2026 DI FIELD HOCKEY CHAMPIONSHIP

HOST OPERATIONS 2026-27 MANUAL

Division I Field Hockey

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

NCAA STAFF

Will Hopkins Associate Director of Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6779 Cell: 317-363-0843 Email: **whopkins@ncaa.org**	**Mariah Martin** Coordinator of Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6223 Cell: 317-287-9078 Email: **msmartin@ncaa.org**

2026-27 NCAA DIVISION I FIELD HOCKEY COMMITTEE

Current members of the committee can be found at the following link: web1.ncaa.org/committees/#/reports/roster?committeeCode=1FHOC

For additional information about the Division I Field Hockey Championship, contact:

Will Hopkins Associate Director, Championships and Alliances 317-917-6779 / **whopkins@ncaa.org**	**Amy Densevich, chair** Associate Athletic Director Kent State University 330-472-8175 / **adensevi@kent.edu**

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 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine, spirits and other alcoholic beverages (e.g., hard seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

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

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

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

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

TOBACCO PRODUCTS

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, this includes cigars.

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act (ADA), Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. Per NCAA policy, 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 ADA. The host institution/conference is responsible for determining if the competition site and ancillary event sites will be in compliance as of the dates of the championship and ancillary events. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event or an ancillary event site 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.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to review the request.

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or **narkins@ncaa.org**. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONS LOCKER ROOM PROGRAM

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

- The product is for team champions only. 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 Jared Hunt with Event 1 for T-shirts (**jared.hunt@unrivaledteamwear.com**) and Tyler Glines (**tyler.glines@blue84.com**) at Zephyr for hats. Please contact David Clendenin, Director of Licensing, at the NCAA national office should you have any questions (**dclendenin@ncaa.org** or 317-917-6496).

CHAMPIONSHIP AWARDS

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

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

Preliminary Rounds

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

Finals

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

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

ELITE SCHOLAR-ATHLETE AWARD

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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 school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is 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, the coach should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA communication staff will typically send a template of a release and the logo to the sports information director of the winner's school the morning of the announcement to allow the school time to prepare. In addition, the information will be given to the NCAA social media staff 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 student-athletes and fans at 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 Scholar-Athlete 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 the winner's accomplishments. The presentation should be semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. In addition, 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 Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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.
>
> The recipient of the Elite Scholar-Athlete award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the Student-Athlete Banquet

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help ensure the winner's attendance
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-Venue Presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite Scholar-Athlete 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 the individual is participating, so that the school's fans are in attendance (video board and/or public address recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete 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 at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

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

> The Elite Scholar-Athlete Award, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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.
>
> The recipient of the Elite Scholar-Athlete award for the 2026 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 Scholar-Athlete award being publicly recognized, the NCAA communication staff will send out a template of a standard press release to the sports information director of the winner's school and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account (formerly known as Twitter) will promote the winners after the on-site announcement has been made. Olivia Baumhoer will work with social media staff members to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

- The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to **socialmedia@ncaa.org**.

For more information on the Elite Scholar-Athlete award winners, log on to **ncaa.org/elitescholarathlete**.

PARTICIPATION

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participation awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

Section 4 • Bands/Spirit Squads/Mascots

ENTRANCE

Spirit squads, not to exceed 12 in number, plus the mascot will be admitted, if in uniform, via the gate list. A maximum of 25 band members, who are in uniform and performing at the championship, will not be charged admission.

ARTIFICIAL NOISEMAKERS

Do not permit artificial noisemakers or air horns in or around the competition venue at any time. The tournament manager is responsible for strict enforcement of this rule. The display of banners is subject to the approval of the games committee before display.

Bands, or any component thereof, are allowed to play during timeouts, halftime, after goals, before competition during their team's allotted music time and immediately after competition.

DESIGNATED AREAS

A maximum of 12 spirit squad members will be allowed on the field during the game. The spirit squads will be seated on the apron of the playing field, at least five yards from the sideline opposite the team benches.

ELECTRONIC AMPLIFICATION

Bands may use electronic amplification equipment with the specific approval of the NCAA site representative or championships manager.

GUIDELINES

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution will be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution will ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise their cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team's timeout or between games. It cannot be used to taunt or block spectator's view.

SEATING

Bands should be seated in spectator seating areas so as not to interfere with spectators, photographers or teams.

Section 5 • Broadcasting/Internet

Please review Broadcast and Media Services Championships Policies, Broadcast and Credentials Information, located at **ncaa.com/media**.

Section 6 • 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 Championships Bid Portal.

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship 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 time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marketing contact.

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Marketing Portal can be accessed at: **NCAA Champs Promotions – Brand-to-Local Marketing Platform | SproutLoud**.

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

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

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

- PRINT
  - Poster
  - Flyer
  - Print ad
  - Table tent
- DIGITAL
  - Email blast
  - Banner
  - Social media graphics
  - Video board
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing best practices
  - Social media guidelines
  - Special artwork requests

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

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

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 92 NCAA Championships.

NOTE: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

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

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, X, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to **ncaa.org/sports/2021/3/3/digital-social-media.aspx** for a listing of official NCAA social media accounts.

PAID DIGITAL ADVERTISING GUIDELINES

Hosts may utilize paid digital advertising to support championship awareness and ticket sales, subject to NCAA review and approval.

Key Requirements:

- All paid campaigns, audience targeting plans, creative assets, media plans and landing pages require NCAA approval prior to launch.
- Only approved first-party audience data sources may be used.
- Campaigns must use NCAA-approved branding, logos, messaging and creative assets.
- Messaging should focus on the championship experience, fan engagement and ticket sales.
- Hosts may be required to provide campaign reporting and performance metrics.

WEBSITE GUIDELINES

The official NCAA championship website and ticketing platform serve as the primary sources for event information and ticket sales.

Key Requirements:

- Prominently link to the official NCAA championship website and ticketing site.
- Direct all ticket purchase traffic to official NCAA ticketing platforms.
- Use NCAA-provided creative assets and approved branding.
- Championship webpages should include event dates, venue information, ticket links, and fan resources.
- Championship-related website content must be submitted for NCAA review and approval prior to publication.
- Any championship microsite should support NCAA objectives and avoid duplicating official NCAA content.

DATA CAPTURE GUIDELINES

Hosts and local organizing committees may support fan engagement and event operations, while complying with NCAA data collection requirements.

Key Requirements:

- Volunteer recruitment information may be hosted locally.
- Championship-related fan data collection must occur through NCAA-owned platforms.
- Hosts should direct fans to NCAA-owned platforms for ticketing information, newsletters, contests, sweepstakes, and promotional registrations.
- Hosts may not create independent databases or sign-up forms for championship updates, ticket sales or event communications without NCAA approval.
- Any fan data collection must include appropriate notice and consent requirements.

GENERAL NOTE

Hosts are responsible for complying with all NCAA branding, marketing, sponsorship, intellectual property, and promotional policies. All championship-related marketing, advertising, website content and promotional activities are subject to NCAA review and approval. Detailed guidelines and approval procedures will be provided directly to hosts following championship assignment.

Section 7 • Championship Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 92 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

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. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public's access to them.

h. Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations.
- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.

- Keeping selling areas clean and neat at all times.
- Restocking 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 reorders 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.

