

MEDIA

All-Tournament Team. A six-man all-tournament team, including the most outstanding player, should be selected by the media immediately following the final game at each regional. Members of the team should be selected by position – one goalkeeper, two defenders and three forwards. The most outstanding player MUST be a member of the six-man all-tournament team. A sample of an all-tournament team ballot is Appendix A.

Communications Equipment.

The media coordinator should have the following equipment available for the championship:

- At least one computer and appropriate software for in-game statistics
- At least one computer for post-game notes and quotes
- Two high-speed photocopiers for stats, notes and quotes (one in the press box and one in the work room)
- At least one printer in the press box for printing out statistics
- At least one printer in the work room attached to the computer for notes and quotes

Wireless access should be available in the media work room and press box. The access should be able to accommodate the number of media in attendance. In addition, at the Frozen Four, a technical representative able to solve wireless issues should be on site during all games and on call for all practice days.

Complimentary tickets. No complimentary tickets are available at NCAA championship events. Members of the media desiring "media purchase" tickets should contact the host media coordinator or someone designated by the sports information director. Media coordinators wishing to make sure media members in the local market are allowed access to purchase tickets to the championships event should contact either the NCAA media coordinator or the NCAA championships staff administrator.

Credentials. All media credentials are authorized and issued by the media coordinator. The NCAA will provide credentials for this event.

The following are the credentials produced by the NCAA that will be provided to the regional host (a chart of credentials, access areas and personnel is attached as Appendix C):

- All Access –All access pass for workers.
- NCAA – All access pass for NCAA staff and committee.
- Game Official – For use by the game officials to get them into the building and into their locker room.
- Media – For members of the media to give them access to press areas (press box, media room, interview room, locker rooms post game).
- Team – For student-athletes, coaches, equipment manager (anyone in the official travel party)
- Photographer – For still photographers to allow them access to appropriate areas (photo areas, locker rooms post game, press box and media room)
- ESPN – For all members of ESPN's staff. They should have their own credential to allow them to specific places such as the truck compound.

- Limited Access – Only free entry into the building, but does not allow access into any other part of the facility other than concourse.
- Postgame Access (Does not allow complimentary admittance) – This is used by Athletic directors wives, coach’s wives, coach’s kids to get them into the interview area and locker room post game but not into the meal area.
- VIP – (Does not allow complimentary admittance) – This is to be used by athletic directors, conference commissioners, VIP types who need to get to locker rooms and the media meals.
- Suite Passes (Does not allow complimentary admittance) (Frozen Four only) – to be used to allow people to gain access to the suite level without having a suite ticket, but they must have a game ticket.

It is up to the media coordinator along with arena staff to determine where each credential should be allowed access based on the space allotted at the site. The use of any other credential or entry badge is prohibited, except for facility staff, concession workers, maintenance personnel, ushers, security officers or ticket takers.

An adhesive label should be affixed to each credential. The label shall include the name of the individual and the appropriate media agency or entity. Credentials without labels will not be valid.

Credential system. The NCAA has contracted with Sport Systems for each of the four regionals and the Frozen Four to provide services for its credentialing program, which allows media to request credentials online, in addition to other features such as allowing SID’s to print labels. David Grim of Sport Systems will provide a tutorial for anyone who needs it.

Credential qualifications and acceptance. The NCAA prohibits the issuance of credentials to professional scouts or scouting services. This includes any print media in which the main purpose of the publication is as a scouting service. Tickets may be sold to scouts from the general public allotment, if available.

The media coordinator should notify all media members who apply for credentials whether their request has been granted. If they are granted a credential they should receive notification of any press conferences that are to be scheduled, time and location to pick up credentials, location of media parking, game times and how to order a phone line if they need their own (who to contact, price, etc.).

Working credentials should not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue. To receive a credential, each media representative must sign and show a government-issued photo ID. Due to security measures, each media member should pick up their own credential. The host media coordinator shall provide a sign-in sheet for individuals to sign and confirm receipt of credentials.

