluations via email after championship competition.

### Laundry

**Finals.** The host should provide laundry services (practice gear, game uniforms) for all participating teams.

### National Anthem

The National Anthem must be played before the first game each day.

### Participant Information

Immediately following contact from the NCAA championship manager or NCAA site representative, the tournament manager contacts the competing teams promptly by telephone and must email each participating institutional contact the participant manual with the following instructions and information:

- Details on hotel reservations;
- Game times and practice times determined by the field hockey committee;
- Administrative meeting time;
- Team arrival time (mode of transportation; if by air, flight number);
- Schedule of any social activities;
- Arrangements for submission of publicity and statistical information;
- Directions to the campus and hotel; and
- Send travel party and team roster forms with the participant manual. [You will collect these forms at the administrative meeting (**APPENDIXES D and E**).]

If possible, assign an individual to act as host for each team. These individuals should be able to help teams with directions, dining options and answering questions of the teams. A participant manual template for preliminary round hosts is available [here](#).

### Player Introduction

It is required that the following format be used in NCAA tournament games: The teams are led onto the field in two lines by the three officials. The officials are the first to be introduced. The captain of each team heads the line of players (both starters and nonstarters). The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the competition site. The announcer then introduces the visiting team's nonstarters, followed by the starters, assistant coach(es), and head coach. The announcer then introduces the "home" team using the same format. After both teams have been introduced and the national anthem has been played, the players should return to their respective benches to prepare for the start of the game.

### Practice

1. Teams will not be allowed to practice on the competition field earlier than the day before the competition. They may make arrangements to practice at an alternate facility two days before the competition, but the host institution is not obligated to assist with these arrangements.
2. Teams competing the next day will have practice time limited to one hour and 30 minutes, inclusive of warmup time. If this is not possible for all teams, a practice field must be available for all teams the

day before the game. Practices will be closed and will be supervised by the games committee. The game clock will be used to time all practice sessions.

**3. Practice times are listed in APPENDIXES F and G of this manual.**

4. Practice times should be close to the times that the teams will be playing the next day.
5. For the championship final, teams will have the opportunity to practice on the game field for 30 minutes on competition day. On the days of first-round, second-round and semifinal games, there will be no practice or walk-through allotted for any team. In the case of a joint championship final with other Divisions, the game-day practice or walk-through may be eliminated.

### **Pregame**

All teams are guaranteed 45 minutes of warmup on the game field, with all pregame warmup activities confined to the half of the field that is assigned by the team's game bench. The music will begin when the clock is started for warmup. Host institutions will provide all music for the championship. Interaction with the umpires can only occur at the scorer's table with an NCAA site representative or committee member and both coaches present. The pregame timing sheet is available in **APPENDIX H**.

Umpires will not conduct stick checks for any round of the championship.

### **Results**

Use a score sheet generated by a computerized scoring system.

Submit results to [ncaa-editorial@turner.com](mailto:ncaa-editorial@turner.com) for posting on the NCAA website. (See Section 19 – Media Coordination/Credentials)

Have copies of the score sheets available for competing teams and media, immediately after each game.

### **Stat Crew**

All host sites should use Stat Crew programs to submit statistics for postseason contests. At the end of each game or day of competition, please submit the XML file as done throughout the regular season. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) with any questions.

### **Travel Party/Bench Size/Squad Size**

**Travel Party.** The official travel party is 28.

**Bench Size.** Seating in the bench area will be provided for 30 individuals (per team) in the championship. The two additional persons on the bench outside the travel party will pay for their tickets. If an institution has 30 individuals on the bench, one must be an administrator and one must be medical personnel. The institution's mascot may not be counted or included in the bench party. In addition, the tournament doctor and a security representative designated by the event manager may be in the bench area.

For all rounds of competition, teams will be designated as home or visitor by the sport committee. This designation can be found on the printable bracket sent to each host and also located on [ncaa.com](http://ncaa.com). The host team will choose their bench. Otherwise, the home team will be seated on the right when facing the scorers' table from the field. The committee will determine the bench assignments at the final site.

**Squad Size.** Teams are limited to 24 players in uniform for the championship. Only those 24 players and other authorized, credentialed personnel will be allowed on the field. Players must be designated before the game. Players must be designated at the coaches meeting through the official travel party list. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it will automatically forfeit the competition. There will be no

inordinate delay of the competition to allow the institution to conform to the rule. (**Note: The official squad size for awards is 24.**)

### **Uniforms**

Participants in the championship will wear exclusively the official uniform of their institution in competition and during related ceremonies.

Each team must have two sets of jerseys and socks, one light set and one dark set.

At **preliminary round** sites, the NCAA site representative or tournament manager will contact each team to obtain uniform colors. For the **semifinals and final**, teams will submit uniform colors on the participant teleconference. Teams must submit colors of uniform jersey, kilt, socks and goalie jersey to the games committee for each round of the championship. The home team (higher seed) will have its choice of uniform color (either light or dark) and the visiting team (lower seed) will wear a uniform in contrast with that of the home team. Umpires will review the selected colors to ensure adequate contrast between the two competing teams.

The committee suggested that teams be notified of any issue with the colors by Monday before the opening round games, Wednesday before the first- and second-round games, and Tuesday before the semifinals and final.

### **Videoboard**

All hosts will receive an email at selection with information on resources available for videoboards during competition.

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## ***SECTION 17 – Insurance***

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

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

Certificates of insurance must be submitted through the [NCAA Championships Bid and Profile System](#).

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## ***SECTION 18 – Lodging***

### **Merchandising (Finals Only)**

The team and headquarters hotels understand 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 NCAA housing partner Anthony Travel will arrange with the hotel 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 pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

#### **NCAA Site Representative/Headquarters Hotel**

The host for **preliminary round** competition must reserve appropriate hotel accommodations for the committee members or designated site representatives. The hotel should be full service and have indoor access to the rooms. The hotel must be separate from the team hotels.

**Finals.** The NCAA housing partner Anthony Travel will reserve committee and NCAA staff member rooms beginning two nights before the competition at the finals site. A list of individuals who will stay at the headquarters hotel will be forwarded to the host from the national office for the sake of reference and to reconcile the lodging expense in the host financial report.

