2026 DIII
MEN'S ICE HOCKEY
CHAMPIONSHIP

HOST OPERATIONS 2025-26 MANUAL

Division III Men's Ice Hockey

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

GAMEDAY THE DIII WAY

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

DIVISION III ONLY – LGBTQ+ INCLUSION

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NCAA ICE HOCKEY COMMITTEE AND NCAA STAFF DIRECTORY

2025-26 Division III Men's Ice Hockey Committee

EAST REGION

Tyler Hynes, chair
Head Men's Ice Hockey Coach
Wilkes University

WEST REGION

Jon Garver
Major Gift Officer and Corporate Partnerships
University of Wisconsin-Superior

EAST REGION

Tristan Durgin
Director of Sports Information
University of New England

WEST REGION

Tyler Walsh
Head Men's Ice Hockey Coach
Gustavus Adolphus College

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Unless expressly permitted in writing by the NCAA (subject to the applicable NCAA legislative, policy changes, and/or championship hosting arrangements), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site 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.

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

CHAMPIONSHIP AWARDS

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

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

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

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the nonadvancing team's squad size (24) to the tournament director before competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area

Finals

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

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

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite Scholar-Athlete award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school responsible for submitting its student-athlete who has

the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is 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, the coach should not inform the student-athlete. Baumhoer or a member of the NCAA communication staff will typically send a template of a release and the logo to the sports information director of the winner's school the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff to prepare a graphic which will post shortly after the announcement.

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

Award Presentation

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

At this time, we would like to present the Elite Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring individuals who 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 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

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

Presentation at the Student-Athlete Banquet

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

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

In-Venue Presentation

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

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which the individual is participating, so that the school's fans are in attendance (videoboard and/or PA read recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

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

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

The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division III Men's Ice Hockey Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school*: John Doe of State University*).

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete award being publicly recognized, the NCAA communication staff will send out a template of a standard press release to the sports information director of the winner's school and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

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

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

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

PARTICIPATION

Preliminary Rounds

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

Finals

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

CHAMPIONSHIP 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 and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (**jared.hunt@hanes.com**) or and Jackie Rivas or Matt Boeke at Zephyr for hats (**jacqueline.rivas@blue84.com**/**matt.boeke@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, **dclendenin@ncaa.org** or 317-917-6496.

Section 4 • Bands, Cheerleaders and Mascots

ADMISSION

A maximum of 20 band members (including the director), eight cheerleaders and/or spirit squad members and one mascot will be admitted free of charge via a gate list and will be provided a credential for access inside the building. Each institution's administrator should be asked to submit a type written list to the tournament director at the pretournament meeting before the competition. Live animal mascots are not permitted.

The institution may purchase additional tickets for band members; however, no more than 20 will be permitted to play during any session. The host institution should play electronic music from the time the doors open until the bands begin warming up. The host institution may be asked to provide a band in the event none of the participating teams bring a band.

ARTIFICIAL 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.

DESIGNATED AREAS

Bands, cheerleaders and mascots' placement must be approved by site representatives (preliminary rounds) or the NCAA tournament director (final). Bands should be seated in the area usually reserved for bands (end zones are preferred, at the same end of the ice as their team bench). Place bands in rows so as not to interfere or block the view of spectators, photographers or teams. Mascots are not permitted on the ice if the mascot must exit the ice through the opposing team's exit. Band members, cheerleaders and mascots must stay in the designated area.

ELECTRONIC AMPLIFICATION

Full bands are not permitted to use electronic amplification. Small bands (fewer than 10 members) are permitted to use reasonable electronic amplification with the specific approval of the NCAA representative(s). The host institution should be prepared to assist with accommodations.

FIGHT SONG/MUSIC

If a team does not have a band present, it may provide a recording of the institution's fight song to be played at the first timeout of each period. Bands should alternate each timeout, and only one band can play per timeout. If only one team has a band present, alternate the band and electronic team or house music.

NATIONAL ANTHEM

The national anthem will be sung or played by one of the participating institution's bands (to be determined by a coin flip if there is not agreement) after the starting lineups. If a band or singer is not available, the host will provide a recording of the national anthem. The national anthem will be played before each game, or the first contest of each session, as determined by the men's ice hockey committee.

Color Guard. The host institution may consider providing a color guard for all sessions of the championship. The color guard should be experienced at presenting the flags to convey the importance of the event.

WARM-UP TAPES

No warm-up tapes are permissible. Only band(s) and electronic music will be used. The host institution will select and administer the music. The host institution must play appropriate electronic music of a general nature throughout the entire pregame period. Host institutions are encouraged to reach out to participating teams to obtain "goal songs."

Section 5 • Banquet (Finals Only)

The maximum amount the finals host will be reimbursed for the championship banquet is $3,810 (Official traveling party of 28 x four teams = 112, plus 15 NCAA committee/staff and host personnel/community VIPs = 127 x $30 = $3,810). Additional attendees may be discussed with and approved by the NCAA championship manager. Host institutions are encouraged to seek sponsorship of any entertainment not included in the approved budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

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

Arrangements should be made for a banquet to be held Wednesday night before the semifinals for the official traveling parties (28 persons) of each of the four participating teams. Additional individuals on the guest list should include members of the ice hockey committee, NCAA staff members, additional host institution personnel (e.g., president, director of athletics, senior woman administrator, tournament director, faculty athletics representative and staff members significantly involved in the conduct of the championship) and community dignitaries. Additional members of each institution's traveling party (e.g., institutional personnel, student-athletes not dressing for the game) may attend the banquet at the institution's expense space permitting. If additional seating is available, an equitable allotment of tickets should be offered to each of the four participating teams.

Each institution should be asked to bring an additional institutional banner no larger than 4 feet x 6 feet and team jersey to be displayed at the banquet and during pregame introductions. Banners and jerseys will only be displayed if they are received from each team.

FORMAT

The banquet agenda should include short welcome statements by representatives of the host institution, community, ice hockey committee, the presentation of the Elite Scholar-Athlete award, and statements by a student-athlete from each institution (if requested by the ice hockey committee). Additional elements may include a presentation of the NCAA Division III Identity video, comments by a local Special Olympics representative, and a championship video produced by the host or NCAA partners with oversight from the championship manager. Further, announcements of the Player of the Year and All-American teams by an American Hockey Coaches Association representative or an ice hockey committee member are permissible. Speakers are encouraged to maintain an unbiased demeanor.

The format should be approved by the ice hockey committee. The format will be described in the information packet sent to each participating coach. The duration of the banquet should not exceed two hours. It is recommended that the SID staff at the host institution create a slide show presentation for the AHCA awards presentation.

Run of Show

6:30 p.m.	Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair).
	Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA tribute video, DII or DIII branding video - optional).
6:45 p.m.	Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative.
6:50 p.m.	Dinner buffet lines open or plated dinner served.
7:20 p.m.	Guest Speaker (optional).
7:40 p.m.	Comments by Head Coaches or Q&A with selected student-athletes (optional)
7:50 p.m.	Comments by the NCAA committee chair and the presentation of Elite Scholar-Athlete Award. Championship Video (if available).
7:55 p.m.	Closing Comments (emcee with talking points from NCAA or NCAA chair).

SETUP

General Seating. The banquet facility should accommodate up to 200 people. Rounds of eight are preferred. Participating teams should be seated together. Identify team tables with school colors and the team name and/or mascot.

Banners. An NCAA championship banner or the NCAA media backdrop should be hung on the wall behind the podium. Each institution is encouraged to send an additional institutional banner no larger than 4 feet x 6 feet and team jersey to be displayed at the banquet. Banners and jerseys will only be displayed if they are received from each team.

NCAA Committee Seating. A designated table should be available near the front of the room for NCAA committee members and NCAA staff members. If one of the committee members is associated with a participating team, he or she will sit with the team.

No Alcohol. Alcohol must not be available (provided or for purchase) for consumption in connection with an NCAA championship.

SHOWCASING OF AWARDS

The national championship trophy should be available for viewing during the banquet. Please take appropriate security measures.

Section 6 • Broadcasting/Internet

WEBCASTING

Please refer to the NCAA Broadcast Manual policies and guidelines: **ncaa.com/media**.

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

NOTE: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.

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

DIVISION III PRELIMINARY-ROUND VIDEO STREAMING REQUIREMENTS

Video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's ice hockey, men's and women's lacrosse, men's and women's soccer, softball, men's and women's volleyball and wrestling.

The division's minimum standards for video streaming of all preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the institution's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be on-screen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' and conference marks.
- Contests must be recorded and shared with participating institutions as requested.

The NCAA will reimburse for staffing (for example, commentators and producers), equipment rental/purchase or production costs associated with video streaming in preliminary rounds up to $1,000 per day.

Section 7 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind are not permissible.

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 92 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

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

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

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

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

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."

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray at **amurray@ncaa.org** or 317-917-6349.

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

OFFICIAL CHAMPIONSHIPS/LICENSEES AND 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, **NCAA Licensing - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. The NCAA must be notified a minimum of 60 days if any

signage has changed after the site visit or before the championship. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all 92 NCAA championships.