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 8 • Championships Presentation/Fan Engagement

FAN FESTS

Ancillary Events

The NCAA has the first right to host a fan fest at any NCAA championship. If the NCAA does not opt to host a fan fest, the host institution/conference may consider hosting an ancillary entertainment activity for fans in conjunction with the championship. If another entity (e.g., convention and visitor's bureau) elects to stage such activities, they must be off venue property. Either of these options not hosted by the NCAA must follow the following policies:

- If hosted by the host institution/conference on venue property 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).
- If an NCAA CC/P wants to activate at the championship, the hosting entity must allow them to participate.

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

NCAA MARKS

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.

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

NCAA championship hosts are required to utilize NCAA provided PA scripts, run-of-shows and video board content. Host messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements that you would like to propose for the event must be approved in advance by the championship staff liaison.

The NCAA will provide video board content to sites that have such capabilities. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Brandon Anthony – Senior Producer
Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

Break in Action Contests or Promotions

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged and 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 shared below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

Hosts should consider continuing nonsponsored regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased/nonsponsored 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 connection 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 the NCAA merchandise supplier) 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 individuals or groups to sing the national anthem (e.g., recording artists with strong local ties, military, local individuals, choir groups or bands). Guidelines and ideas for consideration:

- No bias toward or against any participating team (e.g., **performers should not wear the apparel of a participating team**).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- 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)
- Highly recommend a pre-event rehearsal with the performer(s) and others involved

Enhanced Team Introductions

Examples of this could include using special music, smoke machines, flame units, on-field fireworks, team banners/flags, youth athletes holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration:

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

Musical Entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated Award Recognitions

If appropriate, 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 Scholar-Athlete Award, coaches' association player of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist, or band), color guard, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA Corporate Relations and Game Presentation team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

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 pregame, 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, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person who would in turn discuss with the NCAA Corporate Relations and Game Presentation teams as some elements may be influenced by partnership agreements.

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 team to coordinate.
- 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., "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 military service personnel 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 point person who would in turn discuss with the NCAA Corporate Relations team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multiday championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

STUDENT-ATHLETE BANQUET

To celebrate and welcome all participating student-athletes and championship personnel at the final site, the host may provide a banquet (or other student-athlete recognition event). The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. Per NCAA policy, student-athlete banquets (or other celebratory events) are not permitted at preliminary-round sites.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA games presentation team and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc., in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template. Please note, that a 60-minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

Run of Show

6:30 p.m. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA tribute video, DII or DIII branding video – optional)

6:45 p.m. Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative

6:50 p.m. Dinner buffet lines open or plated dinner served

7:20 p.m. Guest Speaker (optional)

7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)*

1. Team 1
2. Team 2
3. Team 3
4. Team 4

7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite Scholar-Athlete Award

Championship Video (if available)

7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

**Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers.*

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc., varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past

student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements

- Unique Venue. A skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow. Before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers. Relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo Opportunities. Opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium).
- Favors Unique to the Sport or Area. Examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special Entrances for Student-Athletes. Red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games. Generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship Merchandise. Sales booth or display area with order forms on-site.
- Special Olympics Component. Speaker, athletes, etc. (recommended for all DIII championships).

Coaches' Association Award Guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches' association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.

- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

STUDENT-ATHLETE RED CARPET ARRIVALS/TEAM WALKS

At many NCAA championships, a red carpet arrival or team walk featuring the participating teams and their band and/or cheer squads can be a significant fan enhancement. A red carpet arrival/team walk allows fans to feel a greater connection with the student-athletes through brief personal interaction that provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes, if conducted properly. Listed below are some elements to consider before deciding to conduct a red carpet arrival/team walk, a list of guidelines for a red carpet arrival/team walk and a checklist of items needed for the event.

Elements to Consider

- Number of Fans. Will there be an adequate number of fans to support a red-carpet arrival/team walk and make it a positive experience for the participating student-athletes?
- Timing and Location. Is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship? (E.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game).
- Equitable Participation. Will all participating teams have equal opportunities to participate (it is permissible to have a red-carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day)?
- Team's Experience. This should be a positive experience for all participating student-athletes, and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5-15-minute window between teams is needed. Depending on the schedule of the teams you can predetermine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15-minute window of separation, giving them more control of their schedule and not interrupting their normal game day routine.
- Fan's Experience. Consider the location of the red-carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate.
- Visibility and Promotion. Is the red-carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, ncaa.com, e-blast, push notifications and/or signage? Ask each participating team to send out the red-carpet arrival/team walk times to their ticket holders and on their social media platforms as well.
- Timing of Buses. Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red-carpet arrivals/team walk.

Guidelines

- The host staff will have primary responsibility for coordinating and managing the red-carpet arrivals/team walk, as well as all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate.

- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red-carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red-carpet arrival/team walk area.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room.
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered.
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted.
- A sound system which can be used in conjunction with the red-carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics.

Checklist

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event.
- Stanchions or other form of a barrier between the student-athletes and fans.
- Red carpet arrival/team walk sign or entrance way (e.g., balloon arch), if appropriate.
- Staff or volunteers.
- Security, if appropriate.
- Lighting elements if it is going to be dark out, depending on the time of the arrivals.
- Tents over the carpet if it is raining, unless the location of the red-carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red-carpet arrivals/team walk).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate.
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red-carpet arrival/team walk location of the arrival time changes, if appropriate.
- Other entertainment (e.g., DJ/music, local drum line) to keep fans entertained before and in-between team arrivals, if appropriate.

Section 9 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. No laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPIONS & PARTNERS PROGRAM

The NCAA Corporate Champions and Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with TNT Sports 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 92 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 Relations 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 Relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company (CLC). Inquiries should be directed to the NCAA licensing staff.

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA branding team via Nathan Arkins (**narkins@ncaa.org**) for approval prior to production or use. Please allow up to five days for response time.

2. Downloads of NCAA logos may be obtained through the **NCAA Digital Library**. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you'll be prompted to update the password after you've successfully logged in for the first time.

NCAA Trademarked Protection Language

3. The NCAA's position on inclusion of ® and ™ marks is first use. To comply with legal requirements, a registered mark or trademark should be used on all NCAA IP on first reference. The "first reference" refers to the first time a specific word, term or phrase appears. This includes, but isn't limited to logos, authenticating lines or taglines. In any case, it is appropriate to reduce the size of the registered mark or trademark if it is egregious compared to other elements. The requirement is that the designation is legible.

4. Official trademarked names cannot be changed or abbreviated.

5. If the correct registration is used, no legal language is required.

6. 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.

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: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

- 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 webpage" or "event-specific webpage."
- 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 WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.) Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

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 Ashley Murray at **amurray@ncaa.org** or 317-917-6349.

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

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

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

- 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.

<u>For blue disc/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example)</u>:

- 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

NCAA Trademarks
NCAA Digital Library
NCAA Corporate Champions and Partners | ncaa.com

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.

For a list of NCAA licensees and official equipment suppliers, visit **NCAA Official Vendors, Suppliers and Licensees - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all NCAA championships.

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting 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.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/ product branding.

f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. **Official Sticker and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotional Materials.** If the facility approves, patrons are permitted to bring in small signs and non-noisemaking items. Items may include any (non-CCP) commercial identification.

i. **Digital Inventory.** At no charge, the NCAA will have full access to use and control of, 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 internal and external signage, digital or otherwise. This includes 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 10 • 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 (five 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 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.

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. Opening-round hosts should expect delivery on Tuesday before competition. 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 20.

TEAM BENCHES

Team benches should be set for 34 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 REVIEW

Preliminary Rounds. Sites are required to utilize video replay. Hosts will outline video replay capabilities in the facility questionnaire. Hosts shall provide visiting institutions with access to their Spiideo camera feeds and explain the proper equipment needed to access video replay. Visiting institutions should bring their own tablets as the host institution will not provide tablets to visiting institutions.

Finals. The championship finals site is equipped with video replay through the broadcast and production.

A video review umpire will be assigned to all games and is responsible for making the call for all video reviews. Provide space for the video review umpire at the video review equipment (inside the press box is preferred).

FILMING

Each participating team is automatically authorized to film 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 (Spiideo). Participating teams may film on their own as space is available and as designated by the host school. **All preliminary round hosts must upload all games to Spiideo by noon Eastern time, Monday, Nov. 16.**

Finals. The host site is responsible for filming, coding and uploading game film to Spiideo 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.

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 filming area on-site at preliminary and final sites to their bench area.

There may be more than one individual in the designated game film area per institution (if space allows). The videotapes may not be used for any commercial purposes.

The host is required to share AI system technology with participating teams, if available, via the participant manual, administrative meeting and phone call before travel to site. Any game day technology will be available to all participating teams, including in the bench area if applicable, otherwise usage if not permitted. AI camera usage during practice sessions is not permissible, including the host team. Cameras used exclusively for video review will not be shared with the bench area of either participating team.

Section 11 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at the following link: **NCAA Drug Testing Program – ncaa.org**.

Section 12 • Equipment

CLOCKS

A visible clock must be provided for practice and competition 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.

BODYARMOR PRODUCT AND EQUIPMENT

Equipment Information (Finals Site Only). The NCAA will provide certain championships relevant equipment (sideline hydration product, sideline hydration equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the product and equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any product and 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), BODYAMOR powder, and when applicable, BODYARMOR 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 BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) 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 BODYARMOR Branded Equipment and Product. The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, 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 BODYARMOR, 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 BODYARMOR equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

If you have any questions regarding any of this information, please contact Will Hopkins (317-917-6779; **whopkins@ncaa.org**).

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 "nonfilled" 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.

Preliminary Rounds. Host institutions are responsible for providing 100 practice balls per visiting team. Opening-round hosts will receive 36 game balls and 36 practice balls by Tuesday before competition. First- and second-round hosts will receive 24 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), 300 practice balls and 24 sideline vests.

PLAYING SURFACE

The preferred playing surface for the championship is a "nonfilled" 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.

Section 13 • Financial Administration

AUDIT

Sites will be randomly selected for financial and box office audits following the championship. The NCAA will make every effort to notify sites selected for audits within 30 days after the approval 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 documentation requested could include (but is not limited to): 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; competition venue rental agreement; and any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Hosts must retain all financial documentation for a minimum of one year post-event and ensure the ability to reconcile: Ticket audit totals; reported revenue streams (tickets, fees, suites, etc.); and all reimbursed expenses.

APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for NCAA approval. The budget must include all revenues and expenses associated with hosting the championship, including lodging for officials and site representatives, if applicable. Budgets must be submitted in accordance with the sport committee schedule and approved by the NCAA prior to the first date of competition. Hosts should make reasonable efforts to forecast ticket sales, as revenue, attendance, and operational scale directly impact allowable expenses and overall financial performance.

The host institution must adhere to all NCAA-approved budgeted expenses including (but not limited to) competition site rental, maintenance, insurance, ticketing operations, personnel (e.g., ushers, ticket sellers/takers, game staff), security, promotion, advertising, meetings and medical services. Only actual, reasonable and necessary expenses associated with championship operations are eligible for reimbursement. The NCAA reserves the right to determine expense eligibility; expenses deemed excessive, unsupported, or outside policy will not be reimbursed.

Reimbursement is limited to approved budget categories and amounts. Any expenses exceeding approved limits or outside approved categories are the responsibility of the host institution unless preapproved in writing by the NCAA. Budget adjustments are permitted but must be submitted to and approved by the NCAA in advance of incurring the expense.

TAX RESPONSIBILITY

It is incumbent upon the host to understand and remit all necessary taxes related to the sale of championship tickets made by both the NCAA and the host at their given state and locality. The host institution shall coordinate with the NCAA regarding applicable admissions, sales and use taxes, including identifying whether the NCAA's tax-exempt status applies in the host jurisdiction and communicating exemption requirements to vendors, where applicable. 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 a letter of attestation regarding tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site. An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. Remittance should not be made until this automated email is received as edits could be made by NCAA staff that impact the final settlement amount.

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 supporting documentation (e.g., ticket audit reports, invoices, contracts, receipts) to substantiate each reported revenue and expense line item.

A financial report will not be considered complete until all required documentation is submitted, approved, and any amount due to the NCAA has been received. Institutions that fail to meet the 60-day reporting requirement 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). Honorarium penalty reductions are automatic and will be applied based on the date the complete and accurate financial report is received by the NCAA.

If the financial report results in the NCAA paying the host, the NCAA will make its best effort to reimburse the host within five business days of the report being approved by the NCAA accounting department.

DRUG TESTING EXPENSES

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

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the 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 department at the NCAA national office within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

All travel arrangements eligible for NCAA reimbursement must be booked in accordance with NCAA travel policies. Expenses incurred outside of these processes may not be reimbursable.

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 14 • Game Management

ADMINISTRATIVE MEETING

For opening round and first- and second-round competition, an administrative meeting must be conducted on the practice day and may be held virtually. 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 umpire manager should attend the administrative meeting, make arrangements for the umpire manager to call into the meeting, if possible.

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).

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). 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 championships 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 ball runners are required for each game. The committee requires the use of college-aged individuals or adults unless preapproved through the committee at the preliminary and final rounds.

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 E and F**).

Opening Round	Wednesday by 2 p.m. Eastern time
First/Second Round	Friday game times are noon and 2:30 p.m. or 11 a.m. and 1:30 p.m. Sunday game time is 1 p.m. or noon *NOTE: The field hockey committee will assign game times to each site.*
Finals	Semifinal game times are noon and 2:30 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.

FORMAT

The opening-round games will be conducted at two of the four first-and second-round sites on Wednesday before the first round. All bids for first- and second-round sites must include expenses for one opening-round game on Wednesday.

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 (**APPENDIX D**).]

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.

STREAMING

Television and Digital Rights. The NCAA maintains exclusive rights to broadcast all rounds of NCAA championship competition. ESPN is the rights holder for all rounds of the Division I Field Hockey Championships. All host institutions for opening, first and second rounds of this championship event are required to produce a live Internet video stream for distribution on ESPN+.

Production Stipend. A production stipend of $5,000 per game will be provided to assist each host who meets the minimum streaming requirements, detailed within the manual and bid checklist. Broadcast production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to the hosts that meet all the requirements, post championship when finalizing the final championship financials.

Technical Requirements. Host institutions must meet those requirements to host preliminary round competition. The NCAA will host a broadcast specific call to discuss minimums and answer any questions hosts may have on this requirement.

The NCAA, in partnership with ESPN, will coordinate with the host institution on the specifications for the video feed inclusive of equipment, staffing, graphics, music, transmission, etc. All questions related to video streaming should be directed to Amy Skiles, NCAA Championships and Alliances - Broadcast (**askiles@ncaa.org**).

Refer to **APPENDIX J** for more information.

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 90 minutes. 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 E and F of this manual.**

4. Practice times should be close to the times that the teams will be playing the next day.

5. Except for first-round games and semifinal games, teams will have the opportunity to practice on the game field for 30 minutes on competition days. On the days of first-round games 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 G**.

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** for posting on the NCAA website. (See Section 20 – Media Services)

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 Nick Moeller (**nmoeller@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 36 individuals (per team) in the championship inclusive of the official travel party of 28, one team administrator, one medical personnel, six noncompeting team personnel and all eligible rostered student-athletes not in the 27-person squad size may be in the bench area. 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. The host team will choose its bench. Otherwise, the home team will be seated on the right when facing the scorers' table from the field. The committee will assign benches at the final site.

Squad Size. Teams are limited to 27 student-athletes for their squad size for the championship. Only those 27 student-athletes and other authorized, credentialed personnel will be allowed on the field. Student-athletes must be designated before the game. Student-athletes 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 travel party for awards is 28.***

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.

VIDEO BOARD

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

Section 15 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on **Health, Safety and Performance - ncaa.org**. A nonexhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the following documents: Preventing Catastrophic Injury and Death in Collegiate Athletes, the ***Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes,*** **the NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events** and the ***NCAA Sports Medicine Handbook***.

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

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

AMBULANCE SERVICE

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

COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS

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

MEDICAL STAFF CREDENTIALS AND ACCESS

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

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

PORTABLE IMMERSION TUBS

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

Section 16 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR 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 BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) 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 BODYARMOR-Branded Equipment and Product. The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, 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 BODYARMOR, 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 BODYARMOR equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view (they may not be used on the sidelines or within the competition area[s]).

If you have any questions regarding any of this information, please contact Will Hopkins (317-917-6779; **whopkins@ncaa.org**).

Section 17 • Insurance

LIABILITY

If event is held on-campus:

Host institution must maintain and provide proof of at least $1 million of Commercial General Liability (CGL) 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 CGL coverage. (This is the minimum requirement per NCAA bylaws.)

If event is held off-campus:

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

Venue must maintain and provide a minimum of $1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. NCAA must be named as an additional insured.

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

Section 18 • Lodging

NCAA NON-PREDETERMINED PRELIMINARY-ROUND COMPETITION

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

Hotel Expectations - General

Ensuring a positive student-athlete experience at NCAA championships includes securing lodging for visiting teams at the appropriate level of quality at a reasonable distance from the competition venue.

Top teams should continue to have the right to host, provided a qualified bid is submitted by the established deadline. When the expectations for student-athlete experience fall short, sport committees will provide direct feedback to hosts. Host institutions have a responsibility to remedy identified issues prior to being considered for hosting opportunities in the future, regardless of sport. Failure to meet these expectations could impact the institution's opportunity to host in the future, even if their seeding merits it.

Location

Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

Room Rates

Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., $150 regular/$205 high-cost city for the 2025-26 academic year).

Room Blocks

The following is a breakdown of the room blocks for preliminary rounds.

- **Opening Round Team Hotels**: A minimum of 20 double rooms, one suite and one meeting room should be reserved per team.
- **Opening Round Officials/Site Rep Hotel**: Four officials rooms and one site rep room.
- **First/Second Rounds Team Hotels**: A minimum of 20 double rooms, one suite and one meeting room should be reserved per team.
- **First/Second Rounds Officials/Site Rep Hotel**: Five officials rooms and one site rep room.

Lodging Types

Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

Hotel Letter of Agreement

A letter of agreement between the host and the officials/site representative and team hotel(s) must be uploaded into the bid portal stating that the requisite number of rooms are being held (refer to bid checklist for the letter of agreement template). The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

Release Policy

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charge a financial penalty as follows:

- If the event is one to three nights, the institution will be required to pay for one night.
- If the event is four or more nights, the institution will be required to pay for two nights.
- Game times and practice times are determined by the field hockey committee.

MERCHANDISING

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

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

Section 19 • Media Services

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

Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.

ALL-TOURNAMENT TEAM (FINALS ONLY)

See Section 3 – Awards.

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/sports/2021/2/9/statistics.aspx**.

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 Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at **ncaa.com/credentialterms**, should also be visible at credential pickup.

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

- All Access – For event management-type personnel who need access to every area, including game surface.
- Event Management – For event management staff who do not need All-Access.
- Media – For members of the media to provide them access to press areas (press row/box, media room, interview room, locker rooms (postgame only).
- Official – For game umpires and evaluators.
- Participant – For student-athletes, coaches, equipment managers (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 (allows for 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 credentials to allow them to specific places such as the truck compound.

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

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 QUALIFICATIONS AND ACCEPTANCE

Final-Round Site. 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 be directed to media to apply for credentials at **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/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are nontransferable 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 for public display and to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postgame notes/quotes.

The host institution is responsible for providing complete statistics of all NCAA championships competition.

FLIP CARDS

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

INTERNET POLICY

The NCAA website, **ncaa.com**, serves as the official online resource for NCAA championships. Please visit **ncaa.com/media** for updated NCAA championship internet policies

The NCAA and its partners own the internet rights to all of its championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent 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 nonexclusive 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 (**nflannery@ncaa.org**).

MICROSITE GUIDELINES

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

Venue 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 including hours, pricing, etc.
- Venue security information.
- For email communication: **ncaa.com/newsletter-signup**

Travel and Transportation Information

It is permissible, and encouraged, to share travel information such as local hotel options, car rental, public transportation, etc., within the microsite for consumer knowledge. Links should direct away from the microsite and no mention of company names are to be included within the copy of the microsite.

EXAMPLE: "For hotel options within the {CITY NAME} area, please click here" (link can be to city tourism page or visitor's bureau, etc.)

Dining, Shopping and Attractions

The following topics are permissible and encouraged to house within your microsite, but must link away from the main page:

- Local fan gathering and entertainment locations.
- Shopping and dining options.
- Special attractions unique to city.

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 national information about the competition that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information, as needed.

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.

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. The championship manager can provide this information.

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: **ncaa.com/newsletter-signup**.

Copyrights, Photos, Licensing, Trademarks and Corporate Marks

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

- 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 to be placed above any other identification marks.
- Photos from previous year's championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact**
    - All imagery must be owned by the NCAA or host city.
- 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 microsite. This text can be in a mouse print format at the bottom of the page as follows:
    - *NCAA is a trademark of the National Collegiate Athletic Association.*
- A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion, as needed.

Logo Usage

For official NCAA blue disk and championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at **narkins@ncaa.org**.

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the specific championship. The official list of NCAA social media pages and hashtags is located at **ncaa.com/social**.

Mobile Version

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

Local Contributor Recognition

The host can recognize their local contributors under the following guidelines:

- This page should be titled, "Local Contributors."
    - Do not use any other reference such as "sponsors" or "partners."
- The NCAA logos should not be included within this specific page.
- Include text at the bottom of the page indicating that the Local Contributors are not official sponsors of the NCAA.

Examples

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

- **University of Wisconsin / Division I Cross Country Championships microsite**

NOTE: A reminder the website should be clean of any and all corporate sponsor marks. Additionally, the information provided regarding local travel accommodations, restaurants, or the like must link away from the microsite complete. Final approval of the city-specific microsite will come from the NCAA event marketing, ticket and/or branding team.

Once your site has been developed, please send the URL to Will Hopkins (**whopkins@ncaa.org**) for review and approval.

Should you have any questions, please contact Will Hopkins (317-917-6779; **whopkins@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.

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 time frame. 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.

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.

   The NCAA's broadcast partners retain all rights to the television broadcast or cablecast, Internet or radio broadcast of NCAA championships. Please visit **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 **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 **ncaa.com/media** or contact any member of the NCAA broadcasting and media integration staff at the national office.

8. NCAA officiating crews are not to be interviewed.

9. 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 and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff.

Pool reporters may request an officiating and/or rules interpretation via the NCAA committee and staff members on site, when a games includes potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the respective sport committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the committee and the NCAA staff representatives assigned to the site are permitted in the locker room during this meeting.

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired. The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

PERSONNEL

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

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

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

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

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all news conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

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

A 30-minute 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. A team open locker room can include both the formal locker room and/or adjacent areas. 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 winning team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The nonadvancing team will report to the interview room immediately following the completion of the winning team's news conference. (Note: For some championships, the governing sport committee has determined that the nonadvancing team should go first to the news conferences, before the winning team. Please refer to the championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the news 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 the media are present the entire time.

The head coach must complete all the NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the news 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.)

News Conference Moderator Duties

1. The news conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to the media while they wait for the teams to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as possible following each game.

2. Media coordination representatives should obtain the names of the student-athletes who will be attending the news 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 news conference by asking the head coach for their 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 each team news conference to 10 minutes apiece.

7. The moderator should keep the flow of the news 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).

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

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

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

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

- Risers or an area with an unobstructed view for television cameras.

- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

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

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. Please refer to information **here** for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved in advance 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 chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

CREDENTIALS AND PHOTO SALES

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Credentialed photographers may not sell or independently license NCAA championship images.

ACCESS AND EDITORIAL USE BY NCAA MEMBER INSTITUTIONS

Images from NCAA Division I and National Collegiate Championships will be available to NCAA member institutions through NCAA Photos on a per-image basis for permitted editorial use.

For access to available championship images, contact NCAA Photos at **info@ncaaphotos.com** and provide the desired use, championship, institution and identifying information for the requested image(s). Fees may apply for image retrieval, transfer or fulfillment depending on the scope and complexity of the request.

Permitted editorial use includes official NCAA member institution athletic department websites, social media, digital communications, media guides, game programs, annual reports and other official athletics publications. Images may not be sold, sublicensed, transferred to a third party or used in advertising, sponsorship, merchandise or other commercial or promotional activity without separate authorization through Getty Images. Credit images, where a credit appears, as follows: ©Photographer's Name/NCAA Photos.

ADDITIONAL PHOTOGRAPHY SERVICES

NCAA Photos may offer custom photography services directly to NCAA member institutions for coverage. Any such services will be subject to separate fees and terms.

COMMERCIAL, PROMOTIONAL AND OTHER USES

Any use beyond the permitted editorial uses described above, including advertising, sponsorship, merchandise, licensing, commercial promotion or use by a third party, must be reviewed and licensed through Getty Images.

For questions regarding those uses, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

To license NCAA championship photography through Getty Images, visit **NCAA photography on Getty Images**.

PROGRAMS

The preliminary rounds of 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.

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

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

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

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

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

RADIO/INTERNET AUDIO COVERAGE

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

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

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. For the latest information and policies in regard to team content, go to "Team Content Policy" link at **ncaa.com/media-center/broadcast-services**.

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

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.

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: **on.ncaa.com/sociallinks**.

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collaborations on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Facebook, Instagram, TikTok and X (Twitter) (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA social team through the championship's contact.

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

Please send direct questions, ideas or news to Jeffrey Donley at **jdonley@ncaa.org**.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, **ncaa.com**, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to **NCAA-Editorial@warnermedia.com**. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into message box.
- Attach HTML box score, if available.

INTERNET

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

TELEVISION

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

LIVE STREAMING

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

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

Section 20 • 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.

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 20 – Credentials.

ENTRANCE

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

LODGING

See Section 19.

LOCKER ROOMS

See Section 11 – 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 11 – 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 national coordinator of officials, with approval of the field hockey committee, will assign four field umpires (two per game), one table umpire, one video review umpire and one evaluator to each site. The table umpire will supervise the scorers' and timers' table, ball runners and the team bench area. One umpire will be designated as the video referral umpire at all tournament games. 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 22 • Programs

PROGRAMS

The preliminary rounds of 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.

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

The NCAA and LEARFIELD encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and LEARFIELD also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

All digital programs available can be found at **ncaa.com/gameprograms**.

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20 percent commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Fill out a form for a vending agreement to LEARFIELD prior to the event.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD.
- Fill out a form to create a settlement sheet provided by LEARFIELD, after the event within the time frame specified in the vending agreement.
- Within one week postchampionship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs.
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to LEARFIELD for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD after the event within the time frame specified in the vending agreement.

Program Vending Standards

- Receive and take inventory (by counting the boxes and multiplying by the number of programs per box) of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or significant damage to any box of programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
    - Designate individuals to sell programs and pay them a commission for each program they sell; or
    - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
- Encourage vendors to walk through the stands to sell programs during the event.

QUESTIONS

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

Section 23 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state, local and campus partners who aid in maintaining safe championship events for all athletes, coaches, officials, fans and staff.

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 **Safety and Security Best Practices** when developing a safety and security Event Action Plan.

The suggestions outlined in the Safety and Security Best Practices 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 plan.

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 plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA Championship event.

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 sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring. The site representative, host tournament staff and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather response should be created and available for reference. The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to before making or announcing any formal changes. Additional resources are available for reference in the **NCAA Safety and Security Best Practices**.

GENERAL SECURITY GUIDELINES

Preparation. Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student athletes, coaches, officials and fans. This includes sufficient security and/or law enforcement

personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review security operations with local law enforcement agencies, private security staff and stadium employees the procedures for circumstances requiring emergency response. In the event of a critical incident the first priority is life safety, as time and situation allow contact the NCAA championship manager for additional guidance and decision making.

Resources: Safety and Security Best Practices is available for hosts to reference and use as needed in helping set up an Event Action Plan with appropriate partners.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Host a safety and security briefing with all relevant stakeholders.
4. Identify chain of authority.
    a. Incident commander (second in command).
    b. Decision-making personnel/team.
5. Identify incident command center (if applicable)
6. Identify incident communication plan.
7. Review evacuation plan – review plan with competition site manager.
8. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
9. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go **here**.

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

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact situation when competition was halted.
- Student-Athletes and Coaches. On instructions from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

Disruption. Building security and/or law enforcement personnel shall be responsible for the restoration of order in the event competition is disrupted. Under no circumstances are student athletes, coaches, officials or NCAA representatives to become involved in the removal or confrontation with disruptive persons.

Communication. The committee chair, NCAA staff, and event management staff (facility manager, event director and senior law enforcement officer) should assemble immediately at a predetermined location to assess the situation. The public-address announcer should keep spectators informed of the conditions, if possible. Participants, coaches and officials must be kept informed throughout the delay. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, local, state and federal law enforcement agencies, will serve as spokesperson in the event of an emergency.

Resumption of Competition. As soon as possible, competition shall resume from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance or reschedule the competition in an alternate facility provided the facility meets NCAA standards provisions.

Section 24 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales**

   NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the local organizing committee (LOC), host institution or conference and competition venue, as needed.

2. **Primary Ticket Sales**

   All primary ticket sales will be managed by the NCAA through its agreements with AXS, Ticketmaster, Paciolan and other authorized providers. The LOC/host and competition venue must fully cooperate with the NCAA's official ticketing vendors and partners (e.g., primary ticket sales system provider, official ticket and hospitality provider, official ticket exchange).

   The NCAA shall not be responsible for securing exemptions from any exclusive contracts held by the LOC/host, competition venue or surrounding areas/facilities. Nor shall it be liable for any buyouts or other actions required to obtain such exemptions.

   Unless specifically granted an exception, the NCAA requires the competition venue to use a ticket scanning system at all public access points. The venue's ticketing system will be used for access control, box office walk-up sales and day-of-event ticketing issue resolution.

3. **Control of Venue Seating**

   The NCAA shall control all seating assignments within the competition venue, including club seats, press boxes, hospitality spaces and restaurants.

   The NCAA shall also determine the allocation and location of all ticket allotments (e.g., team tickets, LOC/host tickets, bands).

   The LOC/host or competition venue may not resell allotted championship game tickets at any price. Nor may they enter into sponsorship, hospitality or travel package agreements with any ticket broker, tour operator or other secondary ticket marketer to provide championship tickets in exchange for other considerations, unless specifically authorized by the NCAA.

4. **Ticket Prices**

   With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including those for suites and standing room only. One hundred percent (100%) of ticket sales revenue shall be included in the championship receipts to help offset the NCAA guarantee, cover championship expenses and support further revenue-sharing opportunities.

   Revenue from the sale of championship tickets and championship-related event tickets shall be exempt from sales, amusement, entertainment and other surcharge taxes to the extent possible.

   The NCAA is a 501(c)(3) tax-exempt organization. In its bid submission, the LOC/host must specify any state or local tax exemptions that will be granted to the NCAA. If a tax exemption is not available, all applicable tax rates must be disclosed in the sport-specific facility questionnaire. Any increases in those tax rates after the time of bid submission must be either absorbed by the bid respondent or rebated to the NCAA if the bid is awarded.

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

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

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

Preliminary Round Ticket Prices:

- Opening Round - $5 for adults and $3 for student/child.
- First & Second Rounds - $10 for adults and $3 for student/child.

5. **Mobile Ticket Delivery/Printed Tickets**

To promote a safe and contactless environment, the NCAA strongly recommends that all tickets be delivered via mobile devices to help prevent fraud and reduce the risk of lost, stolen or forgotten tickets. If mobile delivery is not feasible, paper tickets may be distributed.

If printed tickets are required, the NCAA will manage the ticket design and printing process, assigning specific responsibilities to the LOC/host and competition venue as needed. The NCAA will provide the proposed ticket artwork to the LOC/host and competition venue for review and input.

The NCAA will coordinate ticket printing unless it instructs the LOC/host or competition venue to do so. The LOC/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

6. **Suites**

The competition venue shall provide a number of private viewing suites for the exclusive use of the NCAA or its designees.

Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.

Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-upon financial terms.

7. **LOC/Host Ticket Allocation**

The NCAA shall allocate a portion of the competition venue's saleable inventory to the LOC/host for the purpose of accommodating their guests, including, but not limited to, local contributors.

The LOC/host must commit to its ticket allocation no later than six months prior to the championship. Once committed, the LOC/host assumes full financial responsibility for the entire allocation and may not return any portion to the NCAA.

If the LOC/host has excess tickets it is unable to use, it must notify the NCAA, which will determine whether any reallocation or alternative use is permissible. The LOC/host is prohibited from selling or listing any excess tickets for public sale, resale on secondary markets or through unauthorized platforms. The NCAA is under no obligation to provide financial relief for any unused or excess tickets.

8. **Competition Venue Responsibilities**

a. ADA Compliance. The competition venue must comply with all applicable city, state and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating.

   Additionally, the box office shall assist with all issues related to lost, stolen or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

b. Seating Manifest. At the time of the bid submission, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration.

c. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship. The purpose of the survey will be to determine the host set location, camera locations, and if any "seat kills" are necessary to accommodate these positions.

d. Final Manifest. Upon completion of the site survey, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

e. Sales Reports. The competition venue's box office shall provide the NCAA with timely and accurate sales reports. The NCAA will determine the schedule for submitting these reports. The box office must fully cooperate with the NCAA's official ticketing vendors and partners to ensure the reports are provided as required.

f. Final Ticket Database. If your championship does not sell tickets, please disregard this information. Each host conference, institution and/or venue are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager, ticketing, and marketing contacts receive the following purchaser information: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date, and Seat Location(s).

   i. For Ticketmaster sites, simply include reporting tcode "NCA" and privilege "3" on the event. This will allow us to assist with data management and reporting via an automated feed. Please complete this request as soon as possible, but no later than one week after your hosted round.

   ii. For Paciolan sites, if you haven't done so already, please reach out to your client partner to execute the necessary data authorization form; you will then be able to add an Event Tag to the championship events in Paciolan. To add the event(s) to the feed, you will go into the applicable Event Setup by entering the Season and Event Code. From there, click on "Event Misc" and add the Event Tag NCAAFEED. Save all windows, and the necessary information for event sales will be automatically sent to the NCAA, eliminating the need for manual data pulls and exports. Please completethis request as soon as possible, but no later than one week after your hosted round.

   iii. For Other sites, please send an Excel or .csv file with the following details within one week of your hosted round: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date, and Seat Location(s).

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 25 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through On Location. On Location can be reached at 866-655-9215 or by email at **ncaaalo@shortstravel.com**.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use On Location to book on-site ground transportation.

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

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

All NCAA Championship travel information can be found **here**.

PARKING

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

Section 26 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

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

Appendixes

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Appendix A • 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. 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 19)

_____ 3. Practice. Schedule game field for practice sessions. (See Practice in Section 17)

_____ 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, ball runners.
e. Athletic training – doctor, athletic trainers.
f. Athletic communication – press box, interview room, game statistics, recaps, photos, pre- and postgame interviews.
g. Promotions and marketing director.
h. Ball people – committee requires the use of college or adult aged individuals (minimum of six) unless preapproved through the committee at preliminary and final rounds.
i. Prepare to film and upload all games at site. This is a host responsibility. Designate space for filming by participating teams if requested and available.
j. Announcer for web stream is required for all games at your site.

_____ 5. Schedule of Events. Prepare a tentative tournament schedule, outlining game, practice and meeting times and entertainment activities **(APPENDIXES E and F)**.

_____ 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 Will Hopkins at the NCAA national office (317-917-6779) for approval of function.

_____ 7. Promotions/Publicity. Develop a promotional/publicity plan.

_____ 8. Programs. (See Section 24)

_____ 9. Competition Site Appearance. Determine if additional items (e.g., signs, banners), besides what is provided by the NCAA, are needed to enhance the competition site for championship competition.

_____ 10. Insurance Certificate. Upload the insurance certificate in the bid portal before the competition. (See Section 18)

_____ 11. Participant Manual. For preliminary round sites, prepare the preliminary round participant manual with site specific information. This template can be found **here**.

Appendix B • 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 form (**APPENDIX D**) 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 23)

_____ 5. Note: Check to see if game balls have been received; if they have not, contact Will Hopkins (**whopkins@ncaa.org**, 317-917-6779) at the NCAA immediately. (See Section 15)

_____ 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**). 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 filming space reserved. Prelim sites and final site – host will film and upload all games. Provide filming 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 20)

_____ 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 15.)

_____ 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 postgame 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 11; Announcer in Section 15.) 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 15.)

_____ 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 required NCAA forms.

_____ 23. Count awards and check inscription immediately upon receipt. Contact Will Hopkins at the national office if there are any problems (damage, awards missing, etc.). Be sure to reseal boxes for security purposes.

_____ 24. Attend games committee and administrative meetings.

_____ 25. Provide pregame 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 on-site 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.

Appendix C • Tournament Site Meeting Checklist

[NCAA committee (*NCAA site representative at opening-round and first- and second-round sites*), tournament 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 G)**

_____ 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) and facility emergency action plans.

_____ 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 (permissible areas, no flashes, etc.).

_____ 16. Review procedures governing filming. (See Filming in Section 13.)

_____ 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.

Appendix D • Travel Party Roster

NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP
Travel Party Roster

_____ **Opening Round** _____ **1st Round** _____ **2nd Round** _____ **Semifinal** _____ **Final**

Institution _____

Please list each individual from your institution's travel party of 28 (squad size of 27 and 8 nonathletes which should include one administrator and a medical personnel). **Any additional eligible roster student-athletes not on the 27 person squad size may be in uniform and in the bench area.**

1.	_____	18.	_____
2.	_____	19.	_____
3.	_____	20.	_____
4.	_____	21.	_____
5.	_____	22.	_____
6.	_____	23.	_____
7.	_____	24.	_____
8.	_____	25.	_____
9.	_____	26.	_____
10.	_____	27.	_____
11.	_____	28.	_____
12.	_____	29.	_____ (administrator)
13.	_____	30.	_____ (medical personnel)
14.	_____	31.	_____
15.	_____	32.	_____
16.	_____	33.	_____
17.	_____	34.	_____

Please list up to five (5) VIP's who may have access to the team pre- and postgame. 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.

Appendix E • Schedule of Events

NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP
SCHEDULE OF EVENTS
OPENING-ROUND GAMES & FIRST- AND SECOND-ROUND GAMES

(ALL TIMES EASTERN)

Tuesday (Opening-Round)

Practice Times (90 minutes) – based on arrival time of visiting team and typical practice time for home team. Tournament manager, in consultation with site representative, coordinates practice times.

TBD – Administrative Meeting (tournament manager coordinates with coaches and administrators based on practice times).

Wednesday (Opening-Round)

8:30 to 9 a.m. – Team walk-through

9:15 to 9:45 a.m. – Team walk-through

12:30 p.m. – Officials meeting with site representative and tournament manager

2 p.m. – Opening-round games begin

Thursday (First- and Second-Round)

Practice Times (90 minutes)

(Highest seed picks time A or B)
10 to 11:30 a.m. – Team A
11:45 a.m. to 1:15 p.m. – Team B

(Highest seed picks time C or D)
1:30 to 3 p.m. – Team C
3:15 to 4:45 p.m. – Team D

5 p.m. – Administrative Meeting

Friday (First- and Second-Round) (Please note: no walk-throughs)

11:07 a.m.	Field available for warmup
Noon	Game No. 1 **(Seeded team at each site will play the Noon game)**
2:30 p.m.	Game No. 2

Saturday (First- and Second-Round)

Practice Times (90 minutes). Tournament manager, in consultation with site representative, coordinates practice times.

Sunday (First- and Second-Round)

8 to 8:30 a.m.	Game No. 1 winner walk-through
8:45 to 9:15 a.m.	Game No. 2 winner walk-through
12:07 p.m.	Field available for warmup
1 p.m.	Game

Appendix F • Schedule of Events (Semifinals and Final)

2026 NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP SCHEDULE OF EVENTS (SEMIFINALS AND FINAL)

(ALL TIMES EASTERN)

Thursday, Nov. 19, 2026

8 a.m.	Athletic training room opens	Trager Stadium
8 a.m.	Administrative meeting	Microsoft Teams Meeting
9–10:30 a.m.	Practice	Trager Stadium
10:45 a.m.–12:15 p.m.	Practice	Trager Stadium
12:30–2 p.m.	Practice	Trager Stadium
2:15–3:45 p.m.	Practice	Trager Stadium

Friday, Nov. 20, 2026

7 a.m.	Athletic training room opens	Trager Stadium
8–8:30 a.m.	Practice	Trager Stadium
8:40–9:10 a.m.	Practice	Trager Stadium
9:20–9:50 a.m.	Practice	Trager Stadium
10–10:30 a.m.	Practice	Trager Stadium
11:05 a.m.	Semifinal #1 warmup begins	Trager Stadium
Noon	Semifinal #1	Trager Stadium
1:55 p.m. (approx.)	Semifinal #2 warmup begins	Trager Stadium
2:30 p.m.	Semifinal #2	Trager Stadium

Saturday, Nov. 21, 2026

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

Sunday, Nov. 22, 2026

8:15 a.m.	Athletic training room opens	Trager Stadium
9:15 –9:45 a.m.	Practice	Trager Stadium
10–10:30 a.m.	Practice	Trager Stadium
12:07 p.m.	Championship warmup begins	Trager Stadium
1:00 p.m.	Championship game	Trager Stadium

Appendix G • Pregame Timing Sheet

2026 Division I NCAA Field Hockey Championship
Wednesday, November 11, 2 p.m.
Team A (Away) vs. Team B (Home)

Time of Day	Game Clock	Action
12:50 p.m.	0:00	Teams can access field.
1:00 p.m.		Gates open to the public.
1:07 p.m.	45:00	Teams may begin warmup.
1:22 p.m.	30:00	Game rosters submitted and exchanged.
1:52 p.m.	0:00	Captains and umpires meet.
1:52 p.m.	0:00	Teams clear field.
1:53 p.m.	0:00	Teams are led onto the field in two lines by the three officials. The captain of each team heads the line of players (both starters and nonstarters). The officials 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 venue. Face the flag for the national anthem.
1:54 p.m.	0:00	**National Anthem.**
1:56 p.m.	0:00	Introduction of officials and players. The officials will be introduced first followed by the visiting team non-starters and starters and then the home team starters and non-starters. After both teams have been introduced, the players should return to their respective benches to prepare for the start of the game.
2:00 p.m.	0:00	Team huddles
2:02 p.m.	15:00	Game begins.

*The game clock will count down from 15:00 in each quarter.

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.
15:00	Overtime period (sudden victory) - Time will count down from 15:00 on the scoreboard.
2:00	Intermission.
	Shootout.

Post-Match

10-minute cool down.
Coaches and selected players from advancing team will meet the press first.
Coaches and selected players from non-advancing team will meet the press second.

2026 Division I NCAA Field Hockey Championship
Friday, November 13, Noon
Team A (Away) vs. Team B (Home)

Time of Day	Game Clock	Action
10:50 a.m.	0:00	Teams can access field.
11:00 a.m.		Gates open to the public.
11:07 a.m.	45:00	Teams may begin warmup.
11:22 a.m.	30:00	Game rosters submitted and exchanged.
11:52 a.m.	0:00	Captains and umpires meet.
11:52 a.m.	0:00	Teams clear field.
11:53 a.m.	0:00	Teams are led onto the field in two lines by the three officials. The captain of each team heads the line of players (both starters and nonstarters). The officials 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 venue. Face the flag for the national anthem.
11:54 a.m.	0:00	**National Anthem.**
11:56 a.m.	0:00	Introduction of officials and players. The officials will be introduced first followed by the visiting team non-starters and starters and then the home team starters and non-starters. After both teams have been introduced, the players should return to their respective benches to prepare for the start of the game.
12:00 p.m.	0:00	Team huddles
12:02 p.m.	15:00	Game begins.

*The game clock will count down from 15:00 in each quarter.

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.
15:00	Overtime period (sudden victory) - Time will count down from 15:00 on the scoreboard.
2:00	Intermission.
	Shootout.

Post-Match

10-minute cool down.
Coaches and selected players from advancing team will meet the press first.
Coaches and selected players from non-advancing team will meet the press second.

2026 Division I NCAA Field Hockey Championship
Friday, November 13, 2:30 p.m.
Team A (Away) vs. Team B (Home)

Time of Day	Game Clock	Action
1:43 p.m. (Appx.)	45:00	Teams may begin warmup.
1:58 p.m. (Appx.)	30:00	Game rosters submitted and exchanged.
2:28 p.m. (Appx.)	0:00	Captains and umpires meet.
2:28 p.m. (Appx.)	0:00	Teams clear field.
2:29 p.m. (Appx.)	0:00	Introduction of officials and players. The officials will be introduced first followed by the visiting team non-starters and starters and then the home team starters and non-starters. After both teams have been introduced, the players should return to their respective benches to prepare for the start of the game.
2:33 p.m. (Appx.)	0:00	Team huddles
2:35 p.m. (Appx.)	15:00	Game begins.

*The game clock will count down from 15:00 in each quarter.

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.
15:00	Overtime period (sudden victory) - Time will count down from 15:00 on the scoreboard.
2:00	Intermission.
	Shootout.

Post-Match

10-minute cool down.
Coaches and selected players from advancing team will meet the press first.
Coaches and selected players from non-advancing team will meet the press second.

2026 Division I NCAA Field Hockey Championship
Sunday, November 15, 1 p.m.
Team A (Away) vs. Team B (Home)

Time of Day	Game Clock	Action
11:50 a.m.	0:00	Teams can access field.
12:00 p.m.		Gates open to the public.
12:07 p.m.	45:00	Teams may begin warmup.
12:22 p.m.	30:00	Game rosters submitted and exchanged.
12:52 p.m.	0:00	Captains and umpires meet.
12:52 p.m.	0:00	Teams clear field.
12:53 p.m.	0:00	Teams are led onto the field in two lines by the three officials. The captain of each team heads the line of players (both starters and nonstarters). The officials 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 venue. Face the flag for the national anthem.
12:54 p.m.	0:00	**National Anthem.**
12:56 p.m.	0:00	Introduction of officials and players. The officials will be introduced first followed by the visiting team non-starters and starters and then the home team starters and non-starters. After both teams have been introduced, the players should return to their respective benches to prepare for the start of the game.
1:00 p.m.	0:00	Team huddles
1:02 p.m.	15:00	Game begins.

*The game clock will count down from 15:00 in each quarter.

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.
15:00	Overtime period (sudden victory) - Time will count down from 15:00 on the scoreboard.
2:00	Intermission.
	Shootout.

Post-Match

10-minute cool down.
Coaches and selected players from advancing team will meet the press first.
Coaches and selected players from non-advancing team will meet the press second.

Appendix H • Guidelines for Ball Retrievers

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).

Appendix I • Waiver of Liability

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 shall, notwithstanding, continue in full legal force and effect.

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

_____ _____

Signature of Participant Date

_____ _____

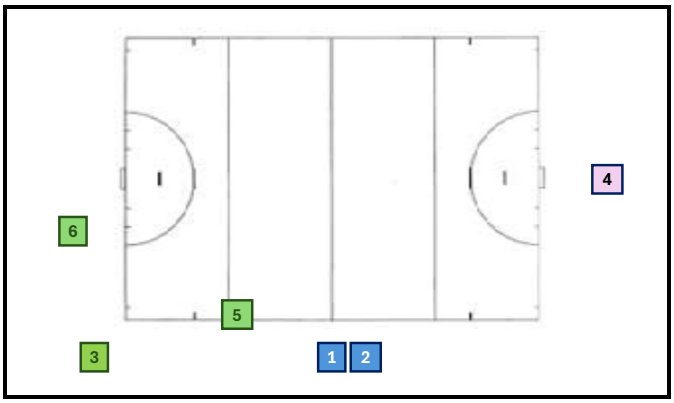
Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)

_____ _____

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

Appendix J • Preliminary-Round Minimum Broadcast Requirements

FIELD HOCKEY



Color Key
Required Positions
Options to meet required Camera Minimum
Additional Options for Manned Cameras
Not Required - Fixed Cams

#	Position	Config	Lens
1	High Game	Hard	40x
2	High Tight	Hard	55x
3	Slash	Hard	55x
4	High Endzone	Hard	55x
5	Handheld	HH	17x
6	Low Endzone	Hard	55x
10	Booth	Fixed	Wide
11	Scoreboard	Fixed	24x

Additional Notes
Camera numbering reflects broadcast production standards and is not required to replicate All lens sizes are recommended minimums based on ESPN standards and are not required Low Endzone and/or Slash should always be opposite of High Endzone, but can be placed on either side of the field

NCAA FIELD HOCKEY

Minimum Technical Requirements

TECHNICAL EQUIPMENT

CAMERAS

2	Manned	Game/Tight (See Camera Map)

REPLAY

2	CHANNELS IN	
1	CHANNELS OUT	

GRAPHICS

1	CHANNEL	Clock/Score

COMMENTARY

1*	PxP	1 Headset for talent Preference is single ear interrupt, prefade in other

Please note it is expected the PxP be dedicated to this production, and not a simulcast of a radio broadcast

TRANSMISSION

1	Path Options	
	Fiber	
	Sattelite	
	IP Encoder	

Appendix K • Catastrophic Injury Insurance Program

NCAA Catastrophic Injury Insurance Program
Injury Reporting Guidelines
How to Report a Claim

Contact A-G Specialty Insurance the insurance program claims administrator at:

NCAA@agadm.com

This email is monitored 24 hours a day, 7 days a week and this will initiate the claims process

Information to Report:

- Name of Student-Athlete
- Name of School
- Date of Injury
- Type of Injury Sustained
- Sport Involved
- Activity During Which Injury Occurred (e.g., practice, competition)
- Information about Other Insurance Available to Student-Athlete. W

There will be an electronic intake form after initial claim notification

When to Report:

True catastrophic injuries should be reported no later than the first business day following the injury and include:

- Spinal cord injury
- Severe head and neck trauma
- Partial or complete paralysis
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg

If the claim is for an injury that does not meet the above description, but there is reason to believe that expenses will breach the NCAA Catastrophic Injury Insurance Program deductible, please report the claim as soon as you have knowledge that the claim may involve the NCAA policy.

If you have any questions about the reporting process, please contact Tyler Hansen at A-G Specialty Insurance at: Email: thansen@agadm.com Phone: (610) 933-0800