#### **Officials Hotel**

**Preliminary Rounds.** Six (6) rooms will be reserved for the umpires for the first- and second rounds. There is an opportunity that not all umpires will need housing so communication is necessary once assignments are made. The umpires may be housed at the same hotel as the NCAA site representative. All hotel expenses (single room and tax excluding incidentals) for officials required to stay overnight will be paid by the host and will be reimbursed through the final financial report.

**Finals.** Six (6) rooms will be reserved for the umpires. The umpires may be housed at the headquarters hotel along with the committee. All hotel expenses (single room and tax excluding incidentals) for officials required to stay overnight at the championship site will be paid by the host and will be reimbursed through the final financial report.

#### **Team Hotel**

Team rooms should be reserved beginning two nights before the competition (**preliminary round and finals**). The host must reserve appropriate hotel accommodations for the preliminary round competing teams (a minimum of 20 rooms per team). The designated hotels should be **full service** and have indoor access to the rooms. Officials and NCAA site representatives should not be housed in the same hotel as the competing teams. It is possible that a team may not arrive until the night before the competition. Each hotel should be informed of this situation by the tournament manager. Hosts **must** submit a letter of agreement between the host and the team hotel(s) to the NCAA during the bid process stating that rooms are being held (**preliminary round**). Failure to provide the letter(s) of agreement may jeopardize your selection as a host. Failure to secure the minimum number of rooms could jeopardize your selection as a host in the future.

The team hotels should be within a 30-mile driving radius of the playing field and should include a team meeting room with adequate A/V capabilities (if possible), workout and recreational facilities as well as an area where student-athletes can gather with their friends and family. In addition, the restaurant must be able to accommodate large groups and should be willing to work with the teams regarding scheduling of meals. It is recommended that a representative of the host institution have a meal at the prospective team hotel to evaluate service.

For **all rounds**, teams are obligated to stay at the assigned property. If an institution prefers to relocate to a different hotel the following must occur:

- The participating institution will request to obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms. The hotel is not obligated to grant a release.
- The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

- Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date.

For the **finals**, the housing partner Anthony Travel is encouraged to use at least two hotels (four hotels are preferred) to house the participating teams. Hotels will be assigned according to the teams' placement in the bracket. All hotels should be full-service. Championship participants are mandated to stay at the official NCAA hotel properties for the event.

For **all rounds**, the host will familiarize the team hotels with the tournament format so the management understands in advance that a losing team may depart after its last game or the next morning. Every effort should be made to block each team's rooms together on the same floor. Booster room blocks should not be on the same floor as the team.

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## ***SECTION 19 – Media Coordination/Credentials***

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### **All-Tournament Team (Finals Only)**

See Section 5 – Awards.

### **Championship Records**

NCAA championship records are available in PDF format at [ncaa.org](http://ncaa.org). If you have trouble accessing the information please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)).

### **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 will produce credentials for preliminary round sites. **PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jrogers@ncaa.org](mailto:jrogers@ncaa.org)) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [ncaa.com/media](http://ncaa.com/media), should also be visible at credential pickup.

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

- Event Management – For event management staff and host personnel.
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Official – For game umpires and evaluators.
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

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



**Finals.** The NCAA will provide credentials for the members of each travel party, media, site representatives, officials and other personnel as necessary. Credentials for each institution will be distributed at the administrative meeting.

**Media Credentials.** The NCAA will control the issuance of media credentials, with assistance from the host institution sports information director, for each of its championships. Subject to limitations of space, media credentials will be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

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

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championship site. These conditions must be approved before the competition by the championships manager.

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

**Preliminary Rounds.** Preliminary-round host 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 (Finals Only)**

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into 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). 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 will provide complete statistics of all NCAA championships competition.



## **Flip Cards**

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

## **Internet Policy**

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

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and 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 or 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](mailto:nflannery@ncaa.org)).

## **Microsite Guidelines**

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

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

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

The following topics are permissible to house within your microsite:

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

### **Local News**

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

### **Venue and Transportation Information**

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

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

### **Volunteer Information**

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

### **Travel Information**

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

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

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

### **Email Sign Up**

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

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

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

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

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

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

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

### **Social Media**

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

### **Mobile Version**

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

### **Metrics**

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

- Referral pages.
- Page views.
- Time spent on site.
- Click thru information.
- Unique visits/traffic numbers.

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

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

Should you have any questions, please contact:

Nate Flannery  
Director, Digital and Social Media  
317-917-6523  
[nflannery@ncaa.org](mailto:nflannery@ncaa.org)

### **Media**

The following guidelines for the working press should be distributed to all media personnel before the tournament begins. The host institution is responsible for administering these guidelines.

1. A working area must be available for the press. If there is no press box, set up tables for working press as close as possible to the field without interfering with players and officials. [Note: Tables must be at least five yards from the edge of the field.]
2. Arrange facilities for two-person radio crews, if necessary.
3. Photographers are permitted between the 25-yard line and the end line on the sideline with the team benches, anywhere on the sideline opposite the team benches and from the corner flag to the circle's edge on the end lines. On the sidelines, all of the areas designated for photographers must be five yards from the edge of the field. On the end lines, all areas must be 10 yards from the edge of the field. Do not allow anyone to be directly behind the goals. Photographers will not be permitted to use flashes. **Photographer access may be restricted further by the NCAA due to the pandemic.**

4. The host institution's athletic communications director is responsible for arranging press interviews with both coaches and selected players after a 10-minute cooling-off period. It is the responsibility of each of the competing team's sports information directors and/or institutional administrator to ensure their respective team reports to the news conference in the prescribed timeframe. The cooling-off period begins when the student-athletes have reached the locker room. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

The losing team's coach and student-athletes should be interviewed first. The head coach should be asked for an opening statement. Members of the media will then be directed to ask questions of student-athletes first. Once completed, release student-athletes to locker room, then conclude by asking questions of the head coach.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview area immediately after the 10-minute cooling-off period. The coach cannot delay a post competition interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends and make themselves available to all media representatives staffing the championship. The NCAA championships have an "open locker room policy," which is administered by the on-site media coordinator. **Media access to locker room may be restricted due to the pandemic.**

5. Arrange for a press hospitality room, if feasible, with admittance only by appropriately identified personnel.
6. Provide play-by-play (if possible) and complete statistics for media after each day's competition.
7. Placement of television cameras and monitors must be approved by the NCAA site representative.
8. The NCAA's broadcast partners retain all rights to the television broadcast or cablecast, Internet or radio broadcast of NCAA championships. Please visit [www.ncaa.com/media](http://www.ncaa.com/media) for updated information related to radio policies.