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

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA corporate champion or corporate partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

e. **Covering Existing Signage/Product Branding.** 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.

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

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

h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noisemaking items in accordance with NCAA and venue policies. Items may not include any (non-CCP) commercial identification.

i. **Digital Inventory.** At no charge, the NCAA will have full access to use and control of, all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 8 • Drug Testing

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

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

Section 9 • Equipment

PHOTOCOPY MACHINE

At the arena, the host institution will provide at least one photocopy machine with capabilities for reproducing statistics and other materials. This copy machine will be in an area convenient to the media.

PUCKS

Preliminary Rounds. The NCAA will provide the host institution/agency with 100 practice pucks and 50 game pucks.

Finals. The NCAA will provide the host institution/agency with 200 pucks to be used for practice sessions and 250 for competition. Confirm with NCAA championship manager that the practice pucks will have the manufacturer's logo and the game pucks will have the 2026 championship logo. In addition, the host should provide the commemorative game pucks (200 total), if applicable, to the final four teams (50/team). This is typically done at the team tables at the student-athlete banquet.

SKATE SHARPENING

The host is expected to provide skate sharpening services. This information should be communicated to the traveling teams on the participation call prior to the championship.

STROBE LIGHTS

Requests for installation of strobe lights must be approved by the ice hockey committee, the media coordinator and the NCAA championship manager. See Appendixes for strobe light policies.

Section 10 • Facility

NCAA SPACE REQUIREMENTS

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the games and practice sessions.

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.

Band/Cheerleader Warmup Area. Provide space for cheerleaders/spirit squad members to dress and warm up. If possible, the area should be carpeted. In addition, provide an area for the bands to store their instruments. (An area under the stands would be sufficient.) This area should not be near the postgame interview area.

Committee Office (Finals Only). A room at the arena will be designated as the Division III Men's Ice Hockey Committee office. The room should be large enough to accommodate eight people comfortably and needs to be close to the competition rink, but not visible to the public.

Entrances. Entrances must be staffed by an adequate number of event personnel. Signage should be posted to clearly identify all entrances (e.g., team personnel, media, band/cheerleader).

Team Personnel Entrance. An entrance (preferably near the locker rooms) must be identified for student-athletes, coaches and team personnel with credentials.

Hospitality Room (Finals Only). A tournament hospitality room should be available. Participating teams' officials (president, athletics administrators, coaches, sports information personnel and athletic trainers), host institution VIPs, media, ice hockey committee members and NCAA staff members usually are the invited guests. Only Dasani and Coke products should be provided in the refreshment area, and only NCAA, Dasani and/or generic drinking cups (devoid of commercial identification) should be used. On- and off-ice officials should be provided refreshments in a separate officials' hospitality area.

You may be able to get the refreshments donated; however, sponsors' banners are not allowed in an on-site hospitality room.

Interview Room (Finals Only). A separate interview room, situated in a low traffic area, should be set for 20 individuals. The dais should be elevated, accommodate six people, and have name cards available for all participants. The host will provide adequate TV lighting and sound equipment (microphones, amplifier, etc.). The NCAA will have final approval and direction of all sound and lighting equipment. "Dress" the room appropriately to reflect the prestige of the event by: (a) hanging the NCAA Division III Identity Initiative media backdrop behind the dais and placing NCAA logos on the podium and walls; (b) using skirting on the tables and other areas as necessary; and (c) providing a sound system, if necessary. An experienced moderator with ice hockey knowledge should conduct the press conferences. Game officials should not be allowed in the interview room.

Scorer's Box. There should be enough seats in the scorer's box for the following individuals: scorer, public-address announcer, scoreboard operator, and video replay official (if applicable). It is the responsibility of the host to ensure the official scorer collects and records the starting lineups and roster according to NCAA rules. All scorer's box personnel should be directed to wear generic apparel (i.e., no institutional or conference logos).

COMPETITION ICE

The playing ice should meet all specifications as outlined in Section 1 of the **2024-25 and 2025-26 NCAA Ice Hockey Rules & Interpretations**.

CONCESSIONS

Food and beverage prices will not be higher than similar events for primary tenants in the facility.

FACILITY USE

Preliminary Rounds. Visiting teams must have access to one hour of practice ice before 9 p.m. the day before competition and one hour of practice ice the day of competition. The facility (including locker rooms) must be available two hours before game time (i.e., entire building must be cleared).

Finals. Game and practice facilities must be reserved exclusively for the tournament starting at 6 a.m. the day before competition (Thursday) through midnight the day after competition (Sunday). All space will be available and the facility set up no later than noon of the day of the first practice.

GAME NETS

Practice nets should be used during all practice sessions. Game nets will be available for each contest. Game nets should be used in pregame warmup sessions.

GOAL CREASE

The specifications of the goal crease are outlined in the **2024-25 and 2025-26 NCAA Ice Hockey Rules & Interpretations.** The crease will use only the markings indicated in the book and will not use the rectangular crease markings. The goal crease area shall be painted a light blue color. Note: The area inside the goal will not be painted.

ICE MARKINGS

The ice surface will be arranged in accordance with the NCAA Men's and Women's Ice Hockey Rules and Interpretations two days before the start of competition. The NCAA will supply stencils and paint to apply ice markings (final site only). Please allow ample time for the installation of ice markings and refreezing.

LAUNDRY

The host of the finals is expected to provide laundry service for all participating teams at no charge to the teams.

LOCKER ROOMS

A minimum of four locker rooms (two locker rooms for preliminary-round games) with showers must be available for teams. Locker room space for game officials also must be available. Print signs for the team's locker room doors (with institutional logos and school colors) and officials' locker room doors.

Security. Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the ice.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, Dasani, BODYARMOR, soft drinks (Coke products), ice, snacks (such as fruit or packaged snacks) and grease boards, markers and erasers for all practices and competition.

Supplemental Power. Hosts should be prepared to supplement power near the visiting team locker rooms(s) to power such things as skate sharpeners and glove drying machines brought by the team(s).

Locker Room Assignments. The ice hockey committee reserves the right to assign locker rooms.

Decorations. The crease will use only the markings indicated in the book and will not use the rectangular crease markings. The goal crease area shall be painted a light blue color. Note: The area inside the goal will not be painted.

Ice Markings. The ice surface will be arranged in accordance with the NCAA Men's and Women's Ice Hockey Rules and Interpretations two days before the start of competition. The NCAA will supply stencils and paint to apply ice markings (final site only). Please allow ample time for the installation of ice markings and refreezing.

Laundry. The host of the finals is expected to provide laundry service for all participating teams at no charge to the teams.

MEDIA AREAS

The areas used for the media workroom and the postgame interviews should be near one another and to the locker rooms to facilitate the media's work and access to coaches and student-athletes. The interview room should not be adjacent to a hospitality area.

Access/Security. A security officer should be stationed outside the media workroom and postgame interview room to check credentials. This individual should be instructed that only credentialed individuals may enter the area. Officials specifically are prohibited from entering this area.

Backdrop (Finals Only). The NCAA will provide a media backdrop with the NCAA logos to be hung behind the podium and platform.

Holding Area. An area adjacent to the interview room will be designated as a holding area for student-athletes and coaches waiting to be interviewed. The area should be situated so that student-athletes and coaches do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided.

Press Conference Schedule. Press conferences should be arranged to take place immediately following the completion of each game in the interview room. Teams are allowed a 10-minute cooling off period from the time the team enters their locker room following the game.

Head coaches, institutional representatives and members or representatives of the ice hockey committees are required to attend the press conferences. Representatives of the advancing team (or runner-up for the finals) will be interviewed first.

Postgame Interview Room (also refer to NCAA Space Requirements – Interview Room). The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using skirting on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; and (d) providing a sound system.

Workroom. The media workroom should be equipped with an adequate number of electrical outlets, Internet access (preferably wireless) and other necessary supplies. NCAA logos should be displayed appropriately.

PARKING

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

PLAYER WARMUP

If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warmup.

SCOREBOARD

If the scoreboard is electronic, the names of the participating institutions shall be displayed. If the scoreboard is not electronic, "Home" and "Visitors" signs will be posted. Corporate signage on the scoreboard should be covered with NCAA championship signage. The scoreboard clock should be used to time practice sessions.

TIMING DEVICE/CLOCK

Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices. The host must provide two backup clocks at the scorer's table.

VIDEO REPLAY

Finals site only. The facility should be equipped with a video replay system with cameras above the goals or have the capability of mounting cameras over the goals for replay purposes. The system will be used for goal reviews only.

VIDEO VIEW

Preliminary rounds only. With the hosting requirement of video streaming of all preliminary-round contests, video view is permitted during the preliminary rounds. Please refer to the video view section **2024-25 and 2025-26 NCAA Ice Hockey Rules & Interpretations**.

VIDEO SCREENS

If electronic video replay screens are available, they may be used at the facility's expense. Replays of any game officials' calls are not permissible. Video screens may not display advertising.