- a. Criteria for Media Credentials. A "media agency" for purposes of these criteria should mean an authorized representative of a single daily, weekly or monthly publication, cable system, online entity, radio or television station and network requiring immediate news coverage. "Immediate news coverage" for purposes of these criteria shall mean that the editorial, audio and/or visual deadline for the tournament action being documented

occurs no later than 48 hours after the competition at the site has been completed. More than one representative per "media agency" may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned to the working media in accordance with the following priorities:

- Individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent specific campus-related publications and departments.
 - A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season.
 - The designated representative of a national television, cable system, radio network or a radio station that originates a daily "sports talk" program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.
 - The official Web site of a competing institution, as approved by that school's sports information department.
 - Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.
 - Any online agency in which the majority of its content is opinion-based will not qualify for credentials.
 - Space permitting, representatives of other weekly, specialty or college newspapers of the host or participating teams or magazines, internet publications, telephone reporting services and AM/FM radio or public/commercial television stations.
 - A representative of a national newspaper (e.g. with circulation greater than 60,000)
 - A media outlet that covers the collegiate sport regularly on a national basis.
 - The tournament manager or NCAA staff liaison shall issue VIP passes to members of the transition team and members of the future host party. Each of these parties should have game tickets and be seated in the general public seating area.
 - A conference staff member may only receive credentials if a conference member institution is participating at the site. A commissioner may designate a staff member to be his/her representative at the site. Staff members from other conferences will not receive credentials unless they are serving on the host institution/conference game management staff.
- b. **Criteria for Photography Credentials.** Subject to limitations of space, photography credentials shall be assigned in accordance with the following priorities:

- A photographer, certified by the director of athletics and/or the sports information director of each participating institution, who will represent campus-related publications and departments.
- A newspaper photographer from the locale of a participating institution that has regularly staffed its games throughout the season.
- A photographer from a media outlet that covers the collegiate sport regularly on a national basis.
- An individual or crew designated by a national television network or cable system that originates daily sports news programs.

Television videographers should be credentialed on the same basis as newspaper photographers. However, if television rights have been granted to a specific entity than the television videographers are bound by strict taping rules (see News film and mini cams section).

Credential boards. The NCAA will provide 20 credential boards for the use of security personnel at the competition venue. These are to advise security personnel at the competition venue to let them know which credentials are allowed into which parts of the venue. Please let the NCAA media coordinator know if you need additional boards.

Credential request form. All media requests should be done online at www.ncaa.com/media.

Flip/Speed cards. These should be provided for easy reference use for all media members. Photographers use these to identify players as opposed to having to carry heavy programs. The flip cards should entail all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The card should include team results as well as standard information regarding the game, such as date, location and opponent. It is also permissible to use line charts to serve same purpose.

Frozen Four records books. These will be posted online only. The records book will provide your staff with possible game notes so please make sure your notes staff is aware of the book. However, will send two copies for use by the person doing game notes.

Game Films/Video Cassettes. Each participating team is permitted to staff its respective games with a single camera person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping and is only permitted to document that team's games.

Further, upon completion of the game being filmed/videotaped, the representative will be required to immediately depart the photography area in order for other photographers to establish their shooting positions.

If a participating institution chooses not to film or videotape its own game(s), it may make other arrangements with the host institution or competing teams.

The mult-box has standard video three-pin BNC connections and standard twist-on XLR audio

connections. Local stations or schools wishing to plug into the mult-box must bring proper cable connectors. Participating schools choosing to bring VCRs are especially encouraged to bring all proper cables.

Internet policy. The NCAA Web site, www.ncaa.com, serves as the official online resource for NCAA championships.

The NCAA owns the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA owns all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA Web site.

NCAA.com will create an official championship Web site for the Men's Frozen Four and the host SID will be contacted with information needed for the site. Contact your NCAA championships staff liaison for more information. Nate Flannery (nflannery@ncaa.org) of the NCAA staff is the contact for any internet related questions.

Please visit <http://ncaa.com/media> for updated information related to internet policies and Web site guidelines.

Locker room availability for media. On game days, the locker rooms will be open to the media for a minimum of 30 minutes after the cooling-off period ends, provided media representatives are present the entire time. Student-athletes who did not play in the game and student-athletes selected for drug testing may depart earlier (provided they have finished their media obligations).