All stations broadcasting any round of an NCAA championship will be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, go to [www.ncaa.com/media](http://www.ncaa.com/media), click Broadcast Services, then click "Quick Reference Guide for Obtaining Broadcast and Digital Media Rights." For specific questions regarding policies governing the broadcast of championships, please check [www.ncaa.com/media](http://www.ncaa.com/media) or contact any member of the NCAA broadcasting and media integration staff at the national office.

9. NCAA officiating crews are not to be interviewed.
10. The placement of microphones on a team coach or in team huddles and benches is prohibited.

#### **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 located in this area.

### **News Film and Mini Cams**

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

### **Officiating Questions**

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a "pool reporter" will be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter will accompany a member of the sport committee to the official's locker room to receive an interpretation in order to enhance the public's understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

### **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 and may not be employees of professional sports organizations. 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.
- 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 (email, 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.
- 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, will 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.**

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

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

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

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 Westwood One, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

### **Moderator Duties**

1. The moderator should give pertinent game statistics (i.e., shots on goal, 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 work spaces.
- Mult box.
- 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 will 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. Guidelines for photographers are listed in Section 19 in the Media subsection.

### **Photography Area Policies**

The media coordinator will 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 goal) must be approved by NCAA staff or site representatives.

### **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 on requesting a credential. Photo sells on site are strictly prohibited.

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

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

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

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through [Getty Images](http://on.ncaa.com/NCAAonGetty). 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](mailto:nflannery@ncaa.org)) or phone 317-917-6523.

### **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 will be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto [ncaa.com/media](http://ncaa.com/media), click Broadcast Services, then click “2020-21 Audio Policy.”

### **Scout Video Coordinator**



A scout video coordinator is permitted to receive a media credential and film the game from an upper video position. A credential also may be issued to a team videographer. Each participating team is automatically authorized to videotape all games. Cage cameras for institutional highlight shows must be approved by the field hockey committee. These cameras must have NO AUDIO and must be removed after the institution's game.

### Seat Assignments

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

### Security

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. (Also see Section 25 – Safety and Security)

### Social Media/Blogging Policies

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

### Social Media Guidelines

The official NCAA social media pages and official hashtags can be found here:

<https://www.ncaa.com/news/ncaa/article/official-ncaa-social-media-accounts-and-hashtags>

The official hashtag for the Division I Field Hockey Championship is #NCAAFH.

### Host Promotion of Championships

Many hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages. These pages are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages. 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, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Associate Director of Social Media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

**A host should not create a social media account** (Facebook page, Twitter feed, Instagram, 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 Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Know peak times for posting.** Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.

3. **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.
4. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
5. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
6. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook. Get to the point within two sentences. Less than that, if possible.
7. **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.
8. **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.
9. **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.
10. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

#### Statistics Reporting to the NCAA

Each host should make sure the XML file for each contest is uploaded into the NCAA system. On the final day, the email 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, [ncaa.com](http://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:

- Email the information to [ncaa-editorial@turner.com](mailto:ncaa-editorial@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 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 is automatically authorized to videotape all games. 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.

#### 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.

#### 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 requires all hosting institutions to provide a live webcast.

Minimum standards for webcast production:

- Must deploy at least one camera. However, it is strongly encouraged to produce a multi-camera webcast. In addition, cell phones are not permitted as the camera source.
- Personnel must be able to deliver neutral audio play-by-play and commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts but those personnel must deliver a neutral commentary during the championship webcast.)
- Game action must be visible at all times when competition is in progress.
- Current score, time and applicable information should be onscreen if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA marks.
- Each contest should be recorded and shared with participating schools as requested.

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

## ***SECTION 20 – Medical Procedures***

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

### **Medical Facilities**

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

*Biohazard Cleanup.* The athletic training staff will prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

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

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

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

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

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

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

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

**Teams' Physicians.** Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

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

## **Concussions**

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a

concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity will be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

### **Medical Staffing**

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

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

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

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

### **Portable Baths**

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

## ***SECTION 21 – Neutrality***

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere.

## ***SECTION 22 – Officials***

Do not include umpires in social gatherings held in conjunction with the championship.

For all rounds of the championship, the head umpire must inspect the playing area and equipment two hours before the first game each day.

### **Confidentiality**

Umpire assignments should remain confidential until the administrative meeting.

### **Credentials**

See Section 19 – Credentials regarding umpire credentials.

## **Entrance**

A secured entrance should be provided for the umpires upon their entry into the venue.

## **Lodging**

See Section 19 – Officials Hotel.

## **Locker Rooms**

See Section 12 – Locker Rooms.

## **Meetings**

At least one and a half hours before the first game, an umpires meeting will be conducted to review NCAA policies and procedures, to coordinate assignments and responsibilities, to review NCAA rules modifications and to explain expense and reimbursement procedures. For the **finals**, this meeting will take place no later than Friday morning with the NCAA championship manager, umpire manager and field hockey committee chair.

## **Parking**

See Section 12 – Parking.

## **Patches/Uniform**

NCAA patches will be provided for the umpires and should be worn on the left side of the shirt or jacket.

Umpires may wear identical colored shirts that are approved by the games committee. They are required to wear a black skirt, black shorts or black slacks for championship games.

## **Per Diem**

The NCAA pays umpire per diem.

## **Selection**

The umpire manager, with approval of the field hockey committee, will assign four field umpires (two per game), one table umpire and one evaluator to each site. The table umpire will supervise the scorers' and timers' table, ball runners and the team bench area. At the **final site only**, one umpire will be designated as the video referral umpire. A minimum of six adult-aged ball persons will be assigned to all games.