VIDEOTAPING

The host institution will be required to videotape each game. The two participating teams and the supervisor of officials will be provided a copy of its game tape within three hours of the conclusion of the game. At the finals site, copies of semifinal competition will also be provided to the advancing teams. The game shall be taped in its entirety from warmup through the conclusion of the game. The host institution will determine appropriate placement for videotaping.

Each participating institution also is permitted to use one camera to videotape only those games in which the institution competes. The videotapes must not be used for any commercial purposes. Institutional representatives should contact the host tournament director to arrange for camera space.

Section 11 • Financial Administration

AUDIT

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; and bank statements to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

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 before the selection date in accordance with the schedule set by the sport committee 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 hosted event due to attendance driving a number of host expenses.

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 championship tickets 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 a letter of attestation regarding tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. 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 "Summary" tab as documentation supporting each line of 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 the financial report results in the NCAA paying the host, the NCAA will make its best effort to reimburse the host within five business days of the report being approved by the NCAA accounting department.

DRUG TESTING EXPENSES

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

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit online expense forms via the **Travel Expense System (TES)** to the travel department at the NCAA national office within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

NCAA Championship Travel Policies

Section 12 • Game Management

ANNOUNCER

Guidelines. All announcements should pertain only to the Division III Men's Ice Hockey Championship. If a special announcement is needed, it should only be made with approval by the committee/representative. Promotional messages and/or announcements at the championship shall be limited to NCAA activities (e.g., game scores from other championships). **At no time should commercial contributors be recognized**.

See the Appendixes for the announcer's scripts including team introductions, starting lineups and the crowd control statement. Additional material may be provided by the NCAA championship manager closer to the date of competition.

The announcer will not be a "cheerleader" for the host team. The announcer will adhere to NCAA procedures rather than those that may have been in effect during the regular season. Fans should not be able to distinguish which team is the host team by the announcer's manner or voice inflection.

The announcer should be asked to: (1) prepare information beforehand; (2) work with each team's SID to learn the correct pronunciation of all individuals involved (student-athletes, coaches, institutional personnel, officials and NCAA committee members); (3) have team statistical information as well as tournament records on hand for easy reference; and (4) **maintain an unbiased demeanor**.

Meeting with Ice Hockey Committee. The announcer and music director will meet with the committee during the officials' pregame meeting to review time schedules, coordination of the U.S. national anthem and starting lineups.

Crowd Control. The announcer will review crowd control procedures with the committee and the tournament director. 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. The announcer will read the NCAA sportsmanship statement prior to each game and, under special circumstances, when requested by the committee/representative.

Music Policy. Music is permissible at the tournament, provided it is played equally for all teams competing. The committee reminds the host that all NCAA events are considered neutral sites; therefore, no preferential treatment should be given to the home team and warmup tapes specific to the home team should not be played. The host institution must provide appropriate music of a general nature to be played throughout the entire pregame period. Only the U.S. national anthem may be played prior to competition. Host institutions are encouraged to reach out to participating teams to obtain "goal songs."

COACHES AND ADMINISTRATORS MEETING

The NCAA committee member/site representative will conduct a mandatory coaches and administrators meeting (also referred to as the pretournament meeting) before the start of competition to review policies and procedures governing the conduct of the championship and to introduce the games committee. It is mandatory that each institution's head coach attend the meeting, and it is strongly encouraged that the athletics director, senior woman administrator or designated institutional administrator (other than a member of the ice hockey coaching staff) of each participating institution, as well as the sports information director and athletic trainer, attend the meeting. At first-round sites, the meeting will be held two hours before the game and the meeting checklist is included in the Appendixes. At the finals site, the meeting time and location on the Thursday prior to competition will be included in the participant manual. A brief, additional coaches meeting to review post final game procedures will be held at the finals site on Saturday (time TBD), if necessary.

ELECTRONIC TRANSMISSION

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. It is permissible to gather statistical information from a designated area and to transmit statistical information to the bench. Computers may be used in the bench areas during games for statistical purposes only. Electronic video devices may be used as aids for postgame analysis.

GAME TIMES

Preliminary Rounds. The ice hockey committee recommends a faceoff time of 7 p.m. (local time) for preliminary-round competition. However, the NCAA ice hockey committee reserves the right to set game times if necessary.

Finals. The national semifinals will start at 3 p.m. and 7 p.m. (local time). The committee will determine the order of games with the host playing the late game (if applicable). The championship game will start at 3 p.m. (local time).

All times and sequence of games are tentative and may be changed by the ice hockey committee.

GAMES COMMITTEE

The ice hockey committee and the tournament director comprise the games committee at the finals site. If a committee member is associated with an involved team, he or she will remove himself or herself from all games committee responsibilities. The chair of the ice hockey committee will chair the games committee, and the NCAA championship manager will work with the committee in an advisory capacity.

For preliminary-round games, the games committee will consist of the NCAA representative and one administrator from each participating institution.

The games committee will actively supervise the conduct of each championship session.

GAME CONDITIONS

Refer to the Appendixes for suggestions regarding game conditions at hockey events.

Lights. Lights must remain on at all times unless requested by the NCAA for pregame introductions. Otherwise, light shows or anything that requires lights to be turned off are not permitted.

Time Clocks. Game clocks should be in operation at practice sessions to aid in communicating the allocated time to the participating team.

Rink Dimensions. The minimum area as described in the NCAA Ice Hockey Rules and Interpretations Book will be the guidelines for determining the playable ice area.

NCAA Logos. The placement of NCAA logos on the playing ice surface will be as specified unless otherwise approved by the NCAA staff. [Appendixes]

ICE READINESS

The ice should be set for competition at least two hours before each game time.

HEALTH AND SAFETY CONSIDERATIONS

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

OFFICIAL SCORER PERSONNEL

Scorer's Area. There should be enough seats in the scorer's area for the following individuals: official scorer, public address announcer, scoreboard operator, penalty timekeeper, and video replay official (if applicable).

Neutrality. All scorers' area personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in a neutral manner. Personnel should report to the scorer's area no later than one hour prior to game time to meet with the game officials and committee.

Tournament Director. The tournament director may serve only in the capacity of tournament director and may not also serve as a scoreboard operator, timer, public address announcer, etc. This is to ensure that he or she is available to oversee all aspects of the competition and be readily accessible to the ice hockey committee and NCAA staff.

PREGAME PROTOCOL

Game officials, players, youth skaters (e.g., skate out before team introductions), and any other skaters associated with the championship must wear helmets anytime they are on the ice except during the playing of the national anthem and postgame celebrations.

The introduction procedure will be as follows: (1) upon returning to the ice, both teams must proceed directly to and remain in their designated half of the ice. The home team will enter the ice surface first, followed by the visiting team; (2) the visiting team starters will be introduced first followed by coaches, then the home team starters followed by coaches; (3) after being introduced, each starter will skate to the blue line; (4) after the introduction of each respective team's starting lineup, the remaining players will skate to the blue line; (5) the U.S. national anthem only will be played; and (6) after the anthem, the teams may have a short huddle at their respective goals before the face-off.

PRACTICES

All practices at preliminary-round sites will be closed. At the finals site, all practices will be closed unless otherwise determined by the ice hockey committee. The expectation is that all reasonable accommodations be made to ensure that practices remain closed to all individuals, including host institution personnel.

Each participating institution is asked 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 (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 team(s) in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements.

Schedule. Security should be provided during practice sessions (including locker-room areas).

- Preliminary Rounds. Visiting teams must have access to one hour of practice ice before 9 p.m. the day before competition and one hour of practice ice the day of competition. All practices are closed.
- Finals. The following practice times are suggested for the finals site:

Thursday	
10–11 a.m.	Semifinal 1 (higher seed)
11:15 a.m.–12:15 p.m.	Semifinal 1 (lower seed)
12:30–1:30 p.m.	Semifinal 2 (higher seed)
1:45–2:45 p.m.	Semifinal 2 (lower seed)
Friday	
8:45–9:30 a.m.	Semifinal 1 (higher seed)
9:45–10:30 a.m.	Semifinal 1 (lower seed)
10:45–11:30 a.m.	Semifinal 2 (higher seed)
11:45 a.m.–12:30 p.m.	Semifinal 2 (lower seed)
Saturday	
11 a.m.–noon	Semifinal 1 winner
1–2 p.m.	Semifinal 2 winner
Sunday	
8:45–9:30 a.m.	Semifinal 1 winner
9:45–10:30 a.m.	Semifinal 2 winner

The scoreboard clock should be used to time practice sessions.

Timing. All practices will be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the ice. If a team arrives early, it may take the ice as soon as it is available, but it is still limited to the scheduled amount of time. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

RESULTS REPORTING

Each host should email the NCAA media coordination and statistics staff (**ncaastats@ncaa.org**), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, **ncaa.com**. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

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

SCHEDULE OF EVENTS

The NCAA representative will approve the schedule of events. [Appendixes]

TRAVEL PARTY – BENCH SIZE – SQUAD SIZE

Travel Party. The travel party is 28.

