



2020 DIVISION I MEN'S
ICE HOCKEY
CHAMPIONSHIP

HOST OPERATIONS
2019-20 MANUAL

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INTRODUCTION

Information in this document applies to both regionals and finals site competition unless otherwise specified.

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

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

The host institution/conference shall appoint staff members to assume the positions of tournament manager 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.

Thank you again for your efforts on behalf of the NCAA.

Comments and suggested additions to this manual are always welcome. Please let us know if you have any questions.

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ROLE OF GOVERNING SPORTS COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

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

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

ROLE OF LOCAL ORGANIZING COMMITTEE

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

ROLE OF NCAA

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

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

CONTACT INFORMATION

2019-20 NCAA DIVISION I MEN'S ICE HOCKEY COMMITTEE

<p style="text-align: center;">East Region (Atlantic Hockey)</p> <p>Derek Schooley Men's Ice Hockey Coach Robert Morris University Phone: 412-397-4477 Email: schooley@rmu.edu Term expires: August 31, 2022</p>	<p style="text-align: center;">West Region (Big Ten)</p> <p>Michael Cross Assistant Director of Athletics Pennsylvania State University Phone: 814-867-1296 Email: mcross@psu.edu Term expires: August 31, 2023</p>
<p style="text-align: center;">East Region (ECAC Hockey)</p> <p>Michael Schafer Men's Ice Hockey Coach Cornell University Phone: 607-327-1069 Email: mcs14@cornell.edu Term expires: August 31, 2021</p>	<p style="text-align: center;">West Region (NCHC)</p> <p>Michael Kemp Senior Associate Athletic Director University of Nebraska Omaha Phone: 402-554-3629 Email: mkemp@omavs.com Term expires: August 31, 2021</p>
<p style="text-align: center;">East Region (Hockey East)</p> <p>Steve Metcalf, Chair Deputy Athletic Director University of New Hampshire Phone: 603-862-2596 Email: steve.metcalf@unh.edu Term expires: August 31, 2020</p>	<p style="text-align: center;">West Region (WCHA)</p> <p>Michael Corbett Men's Ice Hockey Coach University of Alabama in Huntsville Phone: 256-824-2205 Email: mtc0014@uah.edu Term expires: August 31, 2022</p>

CONTACT INFORMATION

NCAA STAFF

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<p>Jeffrey Donley Championships and Alliances, Social Media Phone: 317-917-6515 Cell: 317-556-2586 E-mail: jdonley@ncaa.org</p>	<p>Megan Hall Championships and Alliances, Branding and Fan Experience Phone: 317-917-6053 Cell: 317-443-4156 E-mail: mlhall@ncaa.org</p>
<p>Mary Ashton Nall Championships and Alliances, Corporate Relations Phone: 317-917-6280 Cell: 317-966-6442 E-mail: mnall@ncaa.org</p>	<p>Sean Ward Championships and Alliances, Marketing Phone: 317-917-6915 Cell: 317-445-1769 E-mail: sward@ncaa.org</p>
<p>Lori Wolf Championships and Alliances, Ticketing Phone: 317-917-6514 Cell: 317-987-8078 E-mail: lwolf@ncaa.org</p>	

HOST TIMELINE

2019

- July** Execute appropriate contracts with NCAA.
- Determine local organizing committee structure.
- August** Establish ticket sales plan.
- Establish seating arrangements.
- September** Establish sites for meetings and social functions.
- Establish plan for arena security.
- Establish communications with NCAA official concessionaire.
- Establish communications with IMG College regarding the game program.
- Submit commercial involvement plan to NCAA for approval.
- Deadline to submit ticket sales plan and seating diagram to NCAA national office for approval.
- October** Regional tickets potentially go on sale.
- November** Arrange for office personnel and other games management personnel.
- Arrange for medical personnel.
- Arrange for training staff and training room use, equipment and supplies.
- December** Review all facilities, locker rooms, training room, access routes, ice surface (NCAA rules conformance), seating areas, scoreboard operation, etc.
- Arrange for security of locker room areas, access to arena and officials.
- Finalize plans for all social events.
- 2020
- January** Arrange for special parking needs for NCAA and teams (buses and courtesy cars).
- Arrange for team videotaping areas.
- Confirm courtesy car arrangements with local dealer(s).

Deadline for submission of information to IMG College for souvenir program.

February

Work with staff on reception format to NCAA.

Submit draft of participant manual to NCAA national office for approval.

March 22

Announcement of 16-team bracket.

Contact athletics directors of participating teams to confirm ticket distribution, travel plans, housing arrangements, team hosts, etc.

Ice surface for regionals should be installed.

March 27-28

Worcester and Loveland regional competition.

March 28-29

Albany and Allentown regional competition.

April 6

Ice surface for finals should be installed.

April 9

Semifinals (Detroit).

April 11

Final (Detroit).

April 29

Deadline for receipt (by regional hosts) of ticket payments from participating institutions.

May 11

Deadline for receipt (by Men's Frozen Four host) of ticket payments from participating institutions.

May 29

Deadline for receipt (by NCAA national office) of online financial reports from regional hosts.

June 11

Deadline for receipt (by NCAA national office) of online financial report from Men's Frozen Four host.

SECTION 1 – Alcoholic Beverages-Tobacco Products

Alcoholic Beverages and Tobacco Products

Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.

Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.

General

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

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

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

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

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

SECTION 2 – Awards

Awards

Regionals

Participant medallion awards will be presented to a maximum of 27 (squad size) student-athletes participating in the championship. These awards will be sent from MTM, Inc., the NCAA national office awards supplier, to the tournament manager at each of the four regional sites for distribution to all four teams. 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 taped closed and secured in a limited-access area.

No other awards are to be presented in connection with the regionals, except that recognition or appreciation awards may be presented to organizations or individuals that have contributed to the development and/or management of the regionals. Any such presentation must be separate from the actual conduct of the regional tournaments.

Finals

MTM, Inc., the NCAA national office awards supplier, will send 37 individual awards and the team trophy for the national champion only to the final site. The 37 watches for the national champion as well as the individual awards and team trophy for runner-up (silver) and the two semifinal teams (bronze) will be shipped after the championship to the respective teams directly from the awards provider.

The national champion awards will be sent 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 taped closed and secured in a limited-access area.

No other awards are to be presented in connection with the regionals, except that recognition or appreciation awards may be presented to organizations or individuals that have contributed to the development and-or management of the regionals. Any such presentation must be separate from the actual conduct of the regional tournaments.

Awards Ceremony (finals only)

The awards ceremony will be held immediately at the conclusion of the championship game. Following the winning team's initial on-ice celebration, both teams will commence with the traditional postgame hand-shake line. After completing the hand-shake line, the second-place team will proceed immediately to its locker room. Team and individual awards will be shipped directly to the school from MTM. After the winning team completes the hand-shake line, the NCAA will provide championship hats and t-shirts to each team member. Individual mini trophies will be left (boxed) in the locker room. The team trophy will then be presented to the winning team's head coach and student-athletes.

Participant Awards

Regionals

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

Finals

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

Championships Locker Room Program

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.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.

- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

Elite 90 Award (Final site only)

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

The recipient of the Elite 90 Award for Division 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 manager
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show)
- The award should be presented after attendees have had a chance to finish their meals
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment 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. VWSE 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 VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award-for the (*list year/championship here: 2020 NCAA Division II Baseball 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 template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. 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.

SECTION 3 – Bands-Cheerleaders-Spirit Squads and Mascots

Admission

A maximum of 25 band members, including the director, 12 uniformed cheerleaders and/or pep

squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator should be asked to submit a typewritten list to the tournament manager and NCAA representative at the coaches meeting prior to the competition.

Artificial Noisemakers

No air horns or artificial noisemakers are allowed. Bands may not play when the game is in progress.

Designated Areas

Cheerleaders and mascots will be permitted only on their team's side of center ice during pregame team introductions. Additionally, mascots are not permitted on the ice if the mascot must exit the ice through the opposing team's exit.

Electronic Amplification

Bands may use electronic amplification equipment with the specific approval of the NCAA representative.

National Anthem

The highest seeded team's band, if available, will be asked to play the national anthem prior to the session in which its team is competing for regionals and national semifinals. NCAA staff will work with the host to secure a national anthem performer and color guard for the national finals. The anthem shall be played before each game.

Seating

Bands should be seated in the area usually reserved for bands (end zones, upper level is preferred, at the same end of the ice as its team bench). Place bands in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the NCAA representative.

SECTION 4 – Broadcasting-Internet

Please log on to ncaa.com/media for information regarding broadcast-Internet rights.

SECTION 5 – Championship Presentation-Fan Engagement

Branding

Ancillary Events

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

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.

- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

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

Logos

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

Public Address and Text Board Scripts

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

Video Boards

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. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

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

Brandon Anthony – Producer
Van Wagner Sports and Entertainment
Studio City, California
Telephone: 818-299-5015
Email: anthony@vwbsn.com

Electronic Messages

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.

In-Venue Entertainment

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

Break in action contests or promotions

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

Guidelines and ideas for consideration:

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

National anthem singers

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

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

Youth sport team recognitions

The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:

- Must be unobtrusive to the competition and allotted warm-up time for the student-athletes.
- Youth teams recognized should be younger than high school age to avoid any possible recruiting concerns.
- Must not include any commercial recognition (unless approved by the NCAA).

- The youth group being represented must provide chaperones, transportation, and assume all supervision of the youth teams while they are at the championship.
- The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
- The host should provide on-field staff or volunteers to guide the youth group through the presentation.

Enhanced team introductions

Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc.

Guidelines and ideas for consideration:

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

Musical entertainment

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

Affiliated award recognitions

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

Military involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc.

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

families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Flyers and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead team to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., “Ladies and gentlemen let’s give a big round of applause for tonight’s performance from the United States Air Force Heartland of America Band... and for all of the American service men and women who they proudly represent.”).
- Request for any type of presence on-site (e.g. booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

Student-Athlete Autograph Sessions

Finals Only. At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’

preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship).

- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate.
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated.
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it.

Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced.
- 30-60 minutes in length.
 - May be split so each team or different groups of individuals sign at separate 30-60 minute periods.
 - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.
- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person.

- No local sponsorship of student-athlete autograph sessions will be permitted.
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).
- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

Checklist

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpie's recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)
- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

SECTION 6 – Commercialism-Contributors

Space Requirements

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

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage,

entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

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

Premium Guidelines

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

Laser Pointers. Laser pointers of any kind.

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

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

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

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

NCAA Corporate Champions and Partners Program

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety

of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

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

[NCAA Corporate Champions & Partners](#)

Local Contributor Program

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

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

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

NCAA Trademarks

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

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

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

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

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

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

Identification of commercially-named venues on NCAA materials

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

NCAA logo use by commercially-named venues

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

that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page".
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/ Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home", a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

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

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

Official Championships/Licensee Suppliers

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

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

For a list of NCAA licensees and official equipment suppliers,
(<http://www.ncaa.org/championships/marketing?division=d1>).

Advertising/Signs/"Look and Décor"

- 1. Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/ retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- 2. Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- 3. External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor

elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

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

SECTION 7 – Critical Incident Response-Emergency Plan

Preparation

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of

the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident Commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' action.

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

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

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

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

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

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

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

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable

communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

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

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals; those on each institution's pass list, other individuals designated by each institution's director of athletics and required facility operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of NCAA playing rules.

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

SECTION 8 – Drug Testing

Drug-Testing Procedures

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

Drug Testing Expenses

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

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

Facility Specifications

Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the Doping Control Officer (DCO) will be allowed in the area. Each room must accommodate the drug-testing crew,

selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

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.

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

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

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 and all student-athletes selected for testing from that team must defer until the next morning. 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 noon (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.

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

Seating

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

Site Coordinator/Responsibilities

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the DCO.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug Testing Site Coordinator Manual 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 DCO 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.
 - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
 - **Meet with DCO.** Meet with the DCO the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

SECTION 9 – Facility, Equipment & Space Requirements

Americans with Disabilities Act

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

Equipment

Clocks. Game clocks should be in operation at practice sessions to aid in communicating the allotted time.

Portable Radios. The NCAA requires a **minimum** of 15 complimentary portable two-way radios.

Pucks. The NCAA shall provide game and practice pucks for all competition.

Scoreboard. Scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors”.

Cups, Coolers, Water Bottles and Hydration Products

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

Cups, Coolers and Water Bottles

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

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, POWERADE in bottles. Participating teams and student-athletes in NCAA

championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than POWERADE, however, will not be permitted on the sidelines during NCAA championships.

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Ms. Fasbender (317-917-6520; kfasbender@ncaa.org).

Championship Regional and Final Site:

Regional and final round site will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA for the purpose of hydrating student-athletes for/during competition.

The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water (approved Coca-Cola products) must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition. Reoccurring institutions/conferences are strongly encouraged to utilize same equipment the following year unless otherwise notified by the NCAA.

The cups are to be used on the team benches, press row and the scorer's table in place of other cups (e.g., Coke, Gatorade) during practice and competition. Generic cups (devoid of commercial identification) also should be provided in the media and hospitality areas in the event the supply of NCAA cups runs low; this can be included as a match expense in the budget. The coolers should be placed directly behind the bench closest to the scorer's table.

Ushers or other match personnel should remove the coolers from the benches immediately following the match so that they are not emptied onto the floor during the post-match celebration.

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact Kristin Fasbender for the appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coke local bottler can offer.

A letter from the NCAA office outlining the specific amounts will be sent to the tournament manager. 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 product and equipment.

Facility Use Dates

Regionals

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days prior to the start of competition until six hours following the regional final.

Finals

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. three days before the competition until six hours following the final game (i.e., Monday through Saturday).

Ice

Game Conditions. See Appendix A for suggestions regarding game conditions at hockey events.

Game Nets. NHL sized nets should be used at all regional and final sites of the Division I Men's Ice Hockey Championship. Practice nets should be used during all practice sessions. Game nets should be used in pregame warm-up sessions.

Goal Crease. The specifications of the goal crease are outlined in the [2018-20 NCAA Ice Hockey Rules and Interpretations book](#). The crease shall use only the markings indicated in the book and not use the rectangular crease markings. The goal crease area shall be painted a light blue color. Note: The area inside the goal shall not be painted.

Ice Markings.

Regionals – The ice surface should be prepared by the Sunday preceding the games. The NCAA committee will determine the special ice markings for the regionals.

Finals – The ice surface shall be arranged in accordance with the NCAA Men's Ice Hockey Rules by the Sunday preceding the semifinals. The NCAA committee will determine the special ice markings for the championship.

Ice Readiness. The ice should be set up for competition at least 60 minutes prior to the first game of each session. 53 minutes is guaranteed between games in each session.

It is required that the competition ice be skated on prior to the teams taking the ice for practice. The NCAA will work with hosts to determine the best way to accomplish this requirement.

NCAA Space Requirements

NCAA Staff and Ice Hockey Committee Office. A room at the arena shall be designated as the NCAA staff and Division I Men's Ice Hockey Committee office. This room should be equipped with a computer that has printing capabilities.

Locker Rooms. A minimum of four spacious locker rooms, with showers, must be available for teams. Locker room space for a minimum of eight game officials also must be available. **For Regionals**, print signs for the teams' and officials' locker room doors.

Locker Room Assignments. Locker rooms shall be assigned in accordance with an institution's seeding unless unusual circumstances exist. The NCAA will make the final room assignments.

Parking. The host will provide 25 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA Division I Men's Ice Hockey Committee, if necessary.

Suites.

Regionals: The host institution-sponsoring agency will provide the NCAA with the private use of one corporate suite.

Finals: The host institution-sponsoring agency will provide the NCAA with the private use of at least three corporate suites (one for the NCAA committee, one for the men's ice hockey conference commissioners and one for the NCAA Corporate Champions and Corporate Partners) prior to and during the competition.

Admission. The predetermined ticket admission rate for each luxury suite admission, not to exceed the cost of tickets in the general seating area.

Parking

The following parking spaces adjacent to the arena for the committee, team personnel, officials, NCAA staff and media should be available. In addition, designate an area for team buses to drop off and pick up passengers.

NCAA – 75 spaces

Frozen Fest – 40 spaces

Signage

Signage. There may be no commercial advertising, signs or displays of any kind, including those of NCAA corporate champions or corporate partners, hung, posted or displayed anywhere within the arena proper (i.e., any area from which the ice surface can be seen, including the scoreboard)

during any session of the tournament. Coverage of these signs are at the expense of the host institution or building.

Exceptions. Exceptions to this policy are approved NCAA and radio/television banners. However, such displays shall not be illuminated and should be covered if at all possible.

Television/Radio Banners. At televised games, only the NCAA and television and radio banners may be hung (two banners for television and one for radio).

Boards. The NCAA will provide some dasher boards. The arena will cover all signage on the “boards” prior to the practice sessions. The “boards” will remain covered throughout the competition and practice sessions.

Arena Signage. The arena shall cover all commercial advertisements in the spectator seating area that can be viewed from the seats, at their expense.

Illumination. All previously contracted static permanently installed advertising panels may remain uncovered, but any illumination of such signs must remain "off" during the NCAA tournament. (Regionals only; for Frozen Four, all signage is covered.)

Electronic Messages. No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public-service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the committee liaisons.

Video Screens. If electronic video replay screens are available, they may be used at the facility’s expense. Video screens may not display advertising.

Ice Machine. The NCAA will provide some championship-branded art for the ice machines. No other commercial branding of any kind may be displayed on the ice machines without prior approval from the NCAA. It is the responsibility of the host institution or building to cover any portion of the ice machine not covered with NCAA provided art.

Videotaping

Teams may only videotape their own game(s) for scouting purposes. A team camera filming position will be predetermined. Team videographers will be allowed one person and one tripod-camera to film only their own game(s). Teams will be able to hook into the “mult” box for the ESPN feed.

SECTION 10 – Financial Administration

Audit

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

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

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

Approval of the Budget

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

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

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

Financial Report

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

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

Drug Testing Expenses

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

Lodging Expenses

Committee and Officials. Room and tax shall be direct billed to the NCAA. They will be responsible for their own incidentals.

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

Participants

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

Transportation

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

Local Transportation for Teams. The host institution can assist each team in arranging for local transportation. However, for teams' sports where ground transportation is paid for the NCAA, the school MUST book through GoGround. Please reference the NCAA travel policies: <http://www.ncaa.org/championships/travel/championships-travel-information>.

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

SECTION 11 – Game Management

Announcer

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

If possible, the announcer should be assisted prior to the competition by a host institution/sponsoring agency designee who shall provide typed information on statistics,

interesting notes about the participating teams and announcements (e.g., promotional announcements about the next game, etc.).

Guidelines. All announcements should pertain only to the Division I Men's Ice Hockey Championship. If a special announcement is needed, it only should be made with committee approval. Promotional messages and/or announcements at the championship shall be limited to NCAA activities (i.e., championships, youth clinics, etc.). At no time should commercial contributors be recognized.

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) learn the correct pronunciation of all those involved (players, coaches, institutional personnel and officials); (3) have team statistical information as well as tournament records on hand for easy reference, and (4) maintain an unbiased stature.

Clock Malfunction. In the event of a game clock malfunction, the official game time shall be kept at the scorer's table. The announcer should provide the time remaining at two-minute intervals prior to the last two minutes of each period. The time should then be announced in 30-second intervals and at every face-off situation.

Meeting with NCAA presentation staff. The announcer shall meet with the NCAA presentation staff prior to the semifinals to review time schedules, coordination of national anthem and starting lineups.

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

Emergency Calls. All emergency calls and announcements must be approved by the Division I Men's Ice Hockey Committee and NCAA staff.

Game Times

Regionals

Regional game times are to be determined. Regional practice schedules are in section 21-Practices.

Finals

Semifinal No. 1 – 5 p.m. Eastern time

Semifinal No. 2 – 8:30 p.m. Eastern time

Championship – 8 p.m. Eastern time

Game times may be adjusted to accommodate television.

Games Committee

Regionals

The Division I Men's Ice Hockey Committee member, host institution director of athletics and a representative from each participating institution will serve as the games committee at regional competition.

Finals

The Division I Men's Ice Hockey Committee members comprise the games committee at the final site. If a committee member is associated with an involved team, he will not serve as a games committee member. The chair of the NCAA Division I Men's Ice Hockey Committee will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity. The games committee will actively supervise the conduct of each championship session.

Insurance

Host institution/conference or Local Organizing Committee must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

All venues (for competition and ancillary events) must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.

- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- e. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
2. Certificate must be submitted to NCAA 30 days prior to competition.
3. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
4. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
5. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

SECTION 12 – Local Organizing Committee (LOC)

The host institution should consider forming a LOC to act as the group responsible for making arrangements for fulfilling the obligations of the host institution, the city and the surrounding

communities and to provide to the NCAA certain services and assistance in connection with the various activities related to the championship.

A LOC would encourage the involvement of various members of the local community in the development of the championship who, by their involvement, would promote the championship by providing a greater awareness of the championship within the community.

In addition, the LOC could help the university tap the volunteer resources available within your community. This would be accomplished by involving various segments of the community in the planning process of hosting the championship, thereby making people aware of the volunteer opportunities inherent in the administration of the event.

The host institution/sponsoring agency should designate a director of the LOC who shall maintain the ultimate responsibility for the operation of the championship. This individual coordinates the administration of the championship and the efforts of the LOC committees within the guidelines and procedures of the NCAA.

In addition to the director, the LOC could involve the following areas: game management, public affairs, volunteers, participant services, transportation and lodging. The LOC director should designate an individual to represent these areas and act as a member of the LOC Executive Committee.

A sample structure follows as a guideline for the hockey championship.

SAMPLE
LOCAL ORGANIZING COMMITTEE
STRUCTURE

1. NCAA
2. Host Institution
3. Game Day Management
 - a. Game day operations
 - b. Ticket sales (game day)
 - c. Campus, municipal and state services
 - d. Merchandise (game day)
4. Public Affairs
 - a. Corporate relationships
 - b. Media coordination
 - c. Publicity
 - d. Promotions
 - e. Hospitality
 - f. Souvenir program
 - g. Merchandise (prechampionship)
 - h. Youth outreach
 - i. Special events
5. Volunteers
 - a. Acquisition
 - b. Training

- c. Assignment
- d. Uniform
- e. Appreciation celebration
- 6. Participant Services
 - a. Team host program
 - b. Meals
 - c. Entertainment
 - d. Mementos
 - e. VIP entertainment
- 7. Transportation
 - a. Courtesy cars
 - b. Team buses
 - c. Spectator buses
 - d. Shuttle (press)

Director of the Local Organizing Committee. This individual should be the director of athletics of the university or his/her designee and shall maintain ultimate responsibility for the local operation of the event. This individual coordinates the administration of the championship and the efforts of the LOC within the guidelines and procedures of the NCAA.

Game Management Liaison. This individual shall be familiar with the management of athletic contests at the facility. In addition, knowledge and experience in NCAA championship administration is important. The function of the game management liaison is to work with the various staff members and the NCAA staff to ensure that the championship policies are observed. Specific responsibilities may include the financial administration of the championship, supervision of facility arrangements, ticket sales, security, traffic control and NCAA trademark protection.

Public Affairs Liaison. This individual shall work with the various staff members to coordinate the areas he/she is responsible for. These areas should incorporate sports information, promotion, marketing, ticket office, the local Chamber of Commerce and/or visitors' bureau, the local sports commission, etc.

Volunteer Liaison. The director of the LOC shall appoint an individual to serve as the volunteer liaison who is familiar with the needs of the championship, both in advance and on game days, and who can coordinate the efforts of the volunteers needed to successfully administer the championship.

Participant Services Liaison. The director of the LOC shall appoint a person who is knowledgeable of the needs of the participating teams, VIPs, fans and the NCAA. Specific responsibilities may include the team host program, the championship banquet and other meals, entertainment, and championship mementos.

Transportation Liaison. This individual shall be appointed by the director to coordinate the courtesy car program and assist in the acquisition of team and spectator buses as needed.

Lodging Liaison. The director shall appoint an individual to coordinate with the teams, any needs they may have with the hotels. In addition, this individual shall be responsible for the coordination of hospitality in the hotels.

SPECIFIC COMMITTEE RESPONSIBILITIES COULD INCLUDE THE FOLLOWING:

NCAA

Administration of the NCAA Division I Men's Ice Hockey Championship is under the authorization of NCAA Division I Men's Ice Hockey Committee, which is subject to the final authority of the NCAA Division I Championships-Sport Management Cabinet. All activities and events associated with the hockey championship are to be administered and approved by the appropriate committee.

HOST INSTITUTION

Coordinate administration of the championship and the efforts of the LOC within the guidelines and procedures of the NCAA.

GAME MANAGEMENT

Game Day Operations. This area would include ticket sales, ushers, parking, security, arena set up, press box, locker rooms, interview room, hospitality, etc.

Campus, Municipal and State Services. Responsible for security, traffic control and cleanup. This committee will be responsible for ensuring the university, city and state are putting forth their best image for hosting the championship. In addition, this committee is charged with the public-safety effort, traffic control, security inside and outside the arena, police escorts, special permits, parking assistance, NCAA trademark protection, etc. The committee will work closely with the tournament director, ticket manager, facility coordinator, participant services committee and transportation committee.

Ticket Sales. Responsible for the sale of tickets. Coordinate the efforts of staff and other entities in developing and implementing advance ticket sales efforts. Coordinate game day ticket sales.

PUBLIC AFFAIRS

Corporate Relationships. Responsible for the design of possible corporate relationships with NCAA corporate champions and corporate partners and local contributors. This committee must understand the NCAA policies and procedures governing corporate contributors.

Publicity. Develop and implement comprehensive publicity plans for the local community. Also develop plans for regional and national dissemination of information. Should form a committee of media relations specialists and media who will serve as liaisons on each of the LOC committees.

The publicity committee shall consider the following:

1. Print Campaign. Will target local journals and publications inclusive of daily and weekly newspapers, magazines and specialty publications. Will generate five news releases and/or feature stories to distribute to a mailing list generated by the NCAA and the host institution.

2. Local and Regional Newspapers. Will arrange meetings to discuss local newspaper involvement in heightening community and visitor awareness about championship events.
3. Local Journals. Will arrange meetings to discuss community journals becoming involved in the promotion of the championship.
4. Radio and Television. Will arrange for interviews and/or mentions during all host institution athletics radio broadcasts. In addition, basketball and football coaches' television shows will mention the championship.
5. News Conferences.
6. Public Service Announcements (PSA). Will develop a program to distribute the PSA's produced by the NCAA.
7. Media Kits. Design and distribute media kits that highlight the local community and the state, college hockey and the special events surrounding the championship.
8. Miscellaneous Correspondence. Should correspond informally with the media, committee members and others in the community to keep them up to date at all times with championship activities and events.

Promotions. Develop a comprehensive program to notify all surrounding businesses and develop the championship 'look' with participating hotels, provide street banners and banners at each hotel.

Hospitality. Coordinate hospitality events at the facility and the hotels, the championship banquets, welcome packets for NCAA, media, teams and coaches, a local patrons appreciation event, and media hospitality. This committee will work closely with the volunteer services committee.

Souvenir Program. Assist IMG College, with the sale of local advertisements. Coordinate the sale of programs during the championship.

Special Events. Consider arranging for special events, tours, etc., during the championship.

Merchandise. Responsible for coordinating the sale of championship merchandise with the NCAA official concessionaire, Event 1, Inc.

Youth Outreach. Develop network of information and services (e.g., transportation, tickets, food) to the youth.

TRANSPORTATION

Responsible for the courtesy car program and arranging for team and spectator buses as needed.

VOLUNTEER SERVICES

Develop network of volunteers to assist in the implementation of the LOC goals.

PARTICIPANT SERVICES

This committee will be responsible for providing host and support services for each of the special groups visiting the city. These groups include NCAA staff and committee members, teams, university presidents, athletics directors, coaches, media, etc.

SECTION 13 – Lodging

Team Accommodations

Regionals

Up to forty-one (41) rooms have been reserved for each participating institution. Twenty-five (25) rooms are guaranteed for a minimum of one night for the official travel party of each team. Each institution is responsible for payment of all 25 room nights unless it is able to obtain a written release from the hotel's general manager for any of the rooms within this block. Additionally, fifteen (15) rooms are reserved and controlled by each participating institution to use as it sees fit (e.g., athletics department personnel not included in the official travel party; band; cheerleaders; parents, etc.). These additional 15 rooms may be released without penalty by the institution by 5 p.m. Eastern time on the Tuesday following selections. Finally, one suite will be provided (if available) on a complimentary basis to each participating institution.

All teams will have rooms guaranteed for the day prior to and day of competition with the possibility of remaining until the day after the regional final.

Twenty-five double-doubles at a special team rate will be made available to each participating team.

Finals

For the Men's Frozen Four, seventy-six (76) rooms have been reserved for each participating institution. Twenty-five (25) rooms are guaranteed for a minimum of one night for the official travel party of each team. Each institution is responsible for payment of all 25 room nights unless it is able to obtain a written release from the hotel's general manager for any of the rooms within this block. Additionally, fifty (50) rooms are reserved and controlled by each participating institution to use as it sees fit (e.g., athletics department personnel not included in the official travel party; band; cheerleaders; parents, etc.). These additional 50 rooms may be released without penalty by the institution by 5 p.m. Eastern time on the date specified in the participant manual. Finally, one suite will be provided (if available) on a complimentary basis to each participating institution.

Each competing institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at the designated property; however, it is responsible for canceling its reservations and then securing its own accommodations. 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.

Twenty-five double-doubles at a special team rate will be made available to each participating team.

Officials Accommodations

Regionals

Ten (10) rooms have been reserved for the on-ice officials. If the headquarters hotel is not being used to also house a team, the officials may be housed at the headquarters hotel. If a team is staying at the headquarters hotel, the officials must be housed at a separate property. All hotel expenses (single room and tax excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the NCAA.

Finals

Fifteen (15) rooms have been reserved for the on-ice officials. The officials will not be housed at the headquarters hotel unless media rooms are located elsewhere. All hotel expenses (single room and tax excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the NCAA.

NCAA Staff and Committee Accommodations

Regionals

Twelve (12) rooms have been reserved for the NCAA. A list of individuals who will stay at the headquarters hotel will be forwarded to the sales contact by 5 p.m. on the Tuesday following selections. Checkout will be the day after competition.

One of the rooms in the block is upgraded (if available) to a suite. This suite will be assigned to the Division I Men's Ice Hockey Committee.

Finals

A headquarters hotel has been designated for the NCAA Division I Men's Ice Hockey Committee and media personnel. A minimum of 250 rooms have been reserved. These rooms are under control of the NCAA and will be coordinated directly with the sales contact of the headquarters hotel. A list of individuals who will stay at the headquarters hotel will be forwarded to the headquarters hotel by the date set in the contract preceding the semifinals. Checkout will be the Sunday after the championship game.

Hotel information, sales contact, phone and email, address and room rate will be included in the participant manual provided to each of the participating institutions.

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 14 – Marketing and Promotions

Contacts

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

Expectations

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championship Marketing contact prior to implementation.

Marketing Collateral

NCAA Championships Online Marketing Website. The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at www.NCAAchampspromotion.com.

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

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

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- Print
 - Poster
 - Flyer
 - Print Ad
 - Table tent
- Digital
 - Email blast
 - Banner
 - Social media graphics
- Outdoor
 - Billboard
 - Banner
- Resources
 - Marketing best practices
 - Social media guidelines

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

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

Collateral should not be created outside of the NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

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

:30 Video/Television Spot

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

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

:30 Radio Spot

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

Micro-Site Guidelines

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

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

Local News

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

Venue and Transportation Information

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to: www.NCAA.com/Travel.

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

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

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at NCAA.com/Social

Mobile Version

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

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Levida Maxwell (lmaxwell@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

Local Contributor Recognition

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

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

Microsite Examples

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

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

Once your site has been developed, please send the URL to Levida Maxwell (lmaxwell@ncaa.org) for review and approval.

Should you have any questions, please contact:

Levida Maxwell

Coordinator, Digital and Social Media, Championships & Alliances

317-917-6356

lmaxwell@ncaa.org

Social Media Guidelines

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

Marketing Bylaws

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

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

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

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

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

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

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);

(b) Are not sent exclusively to prospective student-athletes;

(c) Are available to the general public; and

(d) Do not promote the institution's athletics program.

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

SECTION 15 – Media-Credentials

Click [here](#) for the men's ice hockey media coordination handbook.

SECTION 16 – Medical Procedures

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

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, 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).

Portable Baths

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

Communication

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

Teams' Physicians

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

X-Ray Technicians

X-Ray equipment and technicians 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.

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 Staffing

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

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

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

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

SECTION 17 – Meetings

Host Committee Meeting

A meeting with representatives from each of the entities involved with the administration of the

championship and the NCAA will be conducted Tuesday of championship week at a time to be determined. The purpose of this meeting is to review the schedule of events, policies and procedures of the championship and to conduct a walk-through of the facility.

Administrative Meetings

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, an administrator, the sports information director and a ticket office contact from each team must be present.

Regionals – The coaches meeting shall be conducted on the day prior to the start of competition.

Finals – The coaches meeting shall be conducted Wednesday morning at the championship venue. The coaches meeting for the championship game participants will be conducted Friday morning at the championship venue.

Team Captains Meeting

Twenty-four minutes prior to each game, a team captains meeting shall be conducted to review game protocol. This meeting will occur on the ice.

Off-Ice Officials Meeting

Seventy minutes prior to each game, an officials meeting shall be conducted to review NCAA policies and procedures, to coordinate assignments and responsibilities, to review collegiate rules modifications and to explain expense and reimbursement procedures. The NCAA officials' representative will conduct the meeting. Individuals required to attend these meetings include the on- and off-ice officials, the public-address announcer and host facility coordinator.

SECTION 18 – 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 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. 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 either hard internet lines or dedicated secured WiFi network connection 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.

- I. 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 19 – Officials

Confidentiality

Participating teams shall not be advised of the officials assigned to their competition until game time. Accordingly, officials shall not be contacted by or make contact with the host institution or any of its representatives; all contact shall be through and with the ice hockey committee representative staffing the competition or the national coordinator of officials. All assignments are to remain confidential.

Fees and Expenses

The host institution is not responsible for paying the officials' fees and expenses. The NCAA will be paying these fees through the ArbiterPay system. After each weekend's competition, fees and expenses will be reviewed and entered by NCAA staff and then approved for payment. Officials are responsible for setting up an ArbiterPay (formerly RefPay) account, for which there is no charge.

Lodging

All lodging expenses (single room and tax excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the NCAA.

The NCAA will provide the names of the on-ice officials to the respective hotel.

Selection

Officials for all championship competition are selected by the NCAA Division I Men's Ice Hockey Committee based on recommendations submitted by the NCAA national ice hockey official's coordinator and NCAA conferences-associations.

Tickets

Each official has the ability to purchase a minimum of two tickets to the competition (e.g., for family members or friends); the committee member will administer this process. The officials themselves should be provided a credential for admittance.

Officials must purchase tickets for any guests they wish to bring with them. No complimentary admissions are permitted.

Transportation

Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or the approved NCAA rate per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-821-8547.

SECTION 20 – Participating Teams

Admittance to Arena

A pass list identifying the 37 individuals who shall receive admittance to the arena shall be provided to the hockey committee at the mandatory administrative meeting. Any exceptions to this list must be approved by the NCAA.

Locker Room Area

Special locker room area passes will be distributed to 40 individuals per team. Only individuals wearing a locker room area pass will be permitted into the area. Ushers and security personnel must strictly enforce this rule and prohibit unauthorized personnel to this area.

Participant Manual

Each host shall make updates to the participant manual template provided by NCAA staff. The manual shall provide details for the championship and the host city. The manual shall be posted on the NCAA website for participating teams.

Team Hosts

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

SECTION 21 – Practices

Administrative Responsibility

Each participating institution is required to 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 a trainer, sports information director (SID) or other administrator, but not a member of the coaching staff or a student.

Alternate Practice Site

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves.

Schedule

Regionals

Security should be provided during practice sessions (including locker room areas). The scoreboard clock should be used to time practice sessions.

Practice times and media obligations in Appendix E have been scheduled for the regionals.

Final Site

Security should be provided during practice sessions (including locker room areas). The scoreboard clock should be used to time practice sessions.

Practice times in Appendix F have been scheduled for the semifinals and final:

SECTION 22 – Programs

General Information

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

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@learfieldimgcollege.com).

Supplemental Handouts

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

- are only distributed with the purchase of a program
- do not include information available in the program
- do not include advertisements

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

Program Vending and Complimentary Programs

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

IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for donors, fans or corporate partners, they may purchase a bulk amount of programs (minimum of 25) from IMG College. Please make IMG aware of this interest by noon EST on the Monday prior to the championship.
- The host venue will provide all vendors unless otherwise prearranged with IMG College
- Return a signed vending agreement to IMG College prior to the event
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All programs vendors shall receive standard facility credentials.

- Distribute the allotted amount of complimentary programs as specified below:

Championship Breakdown	Sites Per Round	Team Sports		Media/Other Comps Per Site	Total Comps Per Site	2019 Comps Per Round
		Travel Party Size	Teams per Site			
DI Men's Ice Hockey Regionals	4	37	4	152	300	1,200
DI Men's Ice Hockey Frozen Four	1	37	4	177	325	325

- Meet the “Program Vending Standards” (listed below) to receive 20 percent commission of the gross program sales
- After meeting the “Program Vending Standards,” IMG College will pay the vendor 20% commission of gross sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement

Program Vending Standards

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

- Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell
- Encourage vendors to walk through the stands to sell programs during the event

Questions

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

SECTION 23 – Reception

Reception (finals only)

Arrangements should be made for a reception to be held Wednesday night prior to the semifinals for the official travel party (37 persons) of each of the four participating teams. Other people that should be on the guest list include members of the NCAA Division I Men’s Ice Hockey Committee (6), NCAA representatives (16), future hosts (30), additional host institution-sponsoring agency personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship) and community dignitaries. Additional members of each institution's travel party may attend the reception at the institution's expense. The host should include specific instructions for number confirmations in the participant manual.

Officials shall NOT to be included in any social event involving the participating coaches or student-athletes.

Format

The format generally calls for short welcome statements by representatives of the host institution-sponsoring agency, the community, the NCAA Division I Men’s Ice Hockey Committee and statements by the participating coaches or captains. If you know of an inspiring speaker with a message prevalent to the occasion, the time frame usually allows for a 10- to 15-minute speech.

The format should be determined by February 15 in concert with the NCAA Division I Men’s Ice Hockey Committee and NCAA staff. The format will be described in the participant manual sent to each participating coach.

Seating

Usually the participating teams feel more comfortable sitting together, so you may want to designate theatre seating or team tables using school colors, the team name and/or team mascot. Rounds of eight are preferred and the use of a head table should be avoided. The members of the NCAA Division I Men’s Ice Hockey Committee and NCAA representatives should have designated seats at a table near the front of the room, possibly sitting with other key university or community people. If one of the committee members is affiliated with a participating team, he will sit with the team.

SECTION 24 – Safety-Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of

current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located [here](#) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

Minimum Number of Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, post-match interview 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 manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Closed Practices. A minimum number of uniformed security personnel (normal arena security is fine) should be assigned to the closed practices. They are responsible for assisting the committee liaisons in ensuring that only those authorized by the coach (excluding media) are allowed in closed practices.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers

in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

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

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor.

Team Bench Areas. A uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

Threats. In the event a threat is received and time permits, the games committee should meet to discuss the potential problem; a decision would be made to implement the host institution/sponsoring agency's or facilities predetermined plan; make announcements, if necessary, and implement plans.

Nonpermissible Items.

The arena management is responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the arena without the advance written permission of the NCAA: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers) cups or strobe lights. The facility may have additional restrictions on items that may not be brought into the arena.

"Irritants". "Irritants" include such items as oversized flags, banners, or signs that may block the view of other patrons. The committee liaisons are responsible for determining whether a specific item in this category represents an "irritant" to other patrons and whether it should be prohibited.

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.

SECTION 25 – Television

Selection Show and Regionals

The 16-team selection show will be live on ESPNU at 7 p.m. Eastern time, Sunday, March 22. ESPN2 (1 game), ESPNU (7 games), ESPNEWS (2 games) and ESPN Syndication-ESPN3 (2 games) will combine to produce and televise all 12 regional games live Friday-Sunday, March 27-29 on these networks.

Finals

ESPN2-ESPN3 will televise the national championship game live Saturday, April 11 at 8 p.m. Eastern time. ESPN2-ESPN3 will air both semifinal games live at 5 and 8:30 p.m. Eastern time, Thursday, April 9. All three Men's Frozen Four games will be produced and televised in High Definition (HD) by ERT. Local television stations may not film any of the NCAA Division I Men's Ice Hockey Championship games as ESPN, Inc. owns exclusive rights to these broadcasts. However, local television stations may plug into the ESPN truck audio-video feed via the "multibox or press bridge" at each regional site and at the Men's Frozen Four to obtain the ESPN program feed. Any stations receiving this program feed must adhere to the NCAA audio and video highlight usage policies.

Visit the NCAA broadcast web page at www.NCAA.com/media for updated TV listings, game times and the complete NCAA Division I Men's Ice Hockey Championship TV schedule. Please note that any games throughout the tournament that are televised live on ESPN, ESPN2 or ESPNU Syndication will also be available on ESPN3. Please refer to the [NCAA Broadcast Manual & Policies](#) for other broadcast related questions. The primary national office contact for any NCAA ice hockey championship television or broadcast matters is Tommy Barrett, Championships and Alliances, Broadcast Services (tbarrett@ncaa.org; work: 317-917-6439; cell: 317-319-6294).

SECTION 26 – Tickets-Seating

Ticket Design and Printing

Regionals

Hosts are responsible for printing and distributing all tickets for regional competition. Point of sale ticket stock will be provided by the NCAA to each regional site and should be used, at a minimum, for the printing of all team tickets as well as any tickets sold from the NCAA's ticket block. Any ticket stock, other than the stock provided by the NCAA, must be approved in advance by the NCAA.

The NCAA's standard ticket back language should be placed on the back of all tickets for an NCAA event. If that is not possible, the language must be posted at all ticket windows for patrons to see and to be placed on notice about the restrictions.

Men's Frozen Four

The NCAA will manage the design and printing process for the Men's Frozen Four tickets. Point of sale ticket stock will be provided by the NCAA to the host for any box office sales or reprints.

Ticket Blocks

The ticket block locations will be determined by the NCAA in conjunction with the host venue. Unless otherwise specified by the NCAA, the NCAA ticket block will be located between the blue lines in the lower level of the venue.

<u>Regionals</u>	Day 1/Games 1 and 2	Day 2/Game 3
NCAA	75	75
Participating Teams	1,600 (400/team)	1,600 (400/team)
Non-Participating Team Kills	40 (20/team)	20 (10/team)
Band Kills	100 (50/team)	100 (50/team)
Host/Venue/Local Organizing Committee	TBD	TBD

<u>Men's Frozen Four</u>	Day 1/Games 1 and 2	Day 2/Game 3
NCAA	1,300	1,300
Participating Teams	2,000 (500/team)	2,000 (500/team)
Non-Participating Team Kills	40 (20/team)	20 (10/team)
Band Kills	100 (50/team)	100 (50/team)
Host/Venue/Local Organizing Committee	TBD	TBD

Bands

For admittance, band members, not to exceed 25 in number, who are in uniform and performing at the championship, will be admitted via a pass list and not charged admission.

Non-Participant Seating

Seating in these areas shall be restricted to the individuals on each team who have been issued bench credentials.

Scouting Seats

Scouting seats shall be reserved only for the official members of the coaching staffs of the teams participating in the tournament. These seats shall be located at either end of the press box. The following seats shall be reserved:

Semifinal Game No. 1 – Eight seats (two each for the two participating teams and two each for the participants of Game No. 2).

Semifinal Game No. 2 – Six seats (two each for the two participating teams and two for the winner of Game No. 1).

Professional Hockey Organizations

Representatives of professional hockey organizations will not be provided complimentary tickets or issued working press credentials.

Team Allotments

Regionals

Each participating institution will be allocated a maximum of 400 all-session tickets. Each institution may return any of its unsold all-session tickets by noon Eastern time, the Wednesday following selections. The institution will be obligated to purchase any of its allocated tickets not returned prior to the noon deadline.

If any institution does not purchase the full allotment of 400 all-session tickets, the remaining tickets will be offered equally to the other institutions that may desire additional tickets.

Single-session tickets will not be sold to the participating institutions.

Location

The No. 1 and No. 2 seeds should be assigned to the two corners behind their team bench. The No. 3 and No. 4 seeds should be assigned to the two corners opposite their team bench. Bench assignments will be based on locker room locations and those locations will be assigned once the participating teams have been determined.

Men's Frozen Four

Each participating institution will be allocated a maximum of 500 all-session tickets, with approximately 400 seats located in the lower level and approximately 100 seats located in the upper level. Institutions must, at minimum, purchase the 400 lower-level seats.

Each institution must notify the host ticket manager and the NCAA of the number of desired tickets by noon Eastern time, the Thursday prior to semifinal competition. The tickets will then be shipped to each institution for delivery on the Monday prior to semifinal competition.

If any institution does not purchase the full allotment of 500 tickets, the remaining tickets will be offered equally to the other institutions that may desire additional tickets.

Location

The No. 1 and No. 2 seeds should be assigned to the two corners behind their team bench. The No. 3 and No. 4 seeds should be assigned to the two corners opposite their team bench. Bench assignments will be based on locker room locations and those locations will be assigned once the participating teams have been determined.

Player-Guest Ticket Distribution/Will Call

Each institution will have a table for its use located near the host box office for the distribution of player-guest and will call tickets. Each institution is required to staff its own table. The table must be staffed 90 minutes prior to the start of the first game and remain staffed until the end of the second period intermission. Positive picture identification will be required to pick up tickets. If you choose to handle your will call at your hotel, please be advised that security will be your own responsibility. Please limit will call at the venue as much as possible to assist with congestion in the lobby area.

Payment

Full payment for tickets must be forwarded to the host ticket manager within 45 days of the last date of competition. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. A \$500 fine shall be assessed for each day an institution fails to pay for its tickets subsequent to the 45-day deadline. The NCAA may waive this provision based on extenuating circumstances.

Complimentary Ticket Policy

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which are then treated as complimentary tickets for the student-athletes. A pass list system will be administered by a representative of each participating institution and each institution is required to staff its own table at the pass list entrance.

Individuals using the pass list tickets should be directed to the appropriate entrance, where they will be identified by the institution's designee, given a ticket stub and directed to his or her seats.

Ticket Prices

Ticket prices will be determined by the NCAA in conjunction with the respective host institution/conference. Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval. Hosts are encouraged to consider pricing options for single-session tickets, groups, students, etc. in addition to all-session ticket prices.

Ticket Sales

Regionals

Regional sites are required to sell tickets as an all-session package until a date determined by the NCAA, in conjunction with the respective host institution/conference.

All regional tickets shall go on sale in the Fall preceding the competition.

Men's Frozen Four

All Men's Frozen Four tickets must be sold as an all-session package until a date determined by the NCAA, in conjunction with the respective host institution/conference.

Men's Frozen Four tickets go on sale in late Fall through a private priority ticket purchase process. Tickets for the general public go on sale in December.

Service Charges

Facility Usage Fees

With advance approval of the NCAA, a facility usage fee may be charged. These fees should be included as a budgeted expense on the financial report.

Year-Round Service Charge Option

Host institutions/conferences may elect to assess the consumer a service charge for host-constituent and general-public sales made by telephone, Internet or mail, provided that consumers have at least one option to purchase tickets without paying the surcharge (e.g., box office sales).

Each site will be responsible for submitting their proposed service charge fees to the NCAA for approval. The service charge breakdown should include a detailed outline/list of all of the costs associated with the service charge and must be approved by the NCAA prior to tickets going on sale.

By selecting this option, host institutions/conferences shall use the fees collected to cover all costs associated with the set-up and operation of a telephone, Internet or mail ordering system, whether conducted by an outside ticket agency or through the facility's in-house ticketing system. The fee shall cover all costs for clerical personnel, supplies, handling, envelopes and postage/distribution. There shall be no reimbursement from the NCAA for these expenses.

Last Minute Service Charge Option

As an alternative, host institutions/conferences may elect to charge no service fee, in which case tickets will generally be sold by mail, with the NCAA reimbursing the host institution/conference for expenses for clerical personnel, supplies, handling, envelopes and postage/distribution. However, if there is no additional cost to the NCAA or consumers, host institutions/conferences may accept ticket orders by telephone or Internet at any time.

Other Service Charges

No other service charge or handling fee of any kind is permissible.

Age Restrictions

The NCAA will adhere to the host venue's policy with regards to the age restriction for children who must have a ticket for admittance. If, according to the policy, the child is admitted free of charge, he/she must be accompanied by a ticketed adult and must sit on the adult's lap.

If a host venue policy has not been established, children under the age of two shall be admitted free of charge, provided that they sit on the lap of ticketed adult.

Ticket Purchaser Data

At the conclusion of competition, the host box office shall provide the list of ticket purchasers for the event to the NCAA. The data shall be provided in an Excel file and contain, at a minimum, the customer's full name, street address, email address and phone number. The NCAA may also request ticket purchaser data prior to the competition, if needed.

SECTION 27 – Transportation

Courtesy Cars

If the host develops a courtesy car program, the following policies should be understood:

Use of Cars. These cars are to be assigned as follows: one per team and one each for the committee representatives. Additional cars will be assigned by the NCAA.

Driver Identification Form. The tournament manager is responsible for completing the Driver Identification Form (Appendix C).

Insurance. The NCAA provides insurance for all NCAA-acquired courtesy cars.

Officials' Transportation

Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or the approved NCAA rate per mile. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel management company, Short's Travel Management, 866-821-8547.

Participating Institutions

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

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 28 – Volunteers

Goal and Recruitment

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

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

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

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

For the final site, the NCAA may request additional volunteers from the LOC as necessary.

Apparel (Final Site Only)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Event 1 and BDA have been selected as the official NCAA volunteer apparel providers for all 2019-20 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Waivers

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

Recognition (Final Site Only)

Upon receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC or host institution, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC's/hosts list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Suggestions for Game Conditions at Hockey Events

The first thing to realize is that all buildings are different and these are just some suggestions for the building operators to shoot for. Each building operator needs to know and understand how their building is operated and how the building reacts to outside and inside conditions. Outside weather conditions need to be factored into how the facility adjusts its HVAC and ice settings. The size and activeness of the crowd will be a factor also.

Control over building temperature and humidity are critical to a good ice surface. Preparation of the building before game time is also an important part of the process as building temperatures and humidity change with the crowds coming in. Anticipating these changes will allow the conditions to still be good by game end. If multiple games are to be held proper time must be given between games to prepare the building and ice surface. Also, extra time will be needed before and after the events to maintain proper ice thickness and conditions.

Ice Thickness to be maintained at 1" to 1 ½". If painting over existing ice the ice should be cut down to approximately ½" to ¾" inches before repainting for the new event. Then the total ice depth should be built up to and maintained to approximately 1½" during the competition.

The ice should be maintained so that at the END of the period the ice surface temperature should be approximately 20-22 degree F for Hockey (22-24 for Figure skating).

** These temps may need to be lower if humidity and water quality can't be met.

Building temperature should be maintained at 55-60 F deg with a RH of 50%.

If your Building Temperature is 60F deg or higher the RH should be at 40%

If your building humidity goes above 50%- the ice surface temperature will promote more snow, chipping and cuts in the surface. If the building equipment will not maintain the proper humidity portable dehumidifiers should be used.

The quality and temperature of the ice making water should be tested and maintained. While many things go into quality ice making water here are a few things that need to be checked. Water Temperature, using hot water of 140 to 160 degrees F is required to keep the air out of the ice making water. Total Dissolved Solids-TDS-Should be at 100ppm or less of all solids in the water content.

The building engineers need to know what the system can support based during a full house. Spectators do add humidity and temperature to a building, which makes it harder to maintain the above settings and more critical to have the systems set up to monitor your surface temperature, building temperature-humidity and water quality-temperature, i.e. Infrared sensors or thermometers, portable thermometer-hygrometer and water testers. The building engineers need to experiment to determine what their system can handle to maintain a high quality ice surface.

Other items to consider:

1. Recommend that buildings that have a water quality problem, more than 125ppm total dissolved solids use water treatment to improve the water and ice quality. Good ice making water will allow the ice to be run at higher temperatures with much improved ice quality and clarity.
2. Two ice resurfacers should be used for all ice makes during a game.
3. Spectator netting should also be established for the end of the rink areas.

Digital Indoor Thermometer-Hygrometer

Using a separate meter aside from the building system is critical. This unit should be at ice level outside the boards to give you a good idea as to the conditions in that part of the building. Using a low-cost alternative is better than nothing, however a higher quality unit would be preferred.

Tester, TDS-Temperature

For about \$80, you can find products that will enable a way to check your water quality on a regular basis. The unit will give you TDS-Temperature.

Infrared Thermometers

Infrared thermometers can be purchased for around \$250. But it is better to have a lower cost alternative than nothing at all.

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

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.** 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 respon licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed 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

NCAA DRIVER IDENTIFICATION FORM

I hereby acknowledge receipt of a _____ (year) _____ (model) with VIN# _____ for my use on NCAA business.

In consideration for the use of this vehicle, I understand, represent, and agree to the following:

- I hold a valid driver’s license issued by the state of _____ that permits me to drive this vehicle on NCAA business.
- I will not allow anyone else to drive this car without prior, written approval from the NCAA.
- I will abide by applicable local, state, and federal ordinances and statutes.
- I will follow the guidelines presented below in the case of an accident:
 1. Stop at once and investigate.
 2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. Do not smoke. Guard against fire.
 3. Don’t move injured persons unless absolutely necessary. Summon ambulance if needed.
 4. Get help. Use nearby phone or send reliable passerby. Notify police as instructed. Give location and nature of accident accurately.
 5. Identify yourself and company. Show license and registration on request.
 6. BE COURTEOUS. Make no statement about the accident except to police or your insurance company representative.
- I will abstain from using alcohol while driving this vehicle on behalf of the NCAA.

I understand that no automobile or other insurance coverage will be provided for me through the NCAA:

- If I intentionally cause damage to someone or someone else’s vehicle; or
- With respect to lost or damaged tapes, records, discs, or other similar audio, visual, or data electronic devices designed for use with audio, visual, or data electronic equipment; or
- With respect to lost wages from any profession, job, or other interest due to an injury sustained while driving on behalf of the NCAA.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

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

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

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

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

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

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

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

Signature of Participant

Date

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

Date

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

Date

WORCESTER REGIONAL (Worcester, MA)
(Eastern time)

**(Higher seed/home team for game #1 selects A or B;
Higher seed/home team for game #2 selects C or D)**

Thursday, March 26

10:15 - 11:15 a.m.	ESPN team headshots and interviews (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	Practice (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	ESPN team headshots and interviews (Game #1 Team B)
12:45 - 1:15 p.m.	News conference (Game #1 Team A)
12:45 - 1:45 p.m.	Practice (Game #1 Team B)
12:45 - 1:45 p.m.	ESPN team headshots and interviews (Game #2 Team C)
2 - 2:30 p.m.	News conference (Game #1 Team B)
2 - 3 p.m.	Practice (Game #2 Team C)
2 - 3 p.m.	ESPN team headshots and interviews (Game #2 Team D)
3:15 - 3:45 p.m.	News conference (Game #2 Team C)
3:15 - 4:15 p.m.	Practice (Game #2 Team D)
4:30 - 5 p.m.	News conference (Game #2 Team D)
5 - 5:30 p.m.	Pre-tournament meeting

Friday, March 27

TBD

Saturday, March 28

TBD

LOVELAND REGIONAL (Loveland, CO)
(Mountain time)

**(Higher seed/home team for game #1 selects A or B;
Higher seed/home team for game #2 selects C or D)**

Thursday, March 26

10:15 - 11:15 a.m.	ESPN team headshots and interviews (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	Practice (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	ESPN team headshots and interviews (Game #1 Team B)
12:45 - 1:15 p.m.	News conference (Game #1 Team A)
12:45 - 1:45 p.m.	Practice (Game #1 Team B)
12:45 - 1:45 p.m.	ESPN team headshots and interviews (Game #2 Team C)
2 - 2:30 p.m.	News conference (Game #1 Team B)
2 - 3 p.m.	Practice (Game #2 Team C)
2 - 3 p.m.	ESPN team headshots and interviews (Game #2 Team D)
3:15 - 3:45 p.m.	News conference (Game #2 Team C)
3:15 - 4:15 p.m.	Practice (Game #2 Team D)
4:30 - 5 p.m.	News conference (Game #2 Team D)
5 - 5:30 p.m.	Pre-tournament meeting

Friday, March 27

TBD

Saturday, March 28

TBD

ALBANY REGIONAL (Albany, NY)
(Eastern time)

**(Higher seed/home team for game #1 selects A or B;
Higher seed/home team for game #2 selects C or D)**

Friday, March 27

10:15 - 11:15 a.m.	ESPN team headshots and interviews (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	Practice (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	ESPN team headshots and interviews (Game #1 Team B)
12:45 - 1:15 p.m.	News conference (Game #1 Team A)
12:45 - 1:45 p.m.	Practice (Game #1 Team B)
12:45 - 1:45 p.m.	ESPN team headshots and interviews (Game #2 Team C)
2 - 2:30 p.m.	News conference (Game #1 Team B)
2 - 3 p.m.	Practice (Game #2 Team C)
2 - 3 p.m.	ESPN team headshots and interviews (Game #2 Team D)
3:15 - 3:45 p.m.	News conference (Game #2 Team C)
3:15 - 4:15 p.m.	Practice (Game #2 Team D)
4:30 - 5 p.m.	News conference (Game #2 Team D)
5 - 5:30 p.m.	Pre-tournament meeting

Saturday, March 28

TBD

Sunday, March 29

TBD

ALLENTOWN REGIONAL (Allentown, PA)
(Eastern time)

**(Higher seed/home team for game #1 selects A or B;
Higher seed/home team for game #2 selects C or D)**

Friday, March 27

10:15 - 11:15 a.m.	ESPN team headshots and interviews (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	Practice (Game #1 Team A)
11:30 a.m. - 12:30 p.m.	ESPN team headshots and interviews (Game #1 Team B)
12:45 - 1:15 p.m.	News conference (Game #1 Team A)
12:45 - 1:45 p.m.	Practice (Game #1 Team B)
12:45 - 1:45 p.m.	ESPN team headshots and interviews (Game #2 Team C)
2 - 2:30 p.m.	News conference (Game #1 Team B)
2 - 3 p.m.	Practice (Game #2 Team C)
2 - 3 p.m.	ESPN team headshots and interviews (Game #2 Team D)
3:15 - 3:45 p.m.	News conference (Game #2 Team C)
3:15 - 4:15 p.m.	Practice (Game #2 Team D)
4:30 - 5 p.m.	News conference (Game #2 Team D)
5 - 5:30 p.m.	Pre-tournament meeting

Saturday, March 28

TBD

Sunday, March 29

TBD

MEN'S FROZEN FOUR (Detroit)
(Eastern time)

(Home team for game #1 selects A or B; Home team for game #2 selects C or D)

Wednesday, April 8

11 a.m. - noon	Team practice (Team A)
12:15 - 1:15 p.m.	Team practice (Team B)
1:30 - 2:30 p.m.	Team practice (Team C)
2:45 - 3:45 p.m.	Team practice (Team D)

Thursday, April 9

9:30 – 10:10 a.m.	Practice A (Game #1 Home Team picks Practice A or B)
10:25 – 11:05 a.m.	Practice B
11:20 a.m. – noon	Practice C (Game #2 Home Team picks Practice C or D)
12:15 – 12:55 p.m.	Practice D

Friday, April 10

11:15 a.m. - 12:15 p.m.	Practice (Winner of Game #1)
1:15 - 2:15 p.m.	Practice (Winner of Game #2)

Saturday, April 11

10:30 - 11:10 a.m.	Practice (Winner of Game #1)
11:25 a.m. - 12:05 p.m.	Practice (Winner of Game #2)