The NCAA will inform the host institution of umpires' assignments, along with their contact information. The host should contact the umpires immediately by telephone and then email all information regarding arrival time, game times, time and place of umpires meeting, hotel accommodations and any other necessary information.

Provide a participant manual to each umpire upon arrival (include campus information, listing of restaurants, medical arrangements, etc.).

## ***SECTION 23 – Programs***

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

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

## **Content/Editorial**

### **Learfield IMG College Responsibilities**

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

### **Host Responsibilities**

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

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@learfieldimgcollege.com](mailto:clerrinda.queen@learfieldimgcollege.com)).

### **Digital Program Promotion**

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

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

### **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 IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

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

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and Learfield IMG College approval.

### **Questions**

If you have any questions, please feel free to contact your NCAA championships manager or Chad Laytham ([chad.laytham@learfieldimgcollege.com](mailto:chad.laytham@learfieldimgcollege.com)) at Learfield IMG College.

### ***SECTION 24 – 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 at the following link when developing a safety and security program:

[http://www.ncaa.org/sites/default/files/Best\\_Practices\\_for\\_Venue\\_Safety\\_and\\_Security.pdf](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf)

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 will not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

**In addition, please take the following steps:**

- Provide security for each locker room, including the umpires' locker room.
- Provide a security escort for umpires to and from the locker room, as necessary.
- Provide adequate security around the field. Pay particular attention to the areas behind the goals.
- Ensure that only authorized persons are permitted in the bench area. It may be helpful to have security personnel at the 25-yard lines on the bench side.
- Provide security at press tables or the press box to ensure only members of the media are permitted in that area.
- If student security is used, individuals should be easily identifiable (e.g., wear the same type of jacket or cap).

<b>Preparation</b>
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The competition site liaison and NCAA championships manager will review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to do the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol before the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).



- Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

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

**Interruption of Game.** The games committee and game officials have the authority to interrupt play. If a game is suspended or postponed, it will be the decision of the games committee and the game officials to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA site representative and tournament manager will contact John Bugner (cell – 317-522-7220). Only after contacting Mr. Bugner may a game be suspended until the next day or moved to an alternate site. Teams should be prepared with footwear for any playing surface.

The committee should review the following procedures for interruption of a game:

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

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

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

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

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

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

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

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

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

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

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

**Cancellation of Game.** Once all efforts have been exhausted and the game cannot be completed, the field hockey committee will determine the advancing team as follows: If less than 30 minutes have been played, the team that advances is determined based on the selection process currently in place, which states that the game must be completed within a reasonable time period within 24 hours. If more than 30 minutes have been played, the leading team will advance. If at least 30 minutes have been completed when play is suspended and the score is tied, the team that advances is determined based on the selection process currently in place.

#### **Crowd Control**

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The public address announcer should read the crowd control statement provided in the script at least once during each championship session.

#### **Personnel**

Adequate uniformed security (not necessarily uniformed police) must be provided for any area in which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

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

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

#### **Weather**

If weather conditions could alter the approved schedule, the tournament manager and/or site representative must contact the NCAA championships manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

#### **Lightning and Weather Detection Service**

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the

resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament manager should request to include his/her emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament manager should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament manager monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament manager make contact with a local meteorologist.

## ***SECTION 25 – Ticketing***

The tournament manager should assign a ticket manager for the tournament. This person should develop, implement and coordinate advance ticket sale efforts. They should also coordinate game-day ticket sales.

Ticket-back advertising to offset the printing costs is permissible if the institution first receives approval from the NCAA office and submits a draft of the ticket back for review. No advertisement on ticket-backs will be for a competitive product(s) of an official NCAA corporate partner or licensee, nor will it include a coupon redeemable for merchandise at a discount. Please contact the NCAA national office immediately if you plan any type of commercial involvement in this area or if you use computerized tickets that have commercial identification on the ticket stock.

The standard ticket back language can be found in **APPENDIX J**.

Those purchasing tickets should be notified in advance that artificial noisemakers are not permitted at NCAA championship events. This information should be included on the ticket brochure or distributed with tickets.

**Scouting Seats.** Scouting seats will be reserved only for the official members of the coaching staff of the teams participating in the tournament. These seats should be located in a designated area and clearly marked (minimum two per team).

### **Email Databases**

The competition venue's box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please provide both customer and purchase information in an excel file, be sure to include at minimum: first/last name, street address, email address and phone number. If easier, please pull an event audit report with corresponding customer and purchase tables, as this would also suffice.

### **Promotions**

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.

**Group Sales Opportunities.** Hosts may sell discounted ticket packages to groups. Group sales programs and ticket prices must be approved by the NCAA.

**Breaking of Ticket Books.** All-session ticket books can be broken and sold as single session tickets, if approved in advance by the NCAA.

**Use of Promotional Tickets.** When tickets are used in radio giveaways, the following guidelines apply:

- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.

- Use wording like this when there is no NCAA Corporate Champion/Partner involved: “Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1.”
- Use wording like this when there is an NCAA Corporate Champion/Partner involved: “Enter the (Corporate Champion/Partner Name) Women’s Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21.”
- Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”

**Ticket Donation.** Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.

**Ticket Mailings.** Host institutions/conferences should send ticket information to the following groups:

- Booster club members;
- Season ticket holders;
- Previous year’s ticket holders of postseason competition, if applicable;
- High school coaches in the area;
- Local chamber of commerce and merchants;
- Host institution’s faculty, staff and students; and
- Local youth-group leagues.

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

## **Printing Tickets**

**Preliminary Rounds.** The host is responsible for printing all tickets.

**Finals.** The host may use generic ticket stock, generic ticket stock provided by the NCAA or a custom design template provided by the NCAA.

## **Ticket Prices**

**Preliminary Rounds.** Ticket prices for all preliminary rounds will be a minimum of \$5 for adults and \$3 for students with ID cards from the host or participating institutions.

**Finals.** Ticket prices for the semifinals and championship game will be a minimum of \$7 for adults and \$5 for students. A two-day package may be purchased for a minimum of \$15 for adults and \$7 for students. The host may propose ticket prices higher than outlined in this manual.