Bench Size. Up to 31 credentials will be provided to each team, 30 of which may be designated as bench personnel. Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation.

Squad Size. All teams are limited to 23 student-athletes in uniform.

Section 13 • Hydration Product

BODYARMOR

FINAL SITE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

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

PRELIMINARY SITES

The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

Section 14 • Insurance

LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

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

NCAA Non-Predetermined Preliminary-Round Competition

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

- First-/Quarterfinal-Round Team Hotels: A minimum of 20 double rooms, one king room or suite and one meeting room should be reserved per team.
- First-/Quarterfinal-Round Officials/Site Rep Hotel: four officials' rooms and one site rep room.

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

For select NCAA predetermined preliminary-round competition and predetermined championships, On Location, acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

- First-/Quarterfinal-Round Team Hotels: A minimum of 20 double rooms, one king room or suite and one meeting room should be reserved per team.
- First-/Quarterfinal-Round Officials/Site Rep Hotel: four officials' rooms and one site rep room.

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party.

If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

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, unless otherwise noted in the hotel agreement. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

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

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

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

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Marketing Portal can be accessed at **ansira.com/cn/ncaachampspromotions**.

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

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

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

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

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

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

Section 17 • Media Services

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

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

ALL-TOURNAMENT TEAM

At the finals site, a six-member all-tournament team shall be selected by the men's ice hockey committee members and participating sports information directors. The all-tournament team shall consist of the following players: three forwards, two defenders and one goalkeeper. The most outstanding player will be selected from among these players.

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

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

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites**. PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at **ncaa.com/credentialterms**, should also be visible at credential pickup.

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

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

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site – Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should be directed to media to apply for credentials at **ncaa.com/media**, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training

sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

Preliminary-Round Site – Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are nontransferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

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

The host institution shall provide complete statistics of all NCAA championships competition.

FLIP CARDS

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

INTERNET POLICY

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

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

INTERNET LIVE STATISTICS

The current live statistics policies can be found at the following link **here**.

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

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

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

PERSONNEL

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.

- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (i.e., website, email, social media).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to the postgame press conference.

NEWS CONFERENCES

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

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

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

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

1. **Individual Championships with no Postevent News Conference**. Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.
3. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. *(NOTE: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)*

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

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

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

News Conference Moderator Duties

1. The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.
4. After the coach's comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

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

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

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

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

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

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix G for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

PROGRAMS

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

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

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

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

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

RADIO/INTERNET AUDIO COVERAGE

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

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

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to the "Team Content Policy" link at **ncaa.com/media-center/broadcast-services**.

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

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

Institutions should send all information as follows:

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

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

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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.

Final approval of the city specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share with the championship manager to begin the approval process.

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.

- Photos from previous years' championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact**
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

Social Media

All social media icons should like 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.

Local Contributor Recognition

Hosts and local organizing committees can recognize their local contributors on the microsite within certain guidelines:

- Referred to as "Local Contributors" or "Host City Contributors." No usage of "official," "official sponsor" or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of any NCAA logos.

Microsite Examples

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

- Oklahoma City Women's College World Series Microsite: **visitokc.com/wcws/**

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA or host staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales are strictly prohibited.

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

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

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

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit **on.ncaa.com/NCAAonGetty**.

For additional questions regarding championship photography, please contact Nate Flannery (**nflannery@ncaa.org**; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/sociallinks

Host Promotion of Championships

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

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

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

Section 18 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight of 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 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.

b. Locked and supervised storage adequate to accommodate all championship merchandise.

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

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

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

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

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

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

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

- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

DIVERSE SUPPLIERS

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

Section 19 • Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. All scorers' table personnel must refrain from cheering for either team and from wearing institutional attire; they are considered "neutral" and must behave in such a manner. Traditional pregame or between-games activities are not permissible (e.g., permitting mascots to lead "trains" through the stands). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

Section 20 • Officials

CONFIDENTIALITY

Participating teams will be advised of the officials assigned to their competitions at the administrative meeting. The committee representative will meet with the officials (separately from the participants' meeting) to review their responsibilities and distribute the NCAA patches.

FEES AND EXPENSES

Fees, per diem and mileage (if necessary) for referees and linesmen will be paid online through **RefQuest**. Officials must register for **RefQuest** and provide their contact information. Hosts will need to include lodging for officials as a budgeted games expense.

Referees will receive a fee of $245, and linesmen will receive a fee of $190 for each game officiated. Referees and linesmen shall also receive a $45 per diem and ground transportation expenses (53 cents per mile, maximum of 1,000 miles roundtrip, excluding local transportation). In addition, the video replay official and supervisor of officials (both at finals site only) will receive stipends of $300 and $105, respectively; per diem and transportation will also be reimbursed.

A 2-2 officiating system will be used for preliminary rounds and the finals. No back-up official will be assigned for preliminary rounds or the finals. If an official is unable to complete a game, a 2-1 officiating system will be used for the remainder of that game.

Hosts for all rounds should inform the ice hockey committee and the national assignor of officials goal judges and penalty box attendants from the local area. Hosts may elect to get assistance to identify goal judges from their conference officials assignors, if needed. Goal judges and penalty box attendants will receive a fee of $50 per game and reimbursement for 53 cents/mile for actual ground transportation expenses incurred, excluding local transportation. Goal judges and penalty box attendants will not receive per diem. **Goal judges and penalty box attendants shall be impartial and retired or active on-ice officials and wear apparel that is not specific to a competing institution; students are not permitted to serve as goal judges.**

The NCAA staff will use the NCAA Travel Expense System to calculate the mileage reimbursement for the goal judges and penalty box attendants and provide the calculations to the tournament director. The host should submit the lodging expenses for the referees/linesmen (if necessary) and the fees and mileage for the goal judges and penalty box attendants through the online financial report within 60 days of the conclusion of competition.

LODGING

Refer to Section 15 (Lodging) for information regarding officials' lodging.

OFFICIALS MEETING

The host must schedule an officials' meeting for the on-ice and off-ice officials with the site representative (ice hockey committee representative for finals site). This meeting is usually conducted in the officials' locker room (or in a nearby room that accommodates approximately 20 individuals) 80 minutes before each game.

PARKING

A maximum of ten parking passes will be provided for game officials. The NCAA will provide the names of officials needing parking passes to the tournament director.

SELECTION

Preliminary Rounds. The NCAA men's ice hockey officials' national coordinator assigns officials for all preliminary-round sites, subject to the approval of the ice hockey committee. Before the competition, provide the game officials with the checklist that will serve as a guide in the pregame meeting with major and minor officials.

Finals. The NCAA men's hockey officials' national coordinator assigns officials for the finals site, subject to the approval of the ice hockey committees. Up to three officials may be approved to fly to the championship finals site. All other officials must be confirmed from the local region (i.e., within 500 miles one-way).

Notification. The NCAA staff will provide the assigned officials' contact information to the tournament director and the tournament director should contact the officials to obtain arrival times, provide information regarding the officials' meeting time/location and lodging arrangements, and determine whether they wish to purchase tickets for family members or friends.

SOCIAL EVENTS

Game officials are not to be included in tournament social functions (e.g., the banquet at the finals site).

UNIFORMS

Officials will wear uniforms outlined in the NCAA Ice Hockey Rules and Interpretations Book. Hosts will receive jackets and officials' patches for each official from the NCAA. Jackets will only be received for officials who did not receive one in a previous round.

TRANSPORTATION

Travel expenses for the referees will be paid according to the actual mode of transportation and are not to exceed jet coach airfare or 53 cents per mile. These fees will be paid by the NCAA using the **RefQuest** system. Rental cars are not reimbursable unless approved by the NCAA prior to the rental. Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-655-9215.

Section 21 • Participation Gifts

PARTICIPANT MEMENTOS

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

Finals. Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. MainGate will provide participation gifts for each member of the official travel party (28) of the four teams. An online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. An email providing ordering process details, along with a unique Certificate Code will be emailed to each head coach following the championship for the coach to order the selected awards. Participation gifts will be shipped directly to each participating team's campus.

Section 22 • Participating Teams

ADMITTANCE TO FACILITY

Each team should complete a credential list to identify up to 28 individuals who will receive admittance to the arena without charge. Instructions for completing the official traveling party list will be communicated to the teams via the selections memorandum or participant manual (finals site).

The band members, cheerleaders and mascot will be admitted via a gate list. Each participating institution also may request up to three additional credentials for team personnel. Two of the three additional credentials must be used for medical personnel (e.g., athletic trainer). The team personnel credential will allow access to the championship venue, locker room and interview area. Individuals not included in the official traveling party of 28, in the three team personnel or on the gate list **must purchase a ticket for admission to the venue**. Any exceptions to this list must be approved by the NCAA.

LOCAL TRANSPORTATION FOR TEAMS

If a team requires local transportation, it may use its ground transportation provider of choice. For more information, please go to **ncaa.org/championships/travel/championships-travel-information**.

For teams traveling by air to the host site, the host institution is asked to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

PARTICIPANT MANUAL

The tournament director shall compile a participant manual for the competing institutions.

Contents. A template for the preliminary round participant manual will be posted to the men's ice hockey sport landing pages of ncaa.org: **click here**. The template should be "personalized" with information specific to the host institution. For a predetermined finals site, a separate template will be provided by the NCAA championship manager; a final version should be prepared no later than the first week of February.

Distribution. Following the online selection show on **ncaa.com**, the tournament director for each preliminary-round site selected will email the participant manual to the director of athletics and head coach of each team assigned to the respective preliminary-round site, the NCAA representative and the NCAA championship manager. The manuals should be distributed prior to the conference call with the preliminary-round participants. For the finals site, the NCAA championship manager must review and approve the participant manual before it is made available to the participating teams on **ncaa.org**.

TEAM HOST

The tournament director should assign a team host to welcome each team and assist the team as needed during the championship.

TRAVEL REIMBURSEMENT

Travel reimbursement policies and forms are available at **ncaa.org/championships/travel/championships-travel-information**. Participating institutions must submit the forms online within 45 days of the conclusion of the competition.

Section 23 • Programs

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

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (**clerrinda.queen@learfield.com**).

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 24 • Safety and Security

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

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the **Safety and Security Best Practices** when developing a safety and security Event Action Plan (EAP).

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

GENERAL SECURITY GUIDELINES

Preparation. Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student athletes, coaches, officials, and fans. This includes sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. In the event of a critical incident, contact the NCAA championship manager immediately before making any decisions.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
    a. Incident commander (second in command).
    b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.

6. Review evacuation plan with competition site manager.

7. Review emergency response plan for typical emergencies, severe weather and potential criminal actions.

8. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go **here**. PSAs can be reached via email at **central@cisa.gov**. Submitter should provide their contact information and where they are located so they can be matched up to the nearest PSA.

Disruption. 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 competition is otherwise disrupted. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact situation when competition was halted.
- Student-Athletes and Coaches. On instruction from the NCAA staff or committee members, participants should 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.

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.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the previously identified location with means of communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants, coaches and officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and meet management staff (facility manager, meet director and senior law-enforcement officer) should assemble immediately at a predetermined location to assess the situation.

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

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition 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 committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

WEATHER

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

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

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to before making or announcing any formal changes.

Section 25 • Signage

COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS

Banners Inside Facility. The following banners are permissible inside the facility:

- Banners recognizing NCAA broadcast partners.
- NCAA radio banners (one).
- NCAA banners.

NOTE: These banners may be used to cover nonpermissible signage.

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

Directional Signage. Directional signage should be posted in all areas used by the participants and the media. A template to create directional signage may be requested from the NCAA.

NCAA Signage. Opportunities for NCAA-branded signage will be discussed with the tournament director at the finals site (e.g., in-ice logo, dasher boards, press box). Basic signage from the NCAA will be sent to preliminary round hosts.

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

This should not add any additional time or delay to TV taking the winning celebration.

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

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

These items can be covered through the operations budget, as well as, the LOC budget. The NCAA has preapproved artwork with pricing available. Please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-service announcements or promotional messages and scripting specifically provided by the NCAA. The NCAA will provide content and scripting for the video board production as needed (preliminary rounds and finals). Hosts are encouraged to display team information (e.g., head shots and statistics) on the video board during team introductions.

Section 26 • Ticketing

TICKET POLICIES /OPERATIONS

1. **Ticket Design/Printing.** The NCAA prefers the use of mobile tickets all championship events. If mobile ticketing is not feasible, the NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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

   The minimum ticket prices for the NCAA Division III Men's Ice Hockey preliminary rounds shall be $6 for an adult, $4 for a student/senior and $3 for children under 12. Minimum ticket prices for the final site shall be $20 for an all-session ticket and $12 for the championship (day of sales). Children aged two and under are admitted free with a paying adult.

   The NCAA does not allow complimentary tickets to its championships; however, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA. Additional details regarding the use of promotional tickets may be found in the Guidelines for Promotional Trade Tickets.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

   Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

   The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

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

5. Suites.

a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.

b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. LOC/Host Ticket Policies.

a. **Allocation.** For all championships accepting bids, the NCAA may allocate to the LOC/host a number of saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

b. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

c. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

7. Competition Venue Responsibilities.

a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.

b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."

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

d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

e. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.

f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

g. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and postevent purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2025-26 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 27 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix U). 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.

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2025-26 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 embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

The LOC will distribute apparel during the required volunteer training sessions to ensure each volunteer's commitment. When ordering apparel 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.

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Appendix A • Awards Ceremony Procedures

AWARDS CEREMONY PROCEDURES

At the finals site, the trophies should be arranged on two appropriately draped tables, and event personnel should be available and ready to carry the tables onto the ice immediately following the championship game. Carpet strips should be placed in front of the tables for the NCAA ice hockey committee members and NCAA staff to stand on as they present the awards.

As each individual listed on the awards recipient list is announced, they will proceed to the awards table to receive the award and shake hands with the committee member and/or NCAA staff. All award recipients will remain on the ice until all awards have been presented. Following the championship game, the all- tournament team will be recognized followed by the awards presentation to the second-place team and then the national champions. All award recipients will remain on the ice until all awards have been presented.

Appendix B • Crowd Control Statement

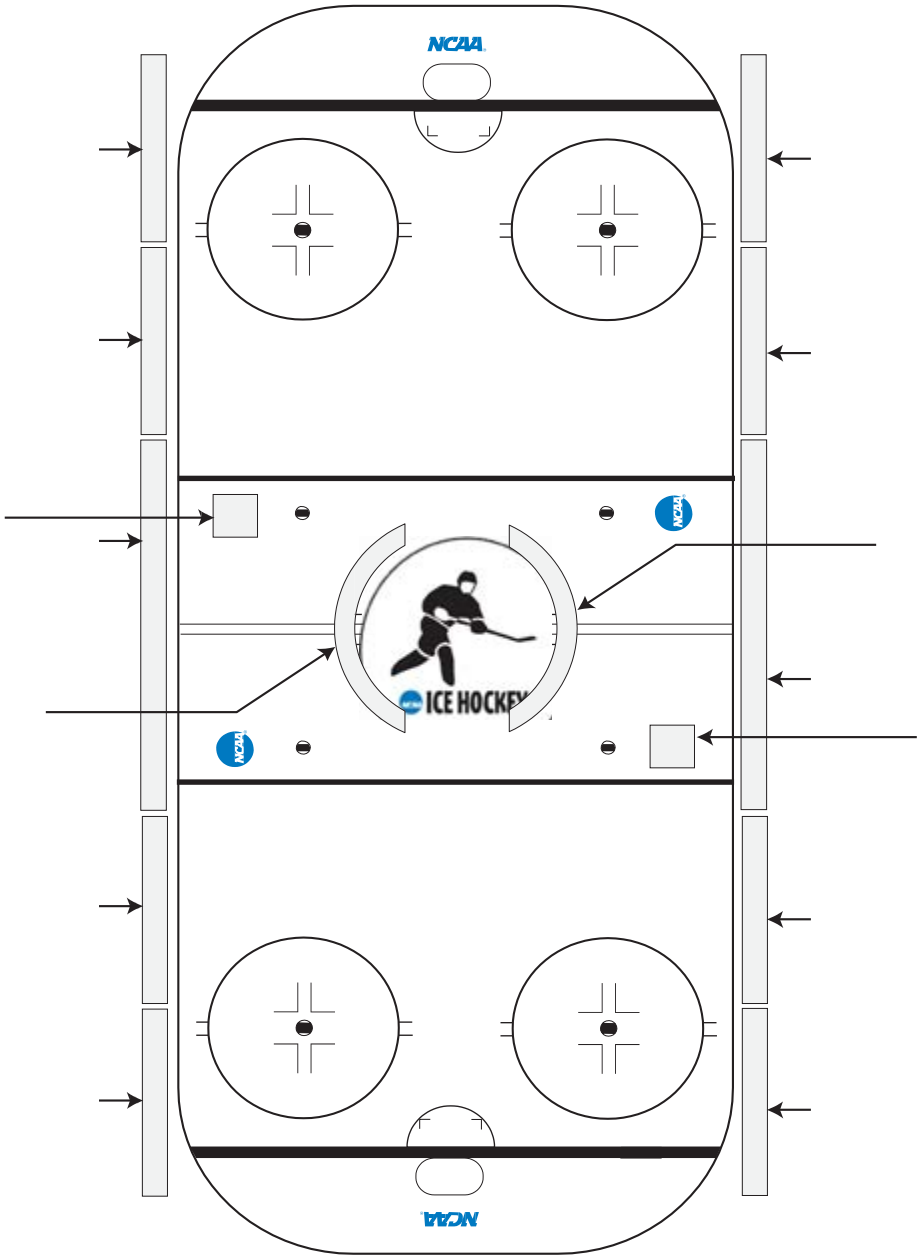
(TO BE READ BY PUBLIC ADDRESS ANNOUNCER AT THE BEGINNING OF EACH SESSION)

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

Appendix C • Dasher Layout

DIVISION III MEN'S ICE HOCKEY ICE AND DASHER LAYOUT

Team name dashers in alphabetical order = 19 feet wide. All dashers = 30 inches high.



Appendix D • Drug Testing FAQ

1. **Where is the drug testing facility for this championship?**

   Check with the tournament director, drug-testing site coordinator or the NCAA championships staff member for specific location.

2. **How long does drug testing take?**

   The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arriving at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

3. **What is an institutional representative?**

   At team championships, an institutional representative is an individual from the participating institution (designated by his or her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the prechampionship meeting.

4. **When is the institution notified of drug testing?**

   At team championships, an institutional representative from each team will be notified no sooner than two hours prior to the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

5. **When are student-athletes notified of their selection for drug testing?**

   - At team championships, immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
   - In all cases, at the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

6. **When do student-athletes need to report to drug testing?**

   At team championships, within one hour after the student-athlete has been notified.

7. **What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**

   - A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
   - If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
   - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
   - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

8. **Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**

   No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

9. What if we play a late night game (10 p.m. or later start, local time)?

- The NCAA's late night drug testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if their game begins at 10 p.m. or later local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

10. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

At team championships, yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Appendix E • Elite Scholar-Athlete Award Presentation

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is 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, the coach should not inform the student-athlete. Baumhoer or a member of the NCAA communication staff will typically send a template of a release and the logo to the sports information director of the winner's school the morning of the announcement to allow the school time to prepare. In addition, the information will be given to the NCAA social media staff to prepare a graphic which will post shortly after the announcement.

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

Award Presentation

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

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

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

Presentation at the Student-Athlete Banquet

This award has traditionally been presented at the student- athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered 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 ensure 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 Scholar-Athlete 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 in which the individual is participating, so that the school's fans are in attendance (video board and/or public address recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

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

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

The recipient of the Elite Scholar-Athlete award for the (list year/championship here: 2026 NCAA Division III Men's Ice Hockey Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: John Doe of State University).

Press Release

On the day the winner of the Elite Scholar-Athlete award will be publicly recognized, the NCAA communication staff will send out a template of a standard press release to the sports information director of the winner's school and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

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

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

For more information on the Elite Scholar-Athlete award winners, click **here**.

Appendix F • Preliminary Round Conference Call

This is the agenda for the conference calls for teams participating in preliminary-round games of the Division III Men's Ice Hockey Championship. Participants shall include directors of athletics (or designated representatives), head coaches and sports information directors of competing institutions; NCAA Division III Ice Hockey Committee representatives; and key host institution personnel.

1. Introductions.
2. Video exchange.
3. Schedule of events.
    a. Practice times.
    b. Game time.
    c. Pregame schedule.
    d. Administrative Meeting.
4. Travel.
    a. Transportation arrangements.
    b. Estimated arrival.
    c. Local transportation arrangements.
5. Travel party/squad size.
    a. Allowable numbers:
        (1) Travel party - 28.
        (2) Squad size – 23.
            (a) All permitted for practice.
            (b) Up to 23 in uniform (20 players and three goal keepers) for pre-game skate.
            (c) Up to 22 in uniform (19 players and three goal keepers) for competition.
        (3) Bench size – 30.

b. Bands/cheerleaders/mascots.

c. Team credentials.

(1) Up to 23 student-athletes.

(2) Two (2) coaches.

(3) Up to four (4) team personnel.

(4) Up to two (2) medical personnel.

6. Lodging arrangements.

7. Sportsmanship.

a. Misconduct.

b. Crowd control.

c. Signage and banners/artificial noisemakers.

8. Facility.

a. Skate sharpening.

b. Laundry.

9. Game management.

a. Uniforms.

b. Logo policy.

c. Pucks.

d. Helmet use required for all practices and pre-game on-ice warm-up.

e. Team introductions.

f. Starting lineup procedures.

g. Goal scoring music.

10. Drug testing.
11. Tickets.
    a. No complimentary tickets.
    b. Team pass list.
    c. Tickets available to visiting team and method of payment.
12. Media services.
    a. Webcasting, television and statistics.
    b. Media/interview room and cooling-off period.
    c. Scouting and filming.
13. Athletic training and emergency procedures.
14. Officials.
15. Miscellaneous.
16. Adjournment.

Appendix G • Preliminary Round Administrative Meeting

This is the agenda for the onsite administrative meeting for the head coach from each team (required); directors of athletics (or designated institutional administrator), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

1. Introductions.
2. Games committee – composition and responsibilities.
3. Game information.
    a. Game time and uniform colors.
    b. Score sheet to visiting team coach, then to home team coach.
    c. Coaches exchange lineup sheets.
4. Official squad size:
    a. Squad size – 23.
        (1) Student-athletes not within squad size are permitted to practice.
        (2) Up to 23 in uniform (20 players and three goal keepers) for pre-game.
        (3) Up to 22 in uniform (19 players and three goal keepers) for competition.
    b. Bench size – 30.
5. Pregame schedule (subject to change).

	Activity	Clock Time
a.	On-and off-ice officials meeting with NCAA site representative and site coordinator of officials (if applicable).	80:00
b.	Coordinator of officials or NCAA team liaison informs coaches of the on-ice officials. Score sheet collected from home team.	60:00
c.	Officials on ice.	39:00
d.	Home team on ice.	38:00
e.	Visiting team on ice.	37:50
f.	Captains meeting with officials.	24:00
g.	Teams leave ice. (Team closest to the ice entrance will leave first)	23:00
h.	Any changes to line-ups submitted to official scorer.	15:00
i.	Off-ice officials notify teams to return to ice (three-minute warning)	10:00
j.	Officials take ice.	8:00
k.	Youth skater in team jersey/flag skates on ice (if applicable).	7:30

l.	Home team returns to ice.	7:00
m.	Visiting team returns to ice.	6:50
n.	Introduction of teams at respective blue lines and U.S. national anthem.	6:00
o.	Face-off.	0:00

6. Intermission.

   a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
   b. Notification of teams three minutes before face-off (home team followed by visiting team).
   c. Officials on ice followed by home team and visiting team.

7. Overtime procedures. Refer to 2022-24 NCAA Men's and Women's Ice Hockey Rules and Interpretations.

8. Introductions/national anthem procedure.

9. Uniform and logo policy.

10. Misconduct statement.

11. NCAA drug testing statement.

12. Medical procedures.

13. Cheerleaders, bands and mascot.

14. Banners, signs and noisemakers.

15. Recording and film exchange.

16. Participant passes and team seating.

17. Post-game media responsibilities.

18. Evaluations – officials and host site (post-event electronic distribution from NCAA).

19. Participant medallions.

20. Travel party roster forms.

21. Adjournment.

Appendix H • Finals Conference Call

This is the agenda for the conference call for teams participating at the finals site of the Division III Men's Ice Hockey Championship. Participants shall include directors of athletics (or designated representatives), head coaches and sports information directors of competing institutions; NCAA Division III Ice Hockey Committee members; the NCAA championship manager; and key host institution personnel.

1. Introductions.

    a. Individual introductions with affiliation and championship responsibilities.
    b. Congratulate participating institutions.
    c. Identify games committee (NCAA Division III Ice Hockey Committee and tournament director).
    d. Thank host institution.

2. Video exchange.

3. Game information.

    a. Schedule of events including practice schedule.
    b. Uniforms – higher seed wears light-colored jerseys and socks.
    c. Helmet use required for practice and pre-game warm-up.
    d. Logo policy (Bylaw 12.5.3).
    e. Patches – left chest; if left chest is not possible, then left sleeve. Second patch to be provided to advancing teams.
    f. Transportation arrangements and estimated time of arrival at the site of the game (team, sports information director and athletics trainer).
    g. Local transportation arrangements.
    h. Team parking.
    i. Must have Participant credential or Team Personnel credential for entry.
    j. Locker room assignments.
    k. Skate sharpening.
    l. Pucks – all practice and competition pucks provided by the NCAA.
    m. Hydration equipment (e.g., squeeze bottles) provided by NCAA.
    n. Laundry – review host's laundry procedures for visiting teams' uniforms and practice gear.
    o. Goal scoring music.

4. Squad size, official traveling party, per diem, transportation allowance, etc.

    a. Travel party - 28.
    b. Squad size – 23 (all permitted for practice; up to 23 in uniform for pre-game skate – 20 players and three goal keepers; and up to 22 in uniform for competition – 19 players and three goal keepers).
    c. Bench size – 30.

5. Pretournament meeting (attendance by head coach is mandatory; attendance by

institutional administrator other than a member of the ice hockey coaching staff, sports information director and athletic trainer is encouraged).

6. Lodging arrangements.

7. Credentials/tickets.

    a. Credentials provided for official traveling party (Participant or Team Personnel, maximum of 28).
    b. Playing rules limiting the number of players that may participate in the pregame warm-up and be in the bench area will be enforced.
    c. Institutions may also request additional Team Personnel credentials (maximum of three, two of which must be medical personnel). These credentials will provide the identified individuals free entry to the venue and access to the respective team's locker room and hospitality area.
    d. Refer to participant manual for deadlines to submit official travel party and the gate list for band/cheerleaders/mascot.
    e. No complimentary tickets will be issued.
    f. Number of tickets available for each team.

8. Student-athlete banquet.

    a. Date, time and location.
    b. Team pictures.
    c. Ticket prices for individuals outside of official traveling party.

9. Special Olympics activation.

10. Team flags and jerseys.

11. Required forms (awards recipient list, official travel party form).

12. Misconduct provisions (Bylaws 31.02.3 and 31.1.8, pre-championship manual).

13. Drug testing.

14. Athletic training.

    a. Athletic training room location and hours of operation.
    b. Medical and emergency procedures.

15. Sports information.

    a. Webcasting and statistics.
    b. Media/interview room and cooling-off period.
    c. Videotaping procedures.

d. Radio rights and arrangements.
e. Television – all television must have prior approval of the NCAA national office.

16. Officials (2-2 system).

Appendix I • Finals Pre-Tournament Meeting

Time: To be determined by Ice Hockey Committee.

This is the agenda for the administrative meeting at the finals site for the head coach from each team (required); directors of athletics (or designated institutional administrator), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee members; NCAA championship manager; and pertinent host institution staff.

1. Introductions.

    a. Have individuals introduce themselves, their affiliation and championship responsibilities. Games committee is NCAA Division III Ice Hockey Committee and tournament director).
    b. Congratulate participating institutions.
    c. Thank host institution.

2. Game information.

    a. Game times, pairings and uniform colors.
    b. NCAA patches (if left chest is not possible, then left sleeve). Second patch provided to advancing teams.
    c. Practice schedule, including whether teams will skate Friday morning.
    d. Squad size - 23 (all permitted for practice; up to 23 in uniform for pre-game skate - 20 players and three goal keepers; and up to 22 in uniform for competition - 19 players and three goal keepers); Bench size - 30.
    e. Bench assignments and warm-up areas.
    f. Ice entrances.
    g. Pucks. (The NCAA will provide all practice and game pucks.)
    h. Seating for noncompeting teams.
    i. Tickets.
    j. Hospitality.
    k. Hydration product and equipment provided by the NCAA.

3. Pregame schedule (subject to change).

	Activity	Clock Time
a.	On-and off-ice officials meeting with NCAA committee (Friday only). Hold at 50:00 for semifinal #2.	80:00
b.	Coordinator of officials or NCAA team liaison informs coaches of the on-ice officials. Score sheet collected from home team.	60:00
c.	Officials on ice.	39:00
d.	Home team on ice.	38:00
e.	Visiting team on ice.	37:50
f.	Captains meeting with officials.	24:00
g.	Teams leave ice. (Team closest to the ice entrance will leave first)	23:00
h.	Any changes to line-ups submitted to official scorer.	15:00

i.	Off-ice officials notify teams to return to ice (three-minute warning)	10:00
j.	Officials take ice.	8:00
k.	Youth skater in team jersey/flag skates on ice (if applicable).	7:30
l.	Home team returns to ice.	7:00
m.	Visiting team returns to ice.	6:50
n.	Introduction of teams at respective blue lines and U.S. national anthem.	6:00
o.	Face-off.	0:00

4. Introduction and starting lineup procedures.

5. Intermission.

   a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
   b. Notification of teams three minutes before face-off (home team followed by visiting team).
   c. Officials on ice followed by home team and visiting team.

6. Overtime procedures. Refer to 2024-25 and 2025-26 NCAA Men's and Women's Ice Hockey Rules and Interpretations.

7. Officiating and video replay (if applicable).

8. Awards ceremony protocol and all-tournament team. Only credentialed members of travel party and those permitted by ice hockey committee allowed on the ice.

9. Misconduct statement.

10. Logo policy.

11. Drug testing statement.

12. No alcohol or tobacco. Participating teams are reminded that the sale or consumption of alcoholic beverages and the use of tobacco products is not permitted at any time during the championship (e.g., in the venue, locker rooms, team hotels, meetings areas, etc.).

13. Banners, signs and noisemakers.

14. Athletic training and emergency procedures.

15. Security.

16. Band, cheerleaders and mascot.

17. Media and interview procedures.
18. Videotaping procedures.
19. Reception/Banquet reminders.
20. Championship memento.
21. Championship evaluations.
22. Questions.

Appendix J • Game Condition Suggestion

All buildings are different and what follows are some suggestions for the building operators to aim 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 the end of the game. If multiple games are to be played, proper time must be allowed between games to prepare the building and ice surface. Extra time also 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 degrees Fahrenheit for Hockey (22-24 for Figure skating). *** These temperatures may need to be lower if humidity and water quality can't be met. Building temperature should be maintained at 55-60 degrees Fahrenheit with a relative humidity (FH) of 50 percent.*

If your building temperature is 60 degrees Fahrenheit or higher, the RH should be at 40 percent. If your building humidity goes above 50 percent - 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 Fahrenheit 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 zambonis 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 cheap version such as the Radio Shack Model: 63- 1036 at $19.99 is better than nothing; however, a higher quality unit would be preferred.

Tester, TDS/Temperature

Hanna instruments Model number DIST5 or equivalent at about $80 is a great way to check your water quality on a regular basis. The unit will give you TDS/Temperature.

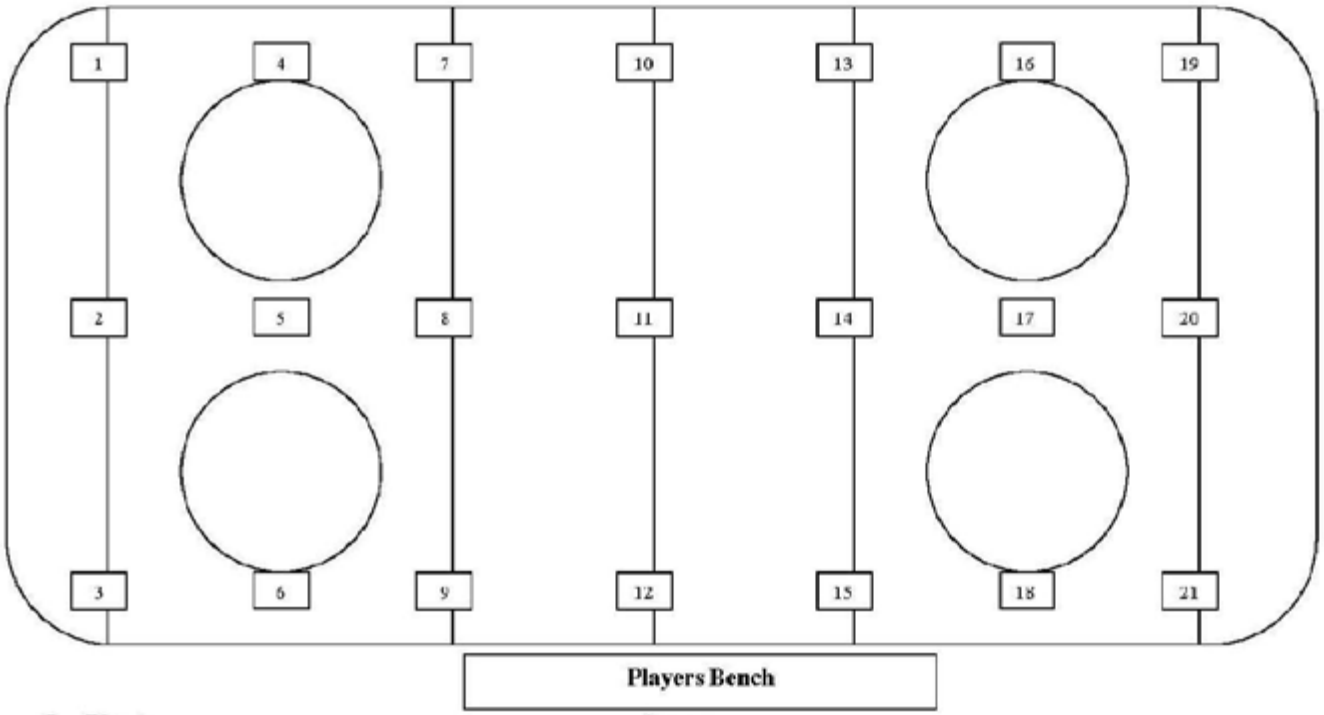
Infrared Thermometers

Raytek ST60 or equivalent is a good choice for an accurate infrared thermometer at about $250. But it is better to have a $60 Sears infrared thermometer than nothing at all.

Arena Ice Thickness Chart

Date:_____

At each of the 21 spots, please record the ice thickness and the ice surface temperature.
Thickness range: 1" to 1 ½" – minimum ¾" over highest spot on the floor.
Surface temperature range (before ice cut): 18° to 22° depending on air temperature and humidity
* the lower the humidity the higher the surface temperature can be



	Depth *	Temp °
1	____	____
2	____	____
3	____	____
4	____	____
5	____	____
6	____	____
7	____	____
8	____	____
9	____	____
10	____	____
11	____	____
12	____	____
13	____	____
14	____	____
15	____	____
16	____	____
17	____	____
18	____	____
19	____	____
20	____	____
21	____	____

Ice Plant
Supply Temp. _____

Return Temp. _____

Arena
Humidity: _____ Should be below 50%

Temperature: Should not be above 59°
* Taken up to 10ft above the ice
** If temp is 60° or above – humidity should be 40% or lower

Appendix K • Streaming

2025-26 Host Site Stats Document

NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

Downloading NCAA Broadcastr

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

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

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

If you are using Presto Stats, please contact Jason Venson (Jason.venson@wbd.com) for alternate instructions.

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

Appendix L • Officials Meeting

Time: Eighty minutes before opening face-off. Fifty minutes before semifinal #2.

Place: The officials' locker room unless otherwise specified by the tournament director.

Materials: Current NCAA rules book, stick-measuring device and tape measure.

In Attendance: Referees, linesmen, game timekeeper, penalty timekeeper, penalty box judges, official scorer, goal judges, announcer, music director, tournament director, head of officials and NCAA ice hockey committee members/representatives/staff.

The following items should be discussed and/or reviewed with the various game officials:

On-Ice Officials - Referees and Linesmen. (Supervisor of Officials)
1. On-ice discussions with captains, players, coaches.
2. Meeting with captains.
3. Disallowed goals (report to scorer).
4. Officials teamwork.
5. Relationship to news media (questions of the officials by the media are directed to the chair of the games committee).
6. Video replay, if applicable.

Off-Ice Officials. Minor officials are appointed to act as game officials and must cooperate at all times with the referees. Minor officials are part of a team assigned to officiate a game and must know all the rules of the game. **When requested, minor officials should give their version of a situation only to the proper authority**.

Goal Judges.
1. Signaling a goal.
2. Providing advice (upon request).
3. Communication with players (disputed goals).
4. Checking working order of red and green lights.

Official Scorer. (Site Representative)
1. Official game program review (digital program).
2. Crediting goals and assists.
3. Penalty report and recording.
4. Definition of shot on goal.
5. Postgame procedures (required signatures, copies to coaches).
6. Responsible for collecting team rosters and starting lineup according to NCAA rules.
7. Neutrality/Dress

Game and Penalty Timekeeper.
1. Fifteen-minute pregame warm-up.
2. Required materials (NCAA rules book, stick-measuring device, tape measure, alternate timing device, penalty work sheet, note pad).

3. Clock-malfunction procedures.
4. Penalty situations.
5. Overtime procedures.
6. Intermission length (15 minutes).
7. Three-minute notification before expiration of intermission period to officials/teams.

Announcer.

1. Pregame introduction procedures (neutrality).
2. Announcement (play in progress, end of period).
3. Announcement of roster changes.
4. Procedures for goal/penalty announcements.
5. Awards ceremony (finals only).
6. All-tournament team announcement (finals only).

Music Director

1. U.S. national anthem only.
2. Appropriate and neutral music for pregame warm-up and in-game music. Home team warm-up tapes from regular season are not permitted.

Payment of Fees, Travel and Per Diem:

1. Referees and linesmen will be paid through RefQuest (RQ+). Officials should register at http://www.request.com as soon as possible if you have not registered. All other officials and table personnel will be paid by the host.

2. Referees will be paid a $245 flat fee, $45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.

3. Linesmen will be paid a $190 flat fee, $45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.

4. Goal judges will be paid $50 per game and mileage if greater than 50 miles roundtrip. No per diem or lodging will be provided. Fees should be paid by the host and included on the financial report.

5. RQ+ calculates mileage based on the center point of your zip code to the center of the zip code of the championship site. Local transportation (e.g., from the hotel to the venue) is not reimbursed.

6. Per diem is paid for the day of arrival through the day of departure.

7. A rental car will be provided for officials who fly to the site (finals only).

Purchasing Game Tickets. Two tickets shall be reserved for each official. These are not complimentary tickets; all tickets must be purchased.

Appendix M • Public Address Announcer

PUBLIC-ADDRESS ANNOUNCER GUIDELINES AND EXPECTATIONS

The public-address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Division III Ice Hockey Committee representative(s) at each site.

1. No special announcements shall be made without the committee representative approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships and other announcements provided by the NCAA.

2. The announcer shall not be a "cheerleader" for any team. Fans attending a game should not be able to identify the host team based on the announcer's delivery. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.

3. Prior to the start of competition, the public-address announcer shall read the crowd control statement (See Appendixes).

4. The announcer shall do the following:

   a. Identify the score and all substitutes.
   b. Announce the team taking a timeout.
   c. Identify student-athletes involved in significant plays.

5. The announcer shall meet with the committee representative prior to the game to review time schedules, coordination of the national anthem and lineups.

6. The announcer also should review crowd control procedures with the committee representative and the tournament director (e.g., emergency exits, evacuation procedures, first-aid station, etc.).

7. An announcer shall not recognize corporate contributors or tournament sponsors other than the official NCAA corporate champions and partners included in the provided PA scripts.

8. All emergency calls and announcements must be approved by the committee representative at the site.

9. The announcer should introduce the national anthem as follows: "Ladies and gentlemen, please rise and remove your hats to honor America and those who support our freedom at home and abroad for the playing/singing of our national anthem."

Appendix N • Sample Men's Schedule of Events and Practice Times

Thursday

Practices and press conferences will take place at venue.

10 a.m. – 11 a.m.	Semifinal 1 (higher seed) practice.
11:15 a.m. – 12:15 p.m.	Semifinal 1 (lower seed) practice.
12:30 p.m. – 1:30 p.m.	Semifinal 2 (higher seed) practice.
1:45 p.m. – 2:45 p.m.	Semifinal 2 (lower seed) practice).
4:45 p.m. (time tentative) (TBD).	Championship pretournament meeting
6:30 p.m. (time tentative)	Championship Banquet (TBD).

Friday

8:45 a.m. – 9:30 a.m.	Semifinal 1 (higher seed) practice.
9:45 a.m. – 10:30 a.m.	Semifinal 1 (lower seed) practice.
10:45 a.m. – 11:30 a.m.	Semifinal 2 (higher seed) practice.
11:45 a.m. – 12:30 p.m.	Semifinal 2 (lower seed) practice.
3 p.m.	Semifinal Game #1 SF 1 (higher seed) vs. SF 1 (lower seed)
Ten minutes after game *Note*: *80-minutes allocated between games*.	Press Conference
7 p.m.	Semifinal Game #2 SF 2 (higher seed) vs. SF 2 (lower seed
10-minutes after game	Press Conference

Saturday

11 a.m. – noon	Semifinal 1 Winner.
1 p.m. – 2 p.m.	Semifinal 2 Winner.

Sunday

8:45 a.m. – 9:30 a.m.	Semifinal 1 winner practices.
9:45 a.m. – 10:30 a.m.	Semifinal 2 winner practices.
3 p.m.	Championship game
10-minutes after game	Press conference

*All times listed are local.

Appendix O • Ticket Back Disclaimer Language

2025-26 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Appendix P • Strobe Light Policy

The strobe lights are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies require immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000 second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative of NCAA Championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of the arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

Appendix Q • Introduction of Teams

The introduction procedure shall be as follows:

1. At the finals site, the host is encouraged to have a youth skater assigned to each team – wearing a helmet and an extra jersey provided by the team and carrying the team's school flag fastened to a pole. The skater will enter the ice in front of the team and position him/herself per the direction of the tournament manager (e.g., on blue line on side closest to team bench).

2. Upon returning to the ice, both teams must proceed directly to and remain on their designated half of the ice. The home team shall enter the ice surface first, followed by the visiting team.

3. The designated visiting team starters will be introduced first followed by coaches. Then the designated home team starters followed by coaches.

4. After being introduced, each starter shall skate to the blue line.

5. After the introduction of each respective team's starting lineup, the remaining players shall skate to the blue line and face center ice.

6. The U.S. national anthem shall be played.

7. After the anthem, the teams may have a short huddle at their respective goals before the face-off.

Appendix R • Starting Lineup Script

"Good [afternoon/evening] ladies and gentlemen and welcome to the 2024 NCAA Division III Men's Ice Hockey Championship. Today's [round] game is between [institution] and [institution].

"Let's meet the starting lineup for the [mascot] of [institution].

At left wing, a [class] from [hometown], number [uniform number], [player name].

At right wing, a [class] from [hometown], number [uniform number], [player name].

At center, a [class] from [hometown], number [uniform number], [player name].

At left defense, a [class] from [hometown], number [uniform number], [player name].

At right defense, a [class] from [hometown], number [uniform number], [player name].

And in goal, a [class] from [hometown], number [uniform number], [player name].

"The head coach of _____ is _____.

"Assistant coaches are _____.

"And now, the starting lