



**2019 DIVISION III
FIELD HOCKEY
CHAMPIONSHIP**

***HOST OPERATIONS
2019-20 MANUAL***

TABLE OF CONTENTS

No.	SECTION	PAGE
	Introduction	1
	NCAA Staff Directory	2
	NCAA Field Hockey Committee Directory	2
1	Awards	3
2	Bands/Spirit Squads and Mascots	4
3	Banquets/Entertainment	6
4	Broadcasting/Internet	6
5	Commercialism/Contributors	7
6	Drug Testing	8
7	Facility, Equipment & Space Requirements	11
8	Financial Administration	14
9	Game Management	16
10	Lodging	20
11	Meetings	20
12	Media/ Credentials	21
13	Medical Procedures	22
14	Merchandising/Licensing	25
15	Officials	27
16	Participating Teams	28
17	Practices	29
18	Promotions, Marketing and Fan Engagement	30
19	Programs	33
20	Safety and Security Plan	34
21	Tickets/Seating	37
22	Transportation	37
23	Volunteers	38
APPENDICES		
A	Field of Play Diagram	A
B	Credential Language	B
C	Introduction of Teams	C
D	Awards Ceremony	D
E	Awards Ceremony List	E
F	Travel Party/Credential List	F
G	Elite 90 Award Presentation (Finals Only)	G
H	Pregame Itinerary	H
I	Ticket Back Language	I
J	Advance Planning Checklist	J
K	Tournament Manager/Director Checklist	K
L	Games Committee Meeting Checklist	L
M	Umpires Meeting Checklist	M
N	Coaches Meeting Checklist	N

Introduction

Information in this document applies to both preliminary rounds and final site competition unless otherwise specified.

INTRODUCTION

On behalf of the NCAA Division III Field Hockey Committee, thank you for being an important part of the 2019 NCAA Division III Field Hockey Championship.

Administration of the Division III Field Hockey Championship is under the direction of the Division III Field Hockey Committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division III Field Hockey Championship. It is designed to use in conjunction with, not in place of, the NCAA Division III Field Hockey Pre-Championship Manual, which provides more general policies for the administration of the championship.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

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

Contact Information

2019-20 DIVISION III FIELD HOCKEY COMMITTEE

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<p><i>Championship Manager:</i></p> <p>Kelly Whitaker Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206</p> <p>317-917-6511 (office) 317-476-6867 (cell) 317-917-6826 (fax) kwhitaker@ncaa.org</p>	<p><i>Coordinator:</i></p> <p>Ethan Walker Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206</p> <p>317-917-6476 (office) 317-917-6826 (fax) ewalker@ncaa.org</p>

SECTION 1 – Awards

Awards

Preliminary Rounds

MTM, inc., will send official NCAA participant medallions to the tournament manager prior to competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped closed and secured in a limited-access area. These will be presented or provided to the coaches of the non-advancing teams at each site and are given to the squad size (24). Additional awards can be purchased at the following website: <http://mtmrecognition.com/ncaa/>.

Finals

MTM, inc., 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. You should receive four team trophies, 29 individual awards for the second-place team and each of the semifinalist teams, and 24 watches and 29 individual awards for the championship team.

All-tournament. An all-tournament team will be selected by the NCAA Division III Field Hockey Committee in consultation with the participating institutions. The all-tournament team will be announced prior to the presentation of the team awards.

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

Awards Ceremony (Finals only).

An appropriate awards ceremony should be held at the conclusion of each semifinal game and the championship game (See Appendix D).

The semifinalist trophies, presented to the teams that do not advance to the championship game, will be presented after each semifinal contest. The championship awards ceremony will take place on the field immediately after the conclusion of the final game. Please have the awards (trophies out of boxes) ready to take onto the field immediately after each game. The NCAA staff will coordinate the ceremony in conjunction with a host institution designee and the public-address announcer. The awards boxes should be kept to give the teams after the ceremony.

Each semifinalist will be requested to submit an Awards Ceremony List. This list will be read in its order during the presentation of awards. (Appendix E)

Announcements. The Division III Field Hockey Committee will coordinate the ceremony with the public-address announcer.

Showcasing of Awards. You may want to have the four team trophies and one of each of the individual trophies available for viewing at the banquet. If so, please take security measures.

Champions Locker Room Program (Finals Only).

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. 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.

- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following 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 inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

Elite 90 Award (Finals Only).

See Appendix G for information related to the Elite 90 Award presentation.

Participant Awards.

Preliminary Rounds

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

Finals

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

SECTION 2– Band/Spirit Squads and Mascots

Bands and Cheerleaders.

Cheerleaders and/or dance team members, not to exceed 12 in number, plus the mascot and a sponsor shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or dance team

members shall be allowed on the field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament manager.

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 shall 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 shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to 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 his or her cheerleading squad of such requirements and ensure compliance.

Institutional mascots shall remain in the area established by the field hockey committee prior to competition.

Band members, not to exceed 25 in number plus the director, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play after goals until play resumes and immediately after competition; bands may be allotted additional time per approval of the NCAA committee.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.3 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

Artificial Noisemakers.

Artificial noisemakers are not allowed during play (cowbells, drums, thundersticks, whistles, air horns and electric amplification). Bands may not play when the game is in progress. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators ability to enjoy or watch the game will be removed.

National Anthem.

The United States of America's national anthem ("Star-Spangled Banner") shall be played or sung at the start of each day of competition. The national anthem will be played after player introductions. The host institution must provide back-up music for all games.

Color Guard (finals only). The host institution should provide a color guard for the championship. The color guard will be experienced at presenting the flags and old enough to understand the importance of the event.

Warm-Up Music.

The host institution (all games, regardless of seed) shall provide appropriate music of a general nature to be played throughout the entire pregame period. Music shall only be played during

pregame or between games; no music may be played during time-outs, half-time, following goals, etc.

SECTION 3– Banquets/Entertainment

For the **championship finals**, arrangements should be made for a banquet to be held Friday night prior to the semifinals for the official traveling party (29 persons) of each of the four participating teams. Other people that should be on the guest list include members of the NCAA Division III Field Hockey Committee, NCAA staff and additional host personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship). According to NCAA policy, game umpires may not attend the banquet or any hospitality function. The director of athletics and tournament director are the official banquet hosts. Additional tickets (if available) may be purchased for institutional personnel based on seating availability.

The format of the banquet should be determined in consultation with the field hockey committee and NCAA championship manager.

Usually the participating teams feel more comfortable sitting together, so you may want to designate team tables using school colors, the team name and/or mascot. Members of the Division III Field Hockey Committee should have a designated table near the front of the room. If a committee member is affiliated with one of the participating teams, he/she will sit with their team.

It is recommended that the agenda include short welcoming statements by a representative of the host institution, the NCAA field hockey chair and by a student-athlete from each participating team. Any other way to make the banquet special is encouraged by the field hockey committee.

Members of the media and officials should **NOT** be invited to the banquet.

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

The NCAA championship banner should be hung on the wall in a prominent position. Participating team banners, colors and other decorations with team colors are strongly encouraged.

SECTION 4 – Broadcasting/Internet

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

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary-round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).

SECTION 5 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.

The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.

No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the facility during any session of the championship without the prior approval of the NCAA.

No announcements except those approved in advance by the NCAA or for public emergencies shall be allowed over the public-address system.

Local Contributors.

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

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

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

NCAA Corporate Partners.

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

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

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

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

[NCAA Corporate Champions & Partners](#)

SECTION 6 – Drug Testing

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

Drug-Testing Expenses.

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

Facility Specifications.

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

Host Notification.

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

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

Media Obligations.

Team Championships. Each team is provided a postgame cooling-off period. At the conclusion

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

Next-Day Testing.

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

Participant Notification.

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

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

Seating.

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

Site Coordinator's Responsibilities (Host).

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information** (team championships). The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts** (team championships). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the

drug-testing area.

- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the drug-testing crew chief during testing as directed.
 - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
 - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging** (drug-testing crew). The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

Drug Testing Statement (to be read at all NCAA pre-championship meetings).

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

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

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

SECTION 7– Facility, Equipment & Space Requirements

Facility Guidelines.

1. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.
2. Facility must be available for team practices the day before and the day of competition. Please alert NCAA Championship liaison immediately if another event on campus might conflict with the field hockey practices, games or hotel availability.
3. Provide a spacious locker room with chalk or white board for each team for practice and games. All team locker rooms should have the name affixed to the door. A separate locker room for the game umpires should be provided.
4. Arrange for a public address system to announce lineups, scoring and substitutions and make announcements (see Appendix C).
5. The field must be properly and clearly marked in accordance with FIH rules and NCAA rules modifications. Repainting of lines is recommended (see Appendix A).
6. The host institution must provide a certified athletic trainer and athletic training facilities on practice and competition days for all teams and umpires.
7. Arrange for planned access to medical personnel, preferable a team physician.
8. Artificial noisemakers are not allowed during play (cowbells, drums, thundersticks, whistles, air horns and electric amplification). The tournament director is responsible for enforcement of this rule. The display of banners is subject to the approval of the games committee prior to display. Promotional items are also subject to the approval of the games committee prior to the event.
9. Team benches or chairs should be set for 34 individuals (per team) for championship games and should be located on the same side of the field as the scorer's table. Only authorized individuals with specific functions should be permitted in the bench area.
10. If a raised scorer's table with skirt is used (mandatory at finals), it should be set for the following individuals: three scorers (official scorer and one from each team, unless space is available in a press box), timer, alternate umpire and NCAA representative (seven places at finals). The scorers' table should have communication capabilities with the press box. The games committee (NCAA representative and tournament director) should be seated at the table. Chairs should be available for carded players.

11. The playing area, including a designated bench area that the teams must remain within, must be clearly marked and secure. Cones to mark the substitution area must be provided. Spectators must be at least 10 yards from the field and may not sit or stand behind the goals.
12. Water should be placed at each bench; supplementary replacement liquids may also be provided. The same should be made available to umpires.
13. A visible clock must be provided and will be the official time. If possible, the individuals who are running both the visible clock and the backup clock should be seated at the scorer's table.
14. It is strongly recommended that team names be put on the scoreboard.
15. Review crowd control policies with the NCAA representative. The tournament director is responsible for strict enforcement of these policies. The championship announcer should read the crowd control statement in Appendix C at least once during each game.
16. Size and placement of any logos on the playing surface must be approved in advance by the NCAA.
17. Arrange an area for each team to videotape its own game if it wishes to do so. Each participating team is automatically authorized to videotape its own games, but may not videotape other games for scouting purposes.
18. At the semifinals and finals, the media postgame interview room should be "dressed" 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; and (f) name cards for each interview participant should be placed at the table. Refreshments for media may also be provided in this area.
19. There should be enough parking spaces adjacent to the facility for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

Balls.

The Penn Monto Elite smooth ball will be the official game ball for the championship. The national office will send the tournament director's name and address to Penn Monto, and balls will be shipped to that individual. A minimum of 12 game balls will be shipped for each game. Twelve new balls should be made available for each game. If you have not received balls by two days before competition begins, please contact Kelly Whitaker at the national office.

Competing teams should bring their own practice balls. The color of the game ball will be white, unless both competing coaches and the games committee agrees to use orange game balls.

Cups, Coolers, Water Bottles (Finals Only).

Preliminary Rounds. Items must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

Finals. Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) 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. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products. If an established relationship between a host and NCAA Corporate Champion/Partner (CC/P) exists, a host may request donated or discounted product from local or regional representatives of that CC/P. Although the host may make this request without first having to contact the NCAA national office, the host must inform the NCAA before delivery of any product received as a result of the request.

You will be asked to inventory the amount of product that is left over at the conclusion of the championship(s). The national office will provide a form and a reminder letter. It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of bottled water and POWERADE equipment.

If you have any questions regarding any of this information, please contact Kelly Whitaker (317-917-6222).

Decorating and Advertising.

Banners at facility. The following banners are permissible inside the facility:

- Television Banners
- NCAA Radio Banners
- NCAA Banner
- Appropriate institutional (team) banners (authorized by NCAA representative)

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing court or seats), including the scoreboard, during the championship session or practices, other than NCAA, television and radio banners, as specified by the NCAA. No local/school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. The NCAA will provide video board content to sites which have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance.

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

Brian Scott - Director of Production
Van Wagner Big Screen Network Productions, Inc.
5808 Faringdon Place, Suite 201
Raleigh, NC 27609
Telephone: 919-872-6530
Email: scott@bigscreennetwork.com

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

Table Banner (site specific for finals). The NCAA will provide one banner for the scorer's table. The NCAA staff will consult with the tournament manager to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table.

SECTION 8– Financial Administration

Audit.

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

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries;

ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

Approval of the Budget.

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

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

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

Financial Report.

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

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

Committee Expenses.

The host institution will be responsible only for the lodging expenses incurred by committee members and will be reimbursed by the NCAA via the final financial report. Committee lodging expenses **MUST** be listed in the submitted budget. The proposed budget/financial report is available at championships.ncaa.org.

Drug-Testing Expenses.

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. 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](http://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

Lodging Expenses.

Game Officials. Room and tax shall be billed directly to the host institution and be reimbursed via the NCAA financial reporting system. Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Representative/Field Hockey Committee. 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.

Participating Institution's Expense Form.

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

SECTION 9 – Game Management

Announcer.

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

If possible, a host institution designee shall provide typed information on statistics, interesting notes about the participating teams and announcements (e.g., promotional announcements about the next game, etc.) to the announcer prior to the competition.

Guidelines. All announcements should pertain only to the Division III Field Hockey Championship.

If a special announcement is needed, it must be approved by the NCAA representative. Promotional messages and/or announcements at the championship shall be limited to NCAA activities (i.e. championships, clinics, Special Olympics Partnership etc.) At no time should commercial contributors be recognized (see Section 5).

The announcer shall not be a "cheerleader" for any team. The announcer shall 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) meet with a designated person from each team to learn the correct pronunciation of all those involved (players, coaches, institutional personnel, umpires and NCAA committee members); (3) have team statistical information as well as tournament records on hand for easy reference; (4) maintain an unbiased stature; and (5) review rosters and ensure only the 29 of the traveling party is introduced.

Meeting with Division III Field Hockey Committee. The announcer shall meet with the Division III Field Hockey Committee during the coaches meeting to review time schedules, coordination of national anthem and starting lineups.

Crowd Control. The announcer shall review crowd-control procedures with the committee and the tournament manager. (These procedures may include notes regarding intermission between 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 Division III Field Hockey Committee.

Script. A draft script has been created as a guideline for the announcer and will be provided to hosts closer to the event. In addition, the script for the awards ceremonies is provided. (See Appendices D and E)

Games Committee.

1. The function of the games committee is to supervise the conduct of each championship session and assist the NCAA representative with the administration of the event. At preliminary rounds, the games committee consists of the NCAA representative, tournament director, one representative from each participating institution and other necessary host institution personnel.
2. At the finals, the games committee shall include members of the Division III field hockey committee, the tournament director of the host institution (or designated representative) and any additional persons deemed necessary by the chair. The Division III field hockey committee chair will serve as chair of the games committee.

Game Times/Order of Games.

Games shall be played as follows unless otherwise approved by the field hockey committee:

First rounds:	Between 1-2 p.m. on fields without lights; between 1-6 p.m. on fields with lights. If the visiting team is traveling 250 miles or more, the start time must be between 1-4 p.m.
Second round:	10 a.m. and 1 p.m. on fields without lights; 11 a.m. and 2 p.m. on fields with lights.
Third round:	1 p.m.
Semifinals:	11 a.m.; 2 p.m.
Final:	1 p.m.
(field hockey committee determines order and time for all games)	

General Preparations.

1. The tournament director shall contact the competing teams immediately by telephone and e-mail regarding the following instructions and information:
 - a. Details on hotel reservations;
 - b. Game and practice times. Practice times determined by the NCAA field hockey committee;
 - c. Coaches meeting time and place;
 - d. Discuss team arrival time (mode of transportation; if by air, flight number);
 - e. Schedule of any social activities; outline championship banquet procedure (Finals only);
 - f. Reminder to make arrangements for publicity and statistical information to be sent to IMG College, immediately;
 - g. Directions to the campus and hotel; and
 - h. Official travel party (Appendix F).
2. If possible, assign an individual to act as host for each team.
3. Provide an information packet for each team upon arrival (include campus information, listing of restaurants and medical arrangements.)
4. The tournament director must contact the lead umpire with logistical information (meeting time/locations, lodging, etc.).
5. The tournament director should confirm with the NCAA Division III field hockey committee that all arrangements have been made with participating teams and umpires.

Insurance.

If event is held on-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability

arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off-campus:

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

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

Notes:

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

Reporting Results.

1. Each host should e-mail the NCAA media coordination and statistics contacts (rnixon@ncaa.org), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day (Finals site only), the e-mail should include the all-tournament and Most Outstanding Player selections.
2. Forward results to the NCAA.com website in the following manner:
 - E-mail the information to: ncaa-content@turner.com.
 - Specify the division, sport, round and region in the subject area.
 - Paste the text (official results, including date of competition, round, etc.) directly into an e-mail or;
 - Send e-mail as an attachment in a Microsoft Word document or Windows Notepad text document;
 - Please convert photos to .jpg format and attach to an e-mail;
 - Attach HTML box score, if available.
3. Have copies of the statistics available for competing teams and media immediately following each game.

SECTION 10 – Lodging

1. Reserve appropriate hotel accommodations for the competing teams (a minimum of 17 nonsmoking, double rooms per team), umpires (preferably in a separate hotel), committee members (or designated representatives) and NCAA championship liaison (finals only). NCAA committee and staff liaison may be housed in the same hotel as the competing teams if necessary. Team and NCAA committee rooms should be reserved beginning two nights prior to the competition. It is possible that a team may not arrive until the night prior to the competition. Each hotel should be informed of this situation by the tournament director. For the finals site, secure one additional king room for each team.
2. The team hotels should be within a 30-minute driving radius of the playing field and should include an area where student-athletes can gather with their friends and family, as well as workout and recreational facilities. In addition, the hotel restaurant must be able to accommodate large groups and should be willing to work with the teams regarding scheduling of meals. It is recommended that a representative of the host institution have a meal at the prospective team hotel to evaluate service.
3. The participating institutions are responsible for the rooms reserved. If an institution prefers to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager, or (b) use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.
4. The host shall familiarize the team hotels with the tournament format so the management understands in advance that a losing team may depart after its last game or the next morning.
5. Teams should be placed in separate hotels if possible or on separate floors if not possible. Every effort should be made to block each team's rooms together. Booster room blocks should not be on the same floor as the team blocks.
6. 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 pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

SECTION 11 – Meetings

Meetings.

1. Games Committee Meeting. The games committee shall 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 coaches and umpires meetings. See Appendix L for a Games Committee Meeting checklist. For preliminary rounds, the games committee consists of the NCAA site rep, tournament director, other necessary host institution personnel and one non-coach rep from each participating institution. The host institution, in consultation with the NCAA site rep, will schedule this meeting (typically 2.5 hours before game time). It is recommended that individuals from the host institution who are in charge of facilities and media attend this meeting.

2. Coaches Meeting. For first-round and second/third-round competition, a coaches meeting must be conducted at least two hours prior to the first game. The meeting may be conducted the night prior to the games if all participants have arrived on site. For the finals, a coaches meeting shall be conducted the evening before the first day of competition. 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. The games committee should be present. Coaches must turn in the official travel party list. Lead umpires should attend.
3. Umpires Meeting. An umpires meeting shall 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 first-round and second/third-round competition, the meeting shall be conducted at least three hours prior to the first game. For the finals, this meeting should take place the evening before the competition. All officials, the tournament director and the NCAA site rep should attend the umpires meeting.

SECTION 12 – Media/Credentials

Credentials.

1. Preliminary-round host institutions are responsible for providing credentials. Each credential type must be of a different color and all credentials must be laminated. Credentials for each institution should be distributed at the coaches meeting.
2. All media credentials must include the information in Appendix B. If specific credentials are not printed, the sports information director is responsible for distributing the information contained in Appendix B to the media.

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 umpires. [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 endline 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 endlines. 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 shall not be permitted to use flashes.
4. Arrange for a press conference. The media coordinator shall identify a moderator. Individuals also shall be assigned to escort the coach and players from each team's dressing room to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.
5. The host institution's sports information director is responsible for arranging press interviews with both coaches and selected players after a 10-minute cooling-off period. The cooling-off period begins when the teams disperse after the postgame huddle. The losing team's coach and athletes should be interviewed first. Interviews will not be delayed so members of the media can conduct individual interviews. Refer to the Pre-Championship Manual.
6. Arrange for a press hospitality room, if feasible, with admittance only by appropriately identified personnel.
7. Permit news media to use telephones on a first-come, first-served basis. Installation of additional telephones is not a permissible item of game expense unless approved in advance by the national office.
8. Provide play-by-play (if possible) and complete statistics for media after each day's competition.
9. Placement of television cameras and monitors must be approved by the NCAA representative.
10. Permission to broadcast or telecast any competition must be obtained from the NCAA broadcast services staff.

Videotape.

Third Round Match. Host sites should make arrangements to video record the third round match to be forwarded to the championship host immediately following the competition. Specific details will be provided within the host memorandum for selected second/third round hosts. \$250 has been allocated to cover the expense of recording the game and shipping to the championship host.

SECTION 13– Medical Procedures

Concussions.

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team

lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

Medical Facilities.

Ambulance Service

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

Biohazard Cleanup

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

General Public

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

Hospital

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

Participants

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

Supplies

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

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

Sports medicine providers should be trained to use emergency supplies.

Locker Rooms

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

Communication

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

Teams' Physicians

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. (Refer to Section No. 15-3)

X-Ray Technicians

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

Medical Staffing.

Host Medical Staff. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical

staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

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

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

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

Student-Athlete Medical Disqualification.

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

SECTION 14– Merchandise

Administration.

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

Availability.

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

General Policies.

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent 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 percent 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 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. 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.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and phone line to support the merchandise sales effort at no cost.

- Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 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 7 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 percent 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 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Reordering Process.

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

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

SECTION 15 – Officials

Umpires.

1. The umpire coordinator shall assign two field umpires and one alternate umpire to each game. The alternate umpire shall supervise the scorers' and timers' table, ball runners and the team bench area.

2. Each host shall provide an official scorer, timer, announcer, scoreboard operator and six ball runners for each game.
3. The two field umpires will be paid \$235 per game and the alternate umpire will be paid \$180 per game. The umpires will be paid directly from ArbiterPay. Additional details regarding umpires' are contained in the Pre-Championship manual.
4. If an umpire must remain overnight, reserve a single room for each umpire (unless they request otherwise). The umpires' hotel expenses (room and taxes only) should be paid by the host institution and included on the financial report.
5. The umpire assignor will inform the host institution of umpire assignments. 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.
6. Provide an information packet for each umpire upon arrival (include campus information, listing of restaurants, medical arrangements, etc.).
7. Do not include umpires in social gatherings held in conjunction with the championship.
8. The lead umpire must inspect the playing area and equipment two hours before the first game each day for all rounds of the championship.

SECTION 16 – Participating Teams

Squad Size and Team Benches.

Teams participating in the championship are limited to a maximum of 24 players in uniform that are eligible to compete. Players must be designated before the game. After the line-up is submitted (no later than 30 minutes prior to game time), 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 shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Bench areas will be set for 34 people per team and may include student-athletes, team personnel and institutional staff only. The 34 persons shall be comprised of the following:

- 24 (squad size) student-athletes in uniform;
- Up to five additional team personnel and/or non-uniformed student-athletes;
- Up to three additional people with bench area access. Each must display a credential and purchase a game ticket;
- Up to two medical personnel (each must display a credential and purchase a game ticket unless included in official travel party head count). *Specifically, if a team has only one medical person, then that respective bench can comprise up to 33 persons and so forth.*

Each institution is allowed up to three additional limited access credentials with NO BENCH AREA ACCESS. These individuals must purchase game tickets and the credential must be visible to access team areas other than the bench (i.e. hospitality area, locker room, field [pre- and post game]).

The games committee will issue all credentials during the coaches meeting. The designated host sports information contact(s) and athletic trainer(s), as well as one sports information representative from visiting institutions, shall be allowed bench/field access in a working capacity without counting toward the allowable bench party count. The institution's mascot may not be counted nor included in the bench party. The event manager may provide additional chairs for the tournament doctor and a security representative.

For all rounds of the competition, the home team shall be designated with an asterisk (*) and shall wear the dark uniform and be seated on the right when facing the scorers' table from the field.

Team Hosts.

Each team should be assigned a host or hostess to assist it during its stay.

SECTION 17– Practices

Administrative Responsibility.

It is recommended that each participating institution have an administrator accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (again, excluding media) are allowed in the closed practice. This individual may be an athletic trainer, sports information director (SID) or another administrator, but not a member of the coaching staff or a student.

Practice Guidelines.

1. Teams will not be allowed to practice on the competitive 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. Each team should be allowed to practice on the competition field for one hour on the day before the competition begins. If this is not possible for all teams, a practice field must be available for all teams the day before the game. For first-round games, if both teams are practicing the day before the game, practices shall be limited to one hour on the game field, weather permitting. If the visiting team is not practicing at the game site, the home team may use the field for their regularly scheduled practice time. Practices will be closed and supervised by the NCAA site representative. The practice field must have cages and be lined.
3. **Practice times must be approved by the NCAA representative at each site.** Generally, teams playing in the first game will be assigned the earlier practice times and teams playing in the second game will be assigned the later practice times. When assigning practice times, travel distance, game time and designated home team will be considered. Teams are limited to the times to which they are scheduled. No practices on the game field are allowed on day of

competition at second/third round and semifinal/final sites. If a team travels on the day of the first-round game, the team can ask to practice on the game field for 30 minutes (subject to the approval of the games committee). All game-day practices must be completed at least 90 minutes before the scheduled start time of warm-up.

SECTION 18– Promotions, Marketing and Fan Engagement

Banners.

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Promotions Assistance.

The NCAA Championships Promotions website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Championship hosts may customize and download from the website all the necessary artwork to promote the championship.

Each NCAA Championships host promotions/marketing contact and tournament manager will receive an e-mail with the promotions website address, username, password and specific promotions budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this e-mail.

Promotional Products.

Downloadable artwork items available on the promotions website include:

- Poster
- Flyer
- Print Ad
- E-mail blast
- Banner
- Web Banner
- Billboard
- Table Tent
- Social Media Graphics

Television/Video and Radio Ticket Spots.

The promotions website allows hosts of select predetermined championship sites to download video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championships contact.

:30 Video/Television Spot

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

- All spots are available for download via the NCAA online marketing website.
- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.

- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

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

NCAA Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

All [NCAA logos](#) are available to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use. Please contact ncaachampspromotions@ncaa.org with any questions concerning the NCAA Digital Library.

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 representative. Materials containing NCAA marks and logos may not be sold.

Social Media Marketing Guidelines.

The official NCAA social media pages and official hashtags are located here:

<http://www.ncaa.org/socialmedia>.

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and

products supplied from the NCAA (links, web banners, 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 (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Assistant Director of Social Media, cdion@ncaa.org.

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

Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
- 8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
- 9. If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

SECTION 19– Programs

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

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

Content/Editorial.

IMG College Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Promotion.

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

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

Best Practices

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

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

Supplemental Handouts.

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

- Do not include any advertisements, local sponsor logos, etc.

- Include the QR code and URL to the digital program
- Include the NCAA Corporate Champions and Partners imagery

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

All supplemental content is subject to NCAA and IMG College approval.

Questions.

If you have questions or would like the QR code ahead of time, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

SECTION 20 – Safety and Security Plan

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA championships safety and security team contact information form. Items must be submitted once the opportunity to host has been awarded.

Crowd Control.

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the

competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championship announcer should read the following crowd control statement at least once during each session.

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited.

“Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the spectator areas Bands, or any component thereof, shall not play while the game is in progress. “

Distribution of Materials.

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Personnel.

Adequate uniformed security personnel must be provided for the team benches, teams’ and officials’ locker rooms, working press area, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

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

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

Inclement Weather.

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule. The host institution’s regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the [NCAA Sports Medicine](#)

[Handbook](#), guideline 1-E, Lightning Safety.

Lightning and Weather Detection Service

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

Prohibited Items.

The tournament manager and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the venue: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights and laser pointers. The facility may have additional restrictions on items that may not be brought into the arena.

Alcohol. Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

Firearms. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee member/site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

Spectator Photography/Video Cameras.

Still cameras are permitted in the facility. Parents and/or friends may videotape only their team's

games without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

SECTION 21– Tickets/Seating

Tickets.

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

1. No complimentary tickets are permitted to NCAA championships.
2. Minimum ticket prices for first-round and second/third-round games will be \$5 for adults and \$3 for students with IDs and senior citizens. Ticket prices for the finals will be \$7 for adults and \$4 for students and senior citizens. An all session ticket for the championship may be purchased for \$10 for adults and \$6 for students and senior citizens. Ages two and under may be admitted at no charge.
3. Ticket-back advertising to offset the printing costs is permissible if the institution first receives approval from the NCAA office and submits a draft of the ticket back for review. No advertisement on ticket-backs shall be for a competitive product(s) of an official NCAA corporate partner or licensee, nor shall it include a coupon redeemable for merchandise at a discount. Please contact the NCAA national office immediately if you plan any type of commercial involvement in this area or if you use computerized tickets that have commercial identification on the ticket stock.
4. See Appendix I for wording that must appear on tickets or be visible at the ticket booth.
5. Those purchasing tickets should be notified in advance that certain artificial noisemakers are not permitted at NCAA championship events. This information should be included on the ticket brochure or distributed with tickets.
6. Scouting seats shall be reserved only for the official members of the coaching staff of the teams participating in the tournament. These seats should be located at either end of the press box (if seating is available in press box). As a reminder, live scouting is only permissible at the four-team site at which a team is competing.

SECTION 22 – Transportation

Ground Transportation.

Teams located within 500 ground miles of the competition site are required to travel via ground transportation. Mileage is calculated using the NCAA's reimbursement system. That system can be accessed by members through the NCAA's website.

Under NCAA travel policies, the following is reimbursable:

Teams that are required to drive to the site of competition (and the site is more than 25 miles from campus):

- The NCAA will reimburse the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

Teams that fly to the site of competition:

- If campus is 25 miles or more from the departure airport, the NCAA will pay the cost of the airport transfers, both on departure and on return.
- If the arrival airport is 25 miles or more from the site of competition, the NCAA will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.
- If either of the legs described above are less than 25 miles, no reimbursement will be made as local transportation is at the cost of the institution.

The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

Local Transportation for Teams.

Local transportation will now be paid by the NCAA per the travel policies listed below. Participating institutions must use GO Ground.

For more information, please review the Division III travel policies located at the following:
<http://www.ncaa.org/championships/travel/championships-travel-information>.

Officials' Transportation.

Travel expenses for the referees will be paid according to the actual mode of transportation and are not to exceed jet coach airfare or mileage. These fees will be paid by the NCAA using the ArbiterPay system. Rental cars are not reimbursable unless approved by the NCAA prior to the rental.

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 23 – Volunteers

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 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.

Goals.

The LOC volunteer program should strive to accomplish the following goals:

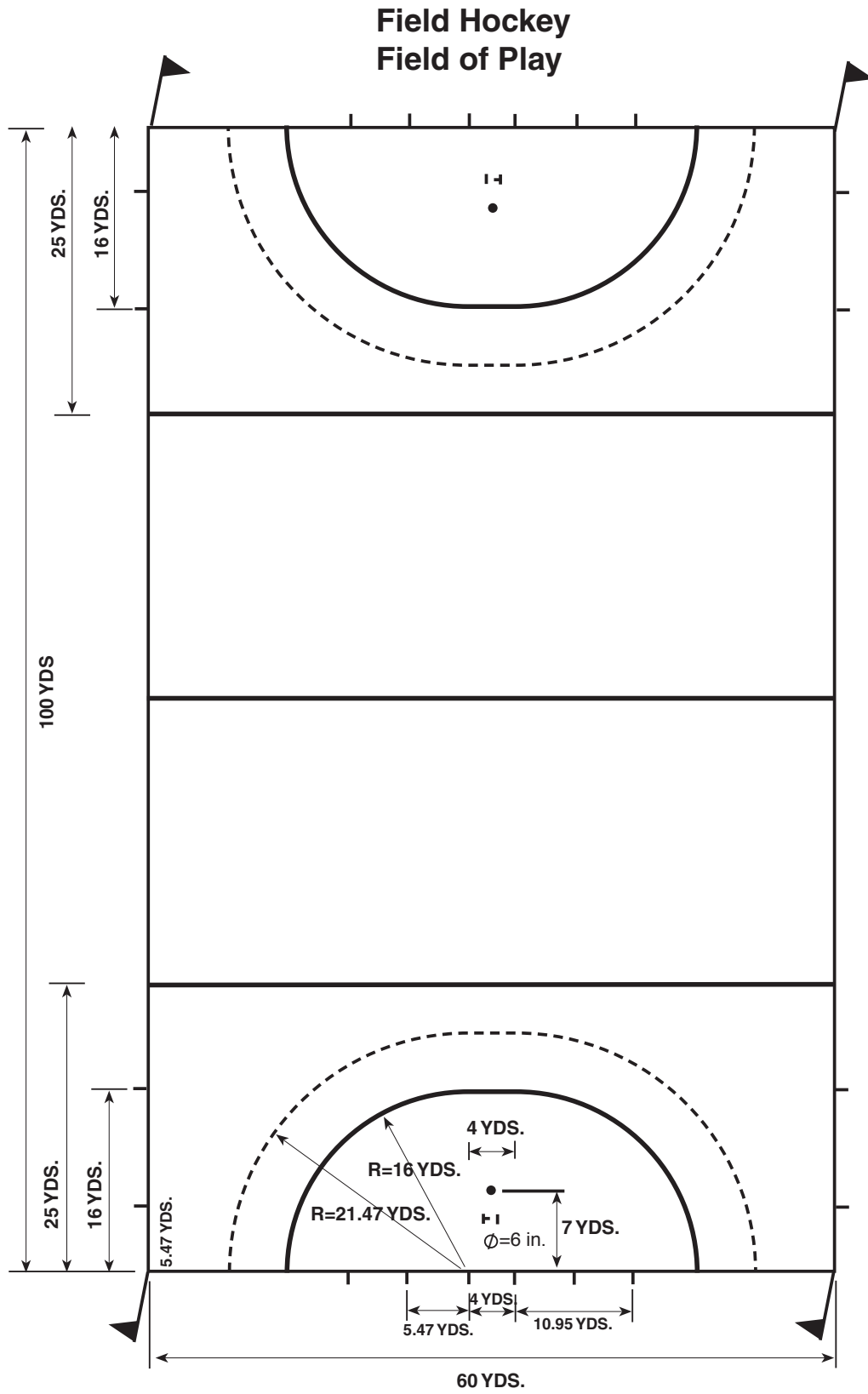
- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitors; and
- Contribute to the general aura of excitement surrounding the championship.

Recognition (Finals Only).

Upon receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC's list. This process may be initiated at any time.

Waivers.

Each volunteer must sign a waiver of liability before the start of the championships. After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.



Each Individual or entity signing for or using a credential for access to any NCAA championship games practice, press conference, or other in-venue activity associated with the championship (the "Events") and his/her/its employers (each signer, user and employer, a "Bearer") agrees to the following:

General

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer's services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

In the event that the name or likeness of any individual using this credential is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, such individual grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

Media

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events (the "Event Information") other than for news coverage of, or magazines, books or stories about, the Events, or for First Amendment-protected purposes, is prohibited, except (a) with the prior written consent of the NCAA or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If the event is televised by an NCAA broadcast rights holder, authorized media entities shall use the network feed via the video and audio distributing facilities provided by the NCAA to acquire video. If the event is not televised by an NCAA broadcast rights holder, media entities may shoot ENG highlights from the designated area(s). These media entities recognize that any videos may be used within a 72-hour period after the game and the film clip or video portion of each such showing shall not exceed three minutes in length for regularly scheduled, televised news programs and 60-seconds of editorial coverage on the media entities' official Web site. A media entity cannot charge a subscription or any other fee to the end user specifically for viewing highlights of NCAA championships. Media entities shall adhere to the specific policies that govern the length of video and times that it may be aired. If the event has live-television coverage, television entities may not air highlights of a game until the network's broadcast of that event has been completed.

All credentialed media, including television stations, networks, cable systems, participating institutions or their designees, are prohibited from making available game film or video to any other organization without advance written permission from the NCAA, even though the planned use may be editorial in nature. Such film or video may be aired only by the specific station or entity to whom this credential is issued. These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or video in any other manner must obtain written permission for such usage from the NCAA.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA's Web site and/or any other Web site designated by the

NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an event.

Each Credential Holder (including institutional, television, Internet, new media, and print publications) has the privilege to blog during competition through the Credential Entity. However, the blog may not produce in any form a "real-time" description of the event. Periodic updates of scores, statistics or other brief descriptions of the competition throughout the event are acceptable. Credential Holder agrees that the determination of whether a blog is posting a real-time description shall be in the NCAA's sole discretion. If the NCAA deems that a Credential Holder is producing a real-time description of the contest, the NCAA reserves all actions against Credential Holder, including but not limited to the revocation of the credential.

If media intend to blog at an NCAA championship event, the media entity must indicate so through the credentialing process. Any media entity posting a blog during an NCAA championship must submit a direct link to the blog to NCAA.com Blog Central. In return, all media entities entering a blog must post the NCAA.com logo/link on their site. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights connected to the championship. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes and consistent with the First Amendment.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the "NCAA radio policies."

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

INTRODUCTION OF TEAMS *

"Good afternoon ladies and gentlemen and welcome to the 2019 NCAA Division III Field Hockey Championship. Today's [round] game is between [school name] and [school name].

[Introduce the non-starters for the visiting team]

"First let's meet the reserves for the [nickname] of [school name].

"A [class] [position] from [hometown], No. [jersey number] _____.

[Introduce the starting lineup]

"And now, the starting lineup for the [nickname] of [school name]:

"A [class] [position] from [hometown], No. [jersey number] _____.

"The head coach of _____ is _____.

"Assistant coaches are _____.

"And now, the [nickname] of [school name].

[Introduce non-starters for the home team]

"First let's meet the reserves for the [nickname] of [school name].

"A [class] [position] from [hometown], No. [jersey number] _____.

[Introduce the starting lineup]

"And now, the starting lineup for the [nickname] of [school name]:

"A [class] [position] from [hometown], No. [jersey number] _____.

"The head coach of _____ is _____.

"Assistant coaches are _____.

"The umpires for today's game are _____.

"Ladies and gentlemen, please rise for the playing of our national anthem.

[After the anthem is completed, read the following crowd control statement.]

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Consumption or possession of alcoholic beverages and tobacco products is prohibited. Artificial noisemakers, air horns and electronic amplifiers are not permitted.

*Use the list provided by the NCAA representative. All additions and deletions should come from the NCAA representative only. A total of 24 players and the coaching staff will be introduced from each team (29 total).

SEMIFINAL GAMES' AWARDS CEREMONY

PROCEDURE FOR AWARDS CEREMONY:

As each team member is announced, he/she will proceed to the awards table where he/she will receive his/her award. All award recipients will remain standing until all awards have been presented. This includes through the presentation of the all-tournament team.

SCRIPT:

At the conclusion of today's game a short awards ceremony will be conducted to present the semifinalist awards.

=====

Presenting the awards are NCAA Division III Field Hockey Committee members: the chair, Jennifer Noon, FDU-Florham; Megan Cross, State University of New York Athletic Conference; Jacque DeMarco, Kenyon College; Chrissy Needham, Connecticut College; Ashley Smeltzer-Kraft, Shenandoah University and Andrea Thebarger, Thomas College.

Ladies and gentlemen, at this time the NCAA is proud to present the semifinalist trophy to

(school)

The team trophy will be presented to captains (names)

_____.

Congratulations to the (nickname) _____ for a great season.

FINALS AWARDS CEREMONY SCRIPT

"Ladies and gentlemen, please direct your attention to the center of the field for the presentation of the championship trophies and individual awards.

"Presenting the awards are NCAA Division III Field Hockey Committee members: the chair, Jennifer Noon, FDU-Florham; Megan Cross, State University of New York Athletic Conference; Jacque DeMarco, Kenyon College; Chrissy Needham, Connecticut College; Ashley Smeltzer-Kraft, Shenandoah University and Andrea Thebarger, Thomas College.

"First, we would like to recognize this year's all-tournament team:

"Now we would like to present the team awards."

"First, the second-place team, finishing with a record of _____, _____.
[Introduce the individuals who will receive awards. This information will be designated on the official traveling party list.]

"Will head coach _____ and the team captains please come forward to accept the trophy.

"And now, the 2019 national champions, finishing with a record of _____, _____.

[Introduce individuals who will receive watches.]

"Will head coach _____ and the team captains please come forward to accept the trophy.

"Congratulations to _____.

"Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA field hockey.

NCAA FIELD HOCKEY

AWARDS CEREMONY LIST (SEMIFINALS AND FINALS ONLY)

Each institution will receive 29 awards. This list must be submitted to the NCAA during the coaches meeting. Names listed here will be read in the order presented during the appropriate awards ceremony.

TEAM _____

	Uniform number or coach, manager, etc.	Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		

NCAA DIVISION III FIELD HOCKEY CHAMPIONSHIP
OFFICIAL TRAVEL PARTY/CREDENTIAL LIST

Institution

Please complete and turn in at the coaches meeting.

Student-Athlete Participants (maximum of 24 in uniform)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	

COACHES and NON-UNIFORMED PLAYERS		Title
25.		
26.		
27.		
28.		
29.		

Additional credentials (Bench access; must purchase tickets)		Title
30.		
31.		
32.		

Additional Credential/Institutional Personnel (Bench access; must purchase tickets)		Title
33.		Medical ONLY
34.		Medical ONLY

Your institutional limit may not exceed a total of 34 with access to the bench area. Game tickets must be purchased for personnel above 29.

Elite 90 Award Presentation

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

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

Award presentation

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

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

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

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award

presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships administrator
- 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 meal
- If video screens are available, the video slide or footage of the winning student-athlete provided by BSN may be run as the individual is introduced
- The coach of the winning student-athlete should be informed to help assure the winner's attendance
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. 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
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of 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 which they are not participating in
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Big Screen Network will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will

need to provide BSN the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award-for the *(list year/championship here: 2019 NCAA Division III 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 the winner of the Elite 90 award will be publicly recognized, the NCAA Media Coordination staff will send out a standard press release to the sports information director of the winner's institution and to the championships administrator. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

Social Media

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

For more information on the Elite 90 award winners, log on to ncaa.com/elite-90.

PREGAME ITINERARY

10 a.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
8:50 a.m.	60:00 minutes	Warm-up begins
9:50 a.m.	00:00	Field is cleared; captains and umpires meet
9:53 a.m.	00:00	Introductions (24 players, coaches & umpires)
9:58 a.m.	00:00	National Anthem
10 a.m.	35:00	Start of game

10:30 a.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
9:20 a.m.	60:00 minutes	Warm-up begins
10:20 a.m.	00:00	Field is cleared; captains and umpires meet
10:23 a.m.	00:00	Introductions (24 players, coaches and umpires)
10:28 a.m.	00:00	National Anthem
10:30 a.m.	35:00	Start of game

PREGAME ITINERARY

11 a.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
9:50 a.m.	60:00 minutes	Warm-up begins
10:50 a.m.	00:00	Field is cleared; captains and umpires meet
10:53 a.m.	00:00	Introductions (24 players, coaches and umpires)
10:58 a.m.	00:00	National Anthem
11 a.m.	35:00	Start of game

1 p.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
11:50 a.m.	60:00 minutes	Warm-up begins
12:50 p.m.	00:00	Field is cleared; captains and umpires meet
12:53 p.m.	00:00	Introductions (24 players, coaches & umpires)
12:58 p.m.	00:00	National Anthem
1 p.m.	35:00	Start of game

PREGAME ITINERARY

2 p.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
12:50 p.m.	60:00 minutes	Warm-up begins
1:50 p.m.	00:00	Field is cleared; captains and umpires meet
1:53 p.m.	00:00	Introductions (24 players, coaches and umpires)
1:58 p.m.	00:00	National Anthem
2 p.m.	35:00	Start of game

4 p.m. Game Time

<u>Actual Time</u>	<u>Time on Clock</u>	<u>Activity</u>
2:50 p.m.	60:00 minutes	Warm-up begins
3:50 p.m.	00:00	Field is cleared; captains and umpires meet
3:53 p.m.	00:00	Introductions (24 players, coaches and umpires)
3:58 p.m.	00:00	National Anthem
4 p.m.	35:00	Start of game

Introduction of Officials and Players.

Teams are led onto the field in two lines by the officials. The officials are the first to be introduced. The captain of each team leads the line of players (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 venue. The announcer then introduces the visiting team's nonstarters, followed by starter, 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.

2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 07/02/2018

The ticket back language should be placed on the back of the ticket stub, 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.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.

THIS TICKET IS A REVOCABLE LICENSE USER ACCEPTS RISK OF INJURY

THIS TICKET IS A REVOCABLE LICENSE USER ACCEPTS RISK OF INJURY

By using this ticket, Holder (as defined below) agrees to the full terms and conditions of use, as may be amended from time to time, found at www.NCAA.com/ticketterms. The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Holder may only capture any account, description, video, audio, photographs, scoring-related data or statistic ("Content") of, from or at the event on any day of the event throughout the event site (including, for clarity, competition areas on competition days), consistent with all posted rules and instructions of NCAA and/or NCAA staff. Please visit www.NCAA.com/ticketterms for additional terms regarding Content. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun or a handgun that is carried openly.** 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE

Advance Planning Checklist

If chosen as a host site, your institution must perform the following duties prior to the championship competition.

- _____ 1. Playing Facility. Confirm use of the playing facility for the competition.
- _____ 2. Lodging. Secure team rooms at local hotels. Accommodations must be within **30** minutes of the field (see Lodging section). **A minimum of 17 nonsmoking, double rooms** should be reserved per team. In addition, accommodations must be arranged for the umpires (preference is to be separate from teams). Reserve rooms for the NCAA representative(s) assigned to the competition. (Page No. 20)
- _____ 3. Team Hosts. Shall be appointed by the tournament director to serve as campus guides for participating teams.
- _____ 4. Practice. Schedule game field for practice sessions (Page No. 29).
- _____ 5. Game Management. Make preliminary arrangements for personnel in the following areas:
 - a. Drug Testing (site coordinator, couriers).
 - b. Facility Manager - grounds crew, security, field set up (including painting lines and watering field), cleanup, concessions, ushers, traffic control, parking.
 - c. Ticket Manager.
 - d. Game Manager - scorekeeper, announcer, scoreboard operator, timer, six ball runners.
 - e. Sports Medicine.
 - f. Sports Information - interview room, programs, pregame and postgame interviews.
 - g. Promotion and Marketing Director.
- _____ 6. Schedule. Prepare a tentative tournament schedule, outlining game, practice, coaches meeting and umpires' meeting times and entertainment activities.
- _____ 7. Entertainment. Identify entertainment functions (e.g., hospitality for student-athletes, coaches, umpires and/or media), and determine if additional sponsorship monies are needed. Contact Kelly Whitaker at the NCAA national office (317-917-6511) for approval of function and suggested corporate contributor.
- _____ 8. Promotion/Publicity. Develop a promotional/publicity plan.
- _____ 9. Program. IMG College will be responsible for all digital program production including layout and design, advertising and online access. All items will be reviewed and approved by the NCAA. The championship host does not need to include expenses or revenues for programs (Page No. 33).
- _____ 10. Facility Appearance. Determine if additional items (e.g., signs, banners, etc.), besides what is provided by the NCAA, are needed to dress up the facility for

championship competition. Remove school logos/insignia from field where possible on grass fields. For the finals, use the provided logo stencils to apply NCAA logos to the field.

- _____ 11. Insurance Certificate. The certificate must be submitted with the proposed budget.

Tournament Director's/Manager's Checklist

Week of Game

- _____ 1. Receive notification of competing teams and umpires assignments from the NCAA Division III Field Hockey Committee.
- _____ 2. Contact competing teams with information listed in the General Preparations section (Page No. 18). This information must be emailed to participating teams and the NCAA representative on the date of notification.
- _____ 3. Make confirmation calls to each participating team and NCAA representative prior to your scheduled call, the morning following notification.
- _____ 4. Contact lead umpires immediately with information listed in Umpires section (Page No. 28). Information must be emailed to umpires on date of notification.
- _____ 5. Note if game balls have been received. (Contact Kelly Whitaker: kwhitaker@ncaa.org at the national office if you have not received your balls by the day prior to game day.)
- _____ 6. If your site is selected for drug testing, submit the drug-testing budget and implement procedures outlined in material sent from The Center for Drug Free Sport.
- _____ 7. (Preliminary Rounds Only) Arrange for appropriate credentials for each institution's travel party, NCAA representatives, umpires and table crew. **[Credentials must be laminated and must be different colors for each credential type:]**
 - _____ a. 24 of one color
 - _____ b. Five of one color for team and institutional personnel in the official travel party with bench area access.
 - _____ c. Three of one color for additional institutional personnel with bench area access (must purchase game ticket; bench area access).
 - _____ d. Two for medical personnel (must purchase game ticket; bench area access).
 - _____ e. Three for additional institutional personnel; game administrators, etc. (must purchase game ticket; no bench area access).

The NCAA office will produce credentials for the finals site.

- _____ 8. Arrange for the playing of warm-up music and the national anthem prior to each game (check and screen for inappropriate content).

_____ 9. Field setup.

- _____ a. Proper markings in accordance with International Hockey Federation (FIH) and NCAA rules modifications.
- _____ 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 10 yards from the sideline opposite the bench area and from the end line. No one can be directly behind the goal.
- _____ d. Check that all equipment (clock, backup clock, scoreboard, lights, PA system, etc.) is operational.

_____ 10. Arrange a working area for media.

_____ 11. Arrange for interview area away from the field, preferably indoors (see Media section, Page No. 21).

_____ 12. Arrange for an area for game filming to take place. This area should be covered, if possible. Host must videotape all games and provide copies to competing institutions prior to departure from the site. Visiting teams must have the option of videotaping their own games.

_____ 13. Arrange for the following equipment at game site: For first-rounds a press box or raised platform is preferred (if official scorer will be located at field level); for second/third rounds, if a press box is not available, a raised platform is required; and for semi-finals/finals, a raised platform is required.

- _____ a. Adequate public-address system
- _____ b. Two clocks (one should be visible)
- _____ c. Scoreboard
- _____ d. Pencils
- _____ e. Substitution cones
- _____ f. Chairs for yellow-carded players
- _____ g. Official score sheets
- _____ h. A properly displayed American flag
- _____ i. NCAA logos and banners should be displayed, if available
- _____ j. Substitution cards or equivalent (minimum of three per team)

_____ 14. Throughout the championship, arrange for food for NCAA site representative on the practice day, and umpires and games committee members on game days.

_____ 15. Arrange for towels, drinking cups, ice and water for players at each bench and for umpires. The NCAA and Coca-Cola will provide drinking cups, water coolers, ice chests and water bottles for the semifinals/finals only (to be placed at/near team benches). This equipment must be available for all tournament practices and games. The host institution/conference may retain the coolers and ice chests after the competition. The participating teams may retain the water bottles and bottle

carriers after the competition. If the NCAA and Coca-Cola do not provide the equipment (e.g., at preliminary rounds), the host institution may use other items. However, those items must be clean of any marks or the marks must be covered completely (this includes all courtside, media areas or any other back-of-house area).

- _____ 16. Assign separate locker rooms for the teams and have a writing board, writing implement, and towels in each room (see Facility section, Page No. 11).
- _____ 17. Assign a private and secure locker room for the umpires for pregame, halftime and postgame purposes, preferably in a location away from the team locker rooms.
- _____ 18. Arrange for six competent and experienced ball runners for all rounds of competition as appropriate. Ball persons will be dressed in a uniform style and color, devoid of any commercial identification, team name or logo. Ball persons should have prior experience and an appreciation for the importance of their role at this NCAA competition.
- _____ 19. Assign an experienced scorer, timer and announcer for all games at the site (see Announcer section, Page No. 16).
- _____ 20. Arrange for the following security needs:
 - _____ a. Umpires (escort)
 - _____ b. Teams (one player/pass entry gate)
 - _____ c. Bench area
 - _____ d. Area behind goals
 - _____ e. Spectator areas
 - _____ f. All entry gates
- _____ 21. Arrange for medical assistance at all practices and games. The host must provide athletic trainers that will be present at all practices and games. A physician should be in attendance or on call and accessible to all teams and umpires.
- _____ 22. Have a practice field available the day before (or night, if game is under lights) for a maximum of one hour per team. All practices should be completed no later than 4 p.m. on fields without lights and 6:30 p.m. on fields with lights, unless otherwise mutually agreed upon by the host and participating teams. All teams must be allowed equal practice on the game field. Ice and water must be available at practice sites and athletic training facilities must be accessible to all teams and open a minimum of one hour prior to practices and games.
- _____ 23. Have packets ready to distribute to teams, umpires and NCAA representative(s) upon arrival at practice.

- _____ 24. Count awards and check inscription immediately upon receipt. Let the NCAA staff liaison know if there are any problems (damage, awards missing, etc.).
- _____ 25. Attend games committee, umpires and coaches meetings.

Game Day

- _____ 1. Have game balls available.
- _____ 2. Have awards available and arranged on a skirted table.
- _____ 3. Have NCAA representative(s) complete expense forms and provide payment (on site, if possible).
- _____ 5. If drug testing is scheduled at your site, implement procedures as instructed by the NCAA national office and the onsite crew chief.
- _____ 6. Collect all evaluation forms on site and send or fax (317-917-6826) to Kelly Whitaker at the NCAA national office.

Postgame

- _____ 1. E-mail results as per instructions on Page No. 19 of this manual.

Postchampionship

- _____ 1. Send StatCrew files for all games to Rick Nixon (rnixon@ncaa.org), media coordination and statistics, at the NCAA national office. Send two copies of complete official results to Mr. Nixon at the NCAA; 1802 Alonzo Watford Sr. Drive, Indianapolis, IN 46202.
- _____ 2. Submit financial report to the NCAA within 60 days.

Games Committee Meeting Checklist

The function of the games committee is to assist the NCAA representative with the administration of the event. The games committee for preliminary-round games consists of the NCAA representative, tournament director, other necessary host institution personnel, and one non-coach representative from each participating institution. The games committee at the finals consists of the NCAA Division III Field Hockey Committee and the tournament director. The games committee meeting will be conducted by the NCAA representative and tournament director.

- _____ 1. Inspect playing area (benches, scorer's table, audio equipment, pregame warm-up tape, PA system, national anthem tape, field markings, goals, bench lines, crowd control, locker rooms and player entrance). In case of inclement weather, it is the decision of the games committee, in conjunction with the umpires, to judge the playing condition of the field.
- _____ 2. Review schedule of all activities (including pre-game itinerary, game times and order of games, practice times and social activities) for the entire competition. Distribute to timer, announcer, umpires, etc.
- _____ 3. Establish a schedule based on the timeline in Appendix H for the pregame (welcome, introductions, etc.). Distribute copies to press box, alternate official, coaches and any other necessary personnel.
- _____ 4. Review scripts with announcer. (Appendices C, D and E)
- _____ 5. Review uniform colors and team benches.
- _____ 6. Check that balls are available.
- _____ 7. Review procedures for ticket sales; no complimentary tickets are allowed.
- _____ 8. Ensure that all awards have arrived and are correct.
- _____ 9. Review procedures for security/escort for umpires.
- _____ 10. Review policy on crowd control, including alcoholic beverages, tobacco products and artificial noisemakers.
- _____ 11. Review medical arrangements. (Page No. 23)
- _____ 12. Review procedures governing videotaping and filming. Host must videotape all games and provide copies to competing institutions prior to their departure from the site. Visiting teams must have the option of videotaping their own games.

- _____ 13. Review policies and plans for postgame interviews and designate an interview area (non-advancing coach and student-athletes interviewed first).
- _____ 14. Review policies regarding photographers (e.g. permissible areas, no flashes)
- _____ 15. Review procedures for sending results to the NCAA national office, website and to the site of the finals, where applicable. (Page No. 19)
- _____ 16. Discuss procedures for online evaluation forms. Forms should be completed/submitted within 48 hours of competition.
- _____ 17. Review inclement weather policy (Page No. 36).
- _____ 18. Review procedure for awards ceremony.
- _____ 19. Questions and answers.

Umpires Meeting Checklist

- _____ 1. Welcome and introductions. Review duties of games committee (p. 17).
- _____ 2. Review procedure for reimbursement of fees and expenses (\$235 per game for field umpires and \$180 per game for table umpire; \$45/day per diem). Have the umpires complete expense forms and return to tournament director.
- _____ 3. Discuss procedures for completing online site evaluation. Forms should be completed within 72 hours following competition.
- _____ 4. (Finals Only) Review assignments of umpires and game match-up(s). Umpires will be notified of Championship game assignments within an hour following the second semifinal game as determined by the field hockey committee.
- _____ 5. Review alternate umpire duties: (1) meet with ball runners before game (place and chase rule – only sideline entry of ball), (2) ensure that substitution cards for each team are at the scorers table, (3) keep all team personnel behind five-yard line, (4) administer requested time-outs; (5) monitor suspended players receiving yellow cards; (6) ensure substitutions are properly executed; (7) supervise the scorers' and timers' table; (8) replace field umpire, if injured; and (9) can card.
- _____ 6. Review time schedule for each day of competition (warm-up, coin toss, introduction of players, national anthem, time between games, etc.). (Appendix H) Umpires must check the field no later than two hours prior to the game and report to the field 70 minutes prior to game time.
- _____ 7. Review responsibilities of other officials (i.e., scorer, timer, announcer, ball runners).
- _____ 8. Review uniform colors (goalkeeper and field players) and bench locations.
- _____ 9. Review collegiate rules modifications and other international rules as necessary. DO NOT GET INTO A RULES INTERPRETATIONS SESSION.
- _____ 10. Review policy of carded, suspended and ejected coaches and players.
- _____ 11. Review interaction between umpires and coaches. Interaction with the umpires before the game may only occur at the scorer's table with an NCAA representative and both coaches present.
- _____ 12. Review interaction between umpires and captains. Only captains may approach umpires during time-outs and half-time; both team captains are not required to be present.
- _____ 13. Any jewelry or ornamentation that could cause injury to the wearer or other participants should be prohibited from use in all practices and competitions.
- _____ 14. Review inclement weather policy (Page No. 36).

- _____ 15. Confirm ball color.
- _____ 16. Security/escort after game.

Coaches Meeting Checklist

In attendance: Director of athletics or designated representative and head coach from each team (required); sports information directors and athletic trainers of competing institutions (optional); lead umpire; NCAA Division III Field Hockey Committee representative and pertinent host institution staff.

Conducted by NCAA Representative.

- _____ 1. Welcome and congratulations.
- _____ 2. Introductions. Review duties of games committee (Page No. 17).
- _____ 3. Review squad-size and travel party policies. Collect travel-party forms. Address non-dressed players, coaches and staff – must wear credentials at all times on the field.
- _____ 4. Ask if teams have brought cheerleaders. Review pass-gate procedures (Page No. 4).
- _____ 5. Review uniform colors (including goalie jerseys and undershirt colors) and bench assignments – the designated home team is seated to the right of the scorers' table when facing the table from the playing field (Appendix C, pre-championship manual).
- _____ 6. Review uniform policy including logos and shin guard color. (Appendix C, pre-championship manual).
- _____ 7. Review schedule of activities, including game schedules and pre-game itinerary. Be clear as to when teams can come onto the field of play (Appendix H).
- _____ 8. Warm-up music. The host institution must provide appropriate music of a general nature to be played throughout the entire pregame period.
- _____ 9. Name pronunciations – a team representative must review correct name pronunciations with the public-address announcer no later than 30 minutes prior to game time.
- _____ 10. Announce umpires assignments.
- _____ 11. Questions regarding collegiate rules modifications.
- _____ 12. Review policy regarding carded, suspended and ejected players and coaches.
- _____ 13. Review procedure for interaction with umpires pregame.

- _____ 14. Confirm ball color.
- _____ 15. Review medical arrangements.
- _____ 16. Explain awards program and process.
 - a. (Preliminary rounds) Participant medallions will be provided for squad size of the non-advancing teams. Coaches may elect to have on-field presentation in first- and second/third-round games. (Confirm)
 - b. (All rounds) Purchasing awards (participant medallions and individual awards; information on NCAA.org).
 - c. (Finals) Trophies and individual awards.
 - d. (Finals) Awards ceremony/procedure (collect forms) (Appendixes D and E).
 - e. (Finals) All-tournament team.
- _____ 17. Review drug-testing procedures and read statement from Center for Drug-Free Sport (Page No. 10). Announce that drug testing could occur, but do not announce whether it will or will not take place. **DO NOT ANNOUNCE THAT IT WILL NOT TAKE PLACE AT A PARTICULAR SITE.**
- _____ 18. Review policy on no photography or no live recording from the bench area.
- _____ 19. Review misconduct policies (NCAA Bylaw 31.02.3).
- _____ 20. Review policy on alcoholic beverages and tobacco products.
- _____ 21. Review inclement weather policy (Page No. 36).
- _____ 22. Review policy on postgame interviews and mandatory 10-minute cooling-off period (Page No. 22— Primarily for FINAL SITE ONLY).
- _____ 23. Distribute bench party and awards ceremony forms. Collect bench party and awards ceremony forms; remind coaches to complete the online evaluation forms within 48 hours of completion of competition.
- _____ 24. Review locker room assignments.
- _____ 25. Review parking procedures and collect list of tickets institution will purchase.
- _____ 26. Obtain coach's and athletics administrator's contact information. Advise teams on checkout procedures.
- _____ 27. (Second/Third-Round) Remind advancing teams of conference call on Monday, November 18.
- _____ 28. Review practice times for advancing teams.

_____ 29. (Finals) Review procedure for awards ceremonies.

_____ 30. Questions and answers.

_____ 31. Good luck.