## **Announced Attendance**

**Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance.** The paid attendance figures are also what should be listed on the online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a “turnstile” count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

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## ***SECTION 26 – Transportation***

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### **Participating Institutions**

All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

### **Parking**

The competition venue will provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

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## ***SECTION 27 – Volunteers***

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### **Goal and Recruitment**

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

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

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

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

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

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

### **Apparel**

**Finals Site Only:** The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. The NCAA will name a volunteer apparel provider for all 2020-21 championships.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

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

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

*Note: Hosts will work in collaboration with the NCAA championships manager on the selection, ordering and distribution of volunteer apparel.*

#### **Waivers**

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

## ADVANCE PLANNING CHECKLIST

If chosen as a host site, your institution must perform the following duties before the championship competition (preliminary round or final site).

- \_\_\_\_\_ 1. Competition Site. Confirm use of the competition site for the competition.
- \_\_\_\_\_ 2. Lodging. Secure team rooms at local hotels (preliminary rounds). Accommodations must be within 30 miles of the field. A minimum of 20 double rooms should be reserved per team and a team meeting room. Be prepared to notify the participating teams of accommodations and room rates. Reserve rooms for the NCAA site representative(s) assigned to the competition. In addition, accommodations must be arranged for the umpires in a hotel separate from the teams also within a 30-mile radius. (See Section 18)
- \_\_\_\_\_ 3. Practice. Schedule game field for practice sessions. (See Practice in Section 16)
- \_\_\_\_\_ 4. Game Management. Make preliminary arrangements for personnel and logistics in the following areas:
  - a. Drug testing – site coordinator, couriers, competition site.
  - b. Competition site manager – grounds crew, security, field set-up (including painting lines and logos, and watering field), cleanup, concessions, ushers, traffic control, parking, championship merchandise and program sales.
  - c. Ticket manager – logistics.
  - d. Game manager – raised scorer's table, scorekeeper, announcer, scoreboard operator, timer, video review, ball runners.
  - e. Athletic training – doctor, athletic trainers, EMS.
  - f. Athletic communication – press box, interview room, game statistics, recaps, photos, pre- and post-game interviews.
  - g. Promotions and marketing director.
  - h. Ball people – committee requires the use of college or adult aged individuals (minimum of six) unless pre-approved through the committee at preliminary and final rounds.
  - i. Prepare to videotape and upload all games at site. This is now a host responsibility. Designate space for videotaping by participating teams if requested and available.
- \_\_\_\_\_ 5. Schedule of Events. Prepare a tentative tournament schedule, outlining game, practice and meeting times and entertainment activities (**APPENDIXES F and G**).
- \_\_\_\_\_ 6. Entertainment. Identify entertainment functions (e.g., hospitality for student-athletes, coaches, officials and/or media), and determine if additional sponsorship monies are needed. Contact John Bugner at the NCAA national office (317-917-6529) for approval of function and suggested corporate contributors.
- \_\_\_\_\_ 7. Promotions/Publicity. Develop a promotional/publicity plan.

- 8. Programs. (See Section 23)
- 9. Competition Site Appearance. Determine if additional items (e.g., signs, banners, etc.), besides what is provided by the NCAA, are needed to enhance the competition site for championship competition.
- 10. Insurance Certificate. For the Division I championship, the insurance certificate should be uploaded in the bid portal before the competition. For all other competition, the certificate must be submitted with the proposed budget. (See Section 17)



## TOURNAMENT MANAGER'S CHECKLIST

Week of Game(s)

- \_\_\_\_\_ 1. Receive notification of competing teams, umpire assignments and site representative assignment from the NCAA championships manager
- \_\_\_\_\_ 2. Receive forms (**APPENDIXES D and E**) from the participating teams at the administrative meeting.
- \_\_\_\_\_ 3. Call each participating team and NCAA site representative assigned to your site before noon Eastern time the following morning after selections.
- \_\_\_\_\_ 4. Umpire information will come from NCAA staff. Contact the umpires immediately with information listed in officials' section. (See Section 22)
- \_\_\_\_\_ 5. Note: Check to see if game balls have been received; if they have not, contact John Bugner ([jbugner@ncaa.org](mailto:jbugner@ncaa.org), 317-917-6529) at the NCAA immediately. (See Section 14)
- \_\_\_\_\_ 6. If your site is selected for drug testing, submit the drug-testing budget and implement procedures outlined in the material from the National Center for Drug Free Sport, Inc.
- \_\_\_\_\_ 7. Arrange for appropriate credentials for each institution (travel party), NCAA site representative(s) and umpires. Please adhere to NCAA credential back language (located at [NCAA.com/media](http://NCAA.com/media)). For the final site only, the NCAA will provide credentials and distribute to tournament manager.
- \_\_\_\_\_ 8. Arrange for the playing or singing of the national anthem for the first game of the day.
- \_\_\_\_\_ 9. Field set-up.
  - \_\_\_\_\_ a. Proper markings in accordance with International Hockey Federation (FIH) and NCAA rules modifications. Painted lines are strongly recommended. Finals – painted lines are required.
  - \_\_\_\_\_ b. Check goals and nets per specifications of FIH rules.
  - \_\_\_\_\_ c. Make sure seating or standing arrangements at the field allow spectators no closer than five yards from the sideline opposite the bench area, and 10 yards from the end line. No one can be directly behind the goal.
  - \_\_\_\_\_ d. Check that all equipment (clock, back-up clock, scoreboard, lights, PA system, etc.) is operational.
  - \_\_\_\_\_ e. Arrange to have NCAA logos painted on field (Final site only, if applicable).
  - \_\_\_\_\_ f. Appropriate space marked and reserved for remote coaching and VIP area (two areas).