On practice days, any of the team's student-athletes who are not in the media interview room shall be made available in the locker room during the time the coach and selected student-athletes are participating in the news conference. A representative of each institution's sports information staff shall be in the area and will coordinate these interview requests.

Media Guides and postseason guides. The media coordinator should notify each school that qualifies for its regional how many media guides and/or postseason guides should be sent to the site based on the number of media expected. The media coordinator should provide an overnight address where the schools should send the information (their office or the facility) and a deadline when it should arrive.

Media hospitality and entertainment. If a media event is planned, it should be scheduled the evening prior to the competition. Press souvenirs no longer are permitted at any NCAA championship.

Although media hospitality and entertainment are desirable, but not required, disbursements for these items should be guided by the budget which originally was submitted by the tournament manager and approved by the Division I Men's Ice Hockey Committee. Budgets cannot be changed without the prior approval of the committee.

Media hotel. The Media Coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact for the hotel that they can call to make reservations, this can be listed on the credential application form along with the room rate and deadline for making reservations.

Media meals. An area for food service for the media and volunteers should be established. The menus will be approved by the NCAA. A buffet should be available prior to the start of every session. The NCAA will control the invitation list and should include anyone wearing a credential badge, media (including photographers), volunteers with event management credentials, and administrators or visiting personnel that have VIP passes.

Media parking. Media parking is desired at each site, but this decision must be made by the host. If media parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. Media shuttle systems also may be used provided any costs are included in the budget submission and are approved by the NCAA national office staff. If the host determines that media must pay for parking, consideration should be given to the local media who might not have the opportunity to walk to the venue as do media members who are staying in the headquarters hotel. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If parking passes are to be used, the NCAA will provide them if the media coordinator notifies the NCAA media coordinator in enough time.

Media Workroom. A media workroom should be designated at the regional site. The workroom should be equipped with a telephone (if cell phone service does not work), in addition to high-speed access (wireless or hard-wired). In addition, the room should have an adequate number of electrical outlets.

The media coordinator shall contact each sports information director representing a participating team at the site and request a shipment of media guides, stats, notes and postseason guides to be placed in this room.

Microphone flags. Each regional media coordinator will receive five NCAA microphone flags for use with the microphones to be used during the press conferences. If you have not received them within two weeks of the event please contact Mark Bedics (mbedics@ncaa.org).

News conference. The media coordinator, or a member of his or her staff, shall attend all news conferences, including any conducted prior to the start of championship play. The media coordinator should produce name tents (a sample is included as Appendix B) to identify the coaches and student-athletes on the dais.

The moderator shall introduce the participating coaches and student-athletes. The moderator shall refer to participants as student-athletes. The moderator will ensure that all questioners identify themselves and make sure that only credentialed media ask questions.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. Failure to do so can result in disciplinary action by the Division I Men's Ice Hockey Committee. The sports information director representing each participating institution, working with the media coordinator, should designate an individual to escort the coach and players to the interview area after a 10-minute cooling-off period.

- a. **News conference format.** The winning team shall have a 10-minute "cooling off" period before they are to report to the interview room. The cooling off period starts once the head coach and all of the student-athletes have entered the locker room. The losing team will report to the interview room immediately following the completion of the winning team's press conference.

The format of all press conferences should consist of the head coach giving an opening comment, followed by no more than seven minutes worth of questions by the media for student-athletes only. The student-athletes should then be dismissed to return to the locker room while the head coach should answer questions on the dais for eight additional minutes.

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

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

The head coach must complete all media obligations to the covering media before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights holding television or radio networks prior to the news conference following the conclusion of the game (radio is only Westwood One). These interviews are permitted within a FOUR-MINUTE period immediately after the game. This does not mean four minutes per person, but four total minutes for all individuals interviewed. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights.

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

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

Following is a quick checklist of suggested minimum requirements for the interview room:

- Seating for a minimum media or VIPs (50 at regionals, 100 for Frozen Four)
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 interviewees
- Moderator
- Quote taker(s)
- Sufficient amplification
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mult Box
- Pipe and drape, if necessary

The NCAA will ship press conference backdrops to the host institution. Quotes shall be distributed to the media immediately following each news conference. Game officials shall not be allowed in the interview room.

News film and mini-cams. If the game is not televised, a television station may be allowed to broadcast a live report and/or game highlights from the site of the competition, not to exceed three minutes in its regularly scheduled sports-news segment in a 72-hour window, starting with when the event begins. If the game is televised (live or tape delay), stations are precluded from airing game highlights until the conclusion of the event. At televised events, local television stations, regional sport networks or national cable networks may televise live reports from inside the venue up until 30 minutes prior to the start of the event. Once the “30-minute rule” passes, stations may still televise from outside the venue

A television station may not sell, loan or give away tournament footage to any individual or agency, or for use on any non-sports news program produced or aired by the station.

A television station may broadcast any news conference live regardless of whether they hold the broadcast rights. The rights to these news conferences remain with the NCAA and are under the same guidelines as the news footage usage.

Additionally, at the Frozen Four, the NCAA will provide access to an FTP site that will have full video of all press conferences.

Officiating questions. If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or in the absence of one, by the NCAA championships staff liaison or ice hockey committee member. Questions about a judgment call is not an appropriate reason for a pool reporter to get an interpretation.

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

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

The host media coordinator should receive the quotes from the pool reporter and distribute to the rest of the media. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

Personnel. Each media coordinator is responsible for organizing workers to assist in the press operation of the championship.

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

The following is a basic list of duties for the volunteers:

- News Conference Moderator - Introduces players and coach; directs questions from media
- Runner(s) (3) – Distributes photocopied materials (stats, notes, quotes, etc.)
- Notes – Compiles worthy notes during and after the game

- Quote takers (2) – Records post game quotes from the news conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Stat crew (4) – Records the official stats
- Spotters (3) - Helps the official scorer identify assists and provides any other assistance for official scorer. Also may spot for play-by-play typist and public address announcer.
- Copy machine personnel – Photocopies materials (stats, notes, quotes, etc.)
- External PA - Announcer for fans, should have a spotter to help identify goal scorers
- Photo marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands. Assigns positions for photographers to shoot.
- Results disseminator – Transmits stats, notes, quotes, through appropriate delivery means
- Internal PA (if applicable) – Announcer for media
- Locker room attendant – Person to identify when locker room is open and closed to media

Photography area policies. The media coordinator shall be prepared to designate "photographer's positions", should media requests warrant it. "Prime" positions should be rotated among members of the media. The host media coordinator should designate positions if the number of requests warrants it.

Programs. IMG College will provide programs for the ice hockey championship, including complimentary copies for the media. The contact at IMG College is Chad Laytham (859/226-4531) – chad.laytham@imgworld.com. Each team should receive programs for its official travel party. The remaining complimentary programs should be distributed to media. Media coordinators are allowed to supplement the program with any information that is deemed to be appropriate (updated stats, coaches bios, etc.). All additional information that is to be supplemented must be approved by either the NCAA media coordinator or championships administrator.

Radio. Space must be reserved for each participating institution's radio station. All other stations in the institution's area will be accommodated on a first-come, first-served basis.

Broadcasts of all NCAA championship events must conform to the general broadcasting policies established by the Association.

Please visit <http://ncaa.com/broadcast> for updated information related to radio policies.

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio / Internet streaming on line form. To access the form, log onto www.ncaa.com/media.

The host may charge the radio station for the cost of the installation of the telephone or ISDN line.

Responsibility to the NCAA. Each media coordinator shall email the all-tournament and most outstanding player selections immediately following the final game at the site to Mark Bedics (mbedics@ncaa.org).

Scouting seats. Two seats should be made available to each team that plays in the second game of the regional to scout the first game of the regional. During the second game, seats only need to be made available for the team that won the first game. No scouting seats should be made available during the regional championship game.

Seat assignments. Media coordinators should insure media agencies that regularly staff games played by the participating and host institutions receive preferred seat locations.

Often a media agency does not continue to staff competition once the team it primarily covers has been eliminated from the championship. These seats can be reassigned to media representatives staffing the final competition. A media agency installing a telephone line at a designated seat should not be reassigned unless it will not staff the final day of competition.

Security. Security personnel should be instructed to protect the working media areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent upon the media coordinator to emphasize the NECESSITY TO PROTECT THE WORKING PRESS AREAS from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each event.