- \_\_\_\_\_ g. Appropriate videotaping space reserved. Prelim sites and final site – host will video and upload all games. Provide videotaping space for teams if requested.
- \_\_\_\_\_ 10. Arrange for working area for media.
- \_\_\_\_\_ 11. Arrange for interview area away from the field, preferably indoors. If an outdoor space is used, it must be protected from the weather. (See Media in Section 19)
- \_\_\_\_\_ 12. Arrange for the following equipment at game site: adequate public-address system, two clocks (one visible on a scoreboard and one back up at the table), pencils, official score sheets, and an American flag properly displayed. NCAA logos and banners also should be displayed, if available.
- \_\_\_\_\_ 13. Arrange for refreshments for teams and officials in the locker rooms.
- \_\_\_\_\_ 14. Arrange for drinking cups, ice and water for players at each bench and for the officials at the scorer's table. [Note: At finals site, cups, coolers and water bottles will be provided by the NCAA.] Please note NCAA policy on commercial identification on cups and coolers. (See Section 14)
- \_\_\_\_\_ 15. Assign locker rooms for the teams and have dry erase board and markers, soap and towels in each room.
- \_\_\_\_\_ 16. Assign a private locker room for the umpires for pregame, halftime and post-game purposes; supply soap and towels.
- \_\_\_\_\_ 17. Train and use experienced adult-aged ball runners and dress them in contrast to participating teams and umpires colors. Use a minimum of six for each game.
- \_\_\_\_\_ 18. Assign experienced scorer, timers and announcer for all games at the site. (See Official Scorer's Table in Section 12; Announcer in Section 16). Please provide announcer with participant pronunciation guide for teams.
- \_\_\_\_\_ 19. Arrange for the following security needs:
  - \_\_\_\_\_ a. Officials (escort);
  - \_\_\_\_\_ b. Teams (one player/pass entrance);
  - \_\_\_\_\_ c. Bench area;
  - \_\_\_\_\_ d. Area behind goals;
  - \_\_\_\_\_ e. Spectator areas;
  - \_\_\_\_\_ f. All entrances;
  - \_\_\_\_\_ g. Press box entrance;
  - \_\_\_\_\_ h. Championship merchandise areas; and
  - \_\_\_\_\_ i. Concession areas.
- \_\_\_\_\_ 20. Arrange for medical assistance. A physician should be in attendance and accessible to all teams and officials.

- \_\_\_\_\_ 21. Have a practice field available the day before the games. All teams must be allowed equal practice on the game field. Ice, water and towels must be available at practice sites and athletic training facilities must be accessible to all teams. (See Practice in Section 16.)
- \_\_\_\_\_ 22. Have packets at the administrative meeting ready to distribute to teams, officials and NCAA site representative(s) upon arrival. Packets should include tournament information, credentials, parking information and any additional required NCAA forms.
- \_\_\_\_\_ 23. Count awards and check inscription immediately upon receipt. Contact John Bugner at the national office if there are any problems (damage, awards missing, etc.). Be sure to re-seal boxes for security purposes.
- \_\_\_\_\_ 24. Attend games committee and administrative meetings.
- \_\_\_\_\_ 25. Provide pre-game music that has been reviewed and is appropriate for public play.

#### Game Day

- \_\_\_\_\_ 1. Have game balls available.
- \_\_\_\_\_ 2. Have awards available.
- \_\_\_\_\_ 3. If drug testing is scheduled, implement procedures as instructed by The National Center for Drug Free Sport, Inc. and the onsite crew chief.
- \_\_\_\_\_ 4. Remind institutional personnel to complete online evaluations sent to them after championship competition.
- \_\_\_\_\_ 5. Ball people meet with table umpire 45 minutes before the game to review their duties.

#### Postgame

- \_\_\_\_\_ 1. Submit financial report via online system to the NCAA within 60 days.
- \_\_\_\_\_ 2. Pay the hotel bills for NCAA site representatives and umpires through the host reporting system.
- \_\_\_\_\_ 3. Complete any surveys sent by the NCAA national office.

## TOURNAMENT SITE MEETING CHECKLIST

[NCAA committee (*NCAA site representative at opening-round and first- and second-round sites*), tournament manager, umpire manager, sports information representative, director of facilities and athletic training representatives must be in attendance.]

- \_\_\_\_\_ 1. Inspect playing area (benches, scorer's table, audio equipment, PA system and national anthem music, field markings and goals, bench lines, crowd control, locker rooms, and player entrance).
- \_\_\_\_\_ 2. Review schedule of events for the entire competition.
- \_\_\_\_\_ 3. Review the pregame timing schedule (welcome, intros, etc.). (See APPENDIX H)
- \_\_\_\_\_ 4. Review script with athletic communications representative or announcer.
- \_\_\_\_\_ 5. Review game times and order of games.
- \_\_\_\_\_ 6. Determine/confirm uniform colors and benches for each game.
- \_\_\_\_\_ 7. Check availability of score sheets.
- \_\_\_\_\_ 8. Check that balls are available at field.
- \_\_\_\_\_ 9. At the **finals**, ensure that all awards have arrived and are correct.
- \_\_\_\_\_ 10. Review procedures for ticket sales.
- \_\_\_\_\_ 11. Review procedures for security (escort for umpires).
- \_\_\_\_\_ 12. Review policy on crowd control, including section on alcoholic beverages and tobacco products. Review privileges of bands, spirit squads and mascots, if necessary.
- \_\_\_\_\_ 13. Review medical arrangements.
- \_\_\_\_\_ 14. For **finals** only, review process with the field hockey committee for the selection of the all-tournament team.
- \_\_\_\_\_ 15. Review policies regarding photographers (e.g. permissible areas, no flashes, etc.).
- \_\_\_\_\_ 16. Review procedures governing videotaping. (See Videotaping in Section 12)
- \_\_\_\_\_ 17. Review policies and plans for postgame interviews and designate an interview area (losing coach and student-athletes interviewed first).
- \_\_\_\_\_ 18. Review procedures for sending results to the NCAA national office, the NCAA website and to the site of the finals, where applicable.

- 19. Remind teams, site reps and umpires to complete evaluations sent by the NCAA.
- 20. Review music policy. The host institution will provide pregame music and will begin when the clock begins countdown to game time (53 minutes before start time).
- 21. Review locker room assignments.
- 22. Review field-watering schedule for practices and competition.
- 23. Review laundry arrangements for advancing teams.
- 24. VIP and remote coaching area are both identified and reserved.

Please complete lineup for the first game and turn in at the administrative meeting.

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**INSTITUTION**[illegible]

**Blood Jersey Numbers:** \_\_\_\_\_

**Uniform color:**    **Home**\_\_\_\_\_                      **Away**\_\_\_\_\_

*Umpires will review the selected colors to ensure adequate contrast between the two competing teams.*

**Color of goalkeeper's shirt (list all possible colors):** \_\_\_\_\_



## NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP Travel Party Roster

\_\_\_\_\_ Opening Round    \_\_\_\_\_ 1<sup>st</sup> Round    \_\_\_\_\_ 2<sup>nd</sup> Round    \_\_\_\_\_ Semifinal    \_\_\_\_\_ Final

**Institution:** \_\_\_\_\_

Please list each individual from your institution's travel party (limit of 28, plus two individuals with access (administrator or trainer) who may sit on the bench.) **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk.** Student-athletes should be listed in alphabetical order using lines 1-24.

- |           |                               |
|-----------|-------------------------------|
| 1. _____  | 16. _____                     |
| 2. _____  | 17. _____                     |
| 3. _____  | 18. _____                     |
| 4. _____  | 19. _____                     |
| 5. _____  | 20. _____                     |
| 6. _____  | 21. _____                     |
| 7. _____  | 22. _____                     |
| 8. _____  | 23. _____                     |
| 9. _____  | 24. _____                     |
| 10. _____ | 25. _____                     |
| 11. _____ | 26. _____                     |
| 12. _____ | 27. _____                     |
| 13. _____ | 28. _____                     |
| 14. _____ | 29. _____ (administrator)     |
| 15. _____ | 30. _____ (medical personnel) |

Please list up to five (5) VIP's who may have access to the team pre- and post-game. These VIP's must have a ticket for admission to the competition site but will be provided with a credential to give them the necessary access, except to the bench area during the game.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Please turn in this list at the administrative meeting to the tournament manager and the NCAA site representative.**

**NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP  
SCHEDULE OF EVENTS  
FIRST- AND SECOND-ROUND GAMES  
(ALL TIMES EASTERN)**

**Thursday, April 29 - Practice Times**

Field watering	9:30 – 10 a.m.	Game Field
<b>Practice #1</b> ( <i>Team A or Team B</i> )	10 – 11:30 a.m.	Game Field (closed practice)
Field watering	11:30 – 11:40 a.m.	Game Field
<b>Practice #2</b> ( <i>Team A or Team B</i> )	11:45 a.m. – 1:15 p.m.	Game Field (closed practice)
Field watering	1:15 – 1:25 p.m.	Game Field
<b>Practice #3</b> ( <i>Team C or Team D</i> )	1:30 – 3 p.m.	Game Field (closed practice)
Field watering	3 – 3:10 p.m.	Game Field
<b>Practice #4</b> ( <i>Team C or Team D</i> )	3:15 – 4:45 p.m.	Game Field (closed practice)
<b>Mandatory Administrative Meeting</b>	5 p.m.	Location

**Friday, April 30** *(Please note: no walk-throughs)*

<b>Officials meeting</b>	9:30 a.m.	Game Field
Field watering	10:10 – 10:40 a.m.	Game Field
Field available for warmup	11:07 a.m.	Game Field
<b>Game #1</b> ( <i>Team A vs. Team B</i> )	Noon	Game Field
Field watering	TBA	Game Field
<b>Game #2</b> ( <i>Team C vs. Team D</i> )	3 p.m.	Game Field

**Saturday, May 1 – Practice Times**

Field watering	9:30 – 10 a.m.	Game Field
<b>Practice #1</b> ( <i>Game #1 Winner or Team E</i> )	10 – 11:30 a.m.	Game Field (closed practice)
Field watering	11:30 – 11:40 a.m.	Game Field
<b>Practice #2</b> ( <i>Game #1 Winner or Team E</i> )	11:45 a.m. – 1:15 p.m.	Game Field (closed practice)
Field watering	1:15 – 1:25 p.m.	Game Field
<b>Practice #3</b> ( <i>Game #2 Winner or Team F</i> )	1:30 – 3 p.m.	Game Field (closed practice)
Field watering	3 – 3:10 p.m.	Game Field
<b>Practice #4</b> ( <i>Game #2 Winner or Team F</i> )	3:15 – 4:45 p.m.	Game Field (closed practice)

**Sunday, May 2** *(Please note: no walk-throughs)*

<b>Officials meeting</b>	9:30 a.m.	Game Field
Field watering	10:10 – 10:40 a.m.	Game Field
Field available for warmup	11:07 a.m.	Game Field
<b>Game #3</b> ( <i>Team A/B vs. Team E</i> )	Noon	Game Field
Field watering	TBA	Game Field
<b>Game #4</b> ( <i>Team C/D vs. Team F</i> )	3 p.m.	Game Field

**Schedule subject to change.**



## APPENDIX G

### 2020 NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP SCHEDULE OF EVENTS (SEMIFINALS AND FINAL)

(ALL TIMES EASTERN)

#### **Thursday, May 6, 2021**

8 a.m.	Athletic training room opens	TBD
8 a.m.	Administrative meeting	TBD
9 – 10:30 a.m.	Practice	Karen Shelton Stadium
10:45 a.m. – 12:15 p.m.	Practice	Karen Shelton Stadium
12:30 – 2 p.m.	Practice	Karen Shelton Stadium
2:15 – 3:45 p.m.	Practice	Karen Shelton Stadium

#### **Friday, May 7, 2021**

7 a.m.	Athletic training room opens	TBD
8 – 8:30 a.m.	Practice	Karen Shelton Stadium
8:40 – 9:10 a.m.	Practice	Karen Shelton Stadium
9:20 – 9:50 a.m.	Practice	Karen Shelton Stadium
10 – 10:30 a.m.	Practice	Karen Shelton Stadium
12:05 p.m.	Semifinal #1 warmup begins	Karen Shelton Stadium
1 p.m.	Semifinal #1	Karen Shelton Stadium
2:50 p.m.	Semifinal #2 warmup begins	Karen Shelton Stadium
4 p.m.	Semifinal #2	Karen Shelton Stadium

#### **Saturday, May 8, 2021**

9 a.m.	Athletic training room opens	TBD
10 – 11:30 a.m.	Practice (winner of semifinal game 1)	Karen Shelton Stadium
11:35 a.m.	Coaches Meeting	Karen Shelton Stadium
11:45 a.m. – 1:15 p.m.	Practice (winner of semifinal game 2)	Karen Shelton Stadium

#### **Sunday, May 9, 2021**

7:30 a.m.	Athletic training room opens	TBD
8:30 – 9 a.m.	Practice	Karen Shelton Stadium
9:15 – 9:45 a.m.	Practice	Karen Shelton Stadium
12:05 p.m.	Championship warmup begins	Karen Shelton Stadium
1 p.m.	Championship game	Karen Shelton Stadium

**Schedule subject to change.**

**Pregame Timing Sheet****(Non-televised games)**Actual Time      Clock Time

53 minutes	45:00	Teams may begin warmup.
38 minutes	30:00	Game rosters submitted and exchanged.
8 minutes	00:00	Captains and umpires meet.
7 minutes	00:00	Teams clear field. Public address, welcome.

Introduction of umpires and players.

Teams are led onto the field in two lines by the three umpires. The umpires are the first to be introduced. The captain of each team heads the line of players (both starters and non-starters). The umpires will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single file line at center field facing the direction as determined by the venue. The announcer then introduces the visiting team's non-starters, followed by the starters, assistant coach(es) and head coach. The announcer then introduces the "home" team using the same format. After both teams have been introduced and the national anthem has been played, the players should return to their respective benches to prepare for the start of the game.

3 minutes	00:00	National anthem.
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	15:00	Game begins.
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**End of First Quarter**

2:00	Clock will start immediately at the conclusion of the first quarter.
0:00	Teams must be on the field ready to play.
15:00	Second quarter begins.

**Halftime**

10:00	Clock will start immediately at the conclusion of the second quarter.
0:00	Teams must be on the field ready to play.
15:00	Third quarter begins.

**End of Third Quarter**

- 2:00 Clock will start immediately at the conclusion of the third quarter.
- 0:00 Teams must be on the field ready to play.
- 15:00 Fourth quarter begins.

**Overtime Procedure**

- 5:00 Intermission following regulation time
- 10:00 First overtime period (sudden victory) - Time will count down from 10:00 on the scoreboard
- 2:00 Intermission
- 10:00 Second overtime period (sudden victory) - Time will count down from 10:00 on the scoreboard
- 2:00 Intermission
- Shootout

**Post-Match**

10-minute cool down.

Coaches and selected players from non-advancing team will meet the press first.

Coaches and selected players from advancing team will meet the press second.

At the first round and at the finals, the field will be cleared after the first semifinal game. The clock will be set at 45:00 and the field is available to the second game participants. The national anthem is not played before the second game. The field will be watered for the second game if the committee, in conjunction with the facility manager and umpires, determine it is necessary (time allotted to be determined by the committee or site representative).



## Guidelines for Ball Retrievers at Field Hockey Games

### General

- ❑ All ball people start with at least one (1) ball in their hands (two is better);
- ❑ Don't have anything in your hands except the ball(s);
- ❑ When sending a ball onto the field ROLL it in, never throw it;
- ❑ When placing a ball for a sideline hit, place it on the sideline where the other ball left the field...**then retrieve the other ball**;
- ❑ When the ball leaves the field after a foul has been called look for the player holding her hand up for the ball and ROLL the ball to her;
- ❑ When watching the game stay away from the sideline so you don't interfere with the movement of the umpires;
- ❑ Listen to what the umpires tell you to do and NOT the players; and
- ❑ Must arrive and meet with their umpire 45 minutes before game time.

### Procedure

- ❑ At minimum, there needs to be six people;
- ❑ One person goes behind each goal; and
- ❑ The other four people move along the sidelines from the center of the field down to the end line.

### Responsibilities

- ❑ People behind the goals NEVER send a ball onto the field;
- ❑ Their job is to retrieve balls that have left the field over the end line and roll them to the people on the sidelines;
- ❑ People on the sidelines feed the ball into the game based on where it left the field or where play is to restart;
- ❑ If the ball leaves the field over the end line to the right of the cage, the person on the sideline on that side of the cage feeds the ball in; and
- ❑ If the ball leaves over a sideline, the closest ball person to where it left feeds the ball in (or places it on the sideline).

**2020-21 STANDARD TICKET BACK DISCLAIMER LANGUAGE**  
**Updated 07/02/2018**

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

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

**ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

**Assumption of Risk:** The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, \_\_\_\_\_

\_\_\_\_\_ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

**Indemnification and Hold Harmless:** The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

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

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



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

#### Network Connection

To deliver a high quality video production, we require 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event.

#### Equipment

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

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

#### Equipment Receiving/Shipping

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

#### Crew/Announcers

Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Raycom and Turner Sports.

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

#### Event Specific Accommodations

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

For additional information, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at [acrawford@tupeloraycom.com](mailto:acrawford@tupeloraycom.com)



## 2019-20 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success.

### **Latest Version of StatCrew Required (some exceptions)**

All NCAA hosts will need to have the 2019-20 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto, Statcrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below), for alternate instructions.

***Please note: StatBroadcast is not affiliated with any other software.***

### **NCAA LiveStats Integration**

For hosts that utilize NCAA LiveStats, a representative from Turner will contact you regarding setup.

### **Downloading NCAA Broadcastr 10**

StatBroadcast's latest version of the Broadcastr software is required for setup. If you have a lower version previously installed, you will need to update in order to continue.

Please visit <http://www.statbroadcast.com/ncaa/setup/> for all information on downloading, setting up, and testing StatBroadcast on your scoring computer.

**Note: You will need Administrator access to your computer to install this software.** If you are receiving errors overwriting files, you may need your Campus IT staff to temporarily unlock your computer.





## Streaming Requests

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

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

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights.

All non-commercial live video streaming rights fees will be waived.

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

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

### Turner Contact Information

Jason Venson

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404-704-2493