Statistics and Final results book. The media coordinator should provide updated statistics to all media throughout the game including the radio stations that are providing play-by-play.

The final results book should include final statistics, goal descriptions, shot charts, post game quotes and preferably post game notes. The quote sheet should include quotes from at minimum, the two head coaches and at least one student-athlete from each team. It is also preferable that the final book include a coversheet and a AP-style game summary. In addition, for the regional final, the final book must include a copy of the all-tournament team.

Each participant's sports information director should update team and individual statistics after each game, and the statistics should be reproduced and distributed preceding the team's next competition in the championship. Game notes, line charts and updated statistics should be available to media at least two hours prior to the scheduled face-off time.

Television. It is the responsibility of the host media coordinator to reserve FOUR PRIMARY BROADCAST POSITIONS for ESPN in either the press box or in an adjoining facility normally used for television broadcasts. The positions will be used by the play-by-play talent, color commentator, stage manager and statistician.

**2019 NCAA Division I Men's Ice Hockey Championship
xxx Regional**

All-Tournament Team Ballot

<u>Position</u>	<u>Student-Athlete</u>	<u>Institution</u>
Forward	_____	_____
Forward	_____	_____
Forward	_____	_____
Defenseman	_____	_____
Defenseman	_____	_____
Goalie	_____	_____
MOP*	_____	_____

Ballots will be collected with approximately five minutes remaining in the contest. A representative from the host sports information department will collect the ballots.

*The Most Outstanding Player MUST BE one of the six players named to the team.



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REGIONAL CREDENTIALS

Credential Type	Access Area	Personnel
All Access	All Areas	Game Management, SIDs, Off-Ice Officials
NCAA	All Areas	NCAA Staff and Committee
Game Official	Officials Locker Room	On-Ice Officials
Media	Press Box, Press Room, Hospitality, Interview Room, Locker Rooms (Postgame)	Print, Radio and Television Media
Photographer	Ice level (in designated photography spots), press box, interview room, locker rooms (postgame)	Still photographers
Team	Bench, Ice, Locker Rooms, Interview Room	Official Travel Party (student-athletes, coaches, trainers, managers, administrators)
ESPN	TV Production Area, Interview Room, Locker Rooms (postgame), Press Box, Hospitality, Press Room	Anyone affiliated with the entity broadcasting the contest (e.g. ESPN)
Limited Access	Entrance into the building, upper concourse level only	Vendors, suppliers
VIP	Locker Rooms, Interview Room, Hospitality NOT GOOD FOR ADMISSION	Directors of Athletics, Conference Commissioners, Institution Administrators
Postgame Access	NOT GOOD FOR ADMISSION Locker room, Interview Room	Coach's wives, Athletics Director's wives, Ancillary institutional staff

FROZEN FOUR CREDENTIALS

Credential Type	Access Area	Personnel
NCAA	All Areas	NCAA Staff, Hockey Committee
ESPN	TV Production Area, Interview Room, Locker Rooms (postgame), Press Box, Hospitality, Press Room	ESPN and ESPN2 staff
All Access	All Areas	Game Management, SIDs, Off-Ice Officials
Game Official	Officials Locker Room	On-Ice Officials
Media	Press Box, Press Room, Hospitality, Interview Room, Locker Rooms (Postgame)	Print, Radio and Television Media
Photographer	Ice level (in designated photography spots), press box, interview room, locker rooms (postgame), on ice after championship game only	Still photographers
Team	Bench, Ice, Locker Rooms, Interview Room	Official Travel Party (student-athletes, coaches, trainers, managers, administrators)
Limited Access	Entrance into the building, upper concourse level only	Vendors, suppliers

APPENDIX C

VIP	Locker Rooms, Interview Room, Hospitality NOT GOOD FOR ADMISSION	Directors of Athletics, Conference Commissioners, Team Hosts, Institution Administrators
Postgame Access	NOT GOOD FOR ADMISSION Locker room, Interview Room	Coach's wives, Athletics Director's wives, Ancillary institutional staff
Suite Access	NOT GOOD FOR ADMISSION Suite Access only	Friends of Commissioners/NCAA to gain access to their respective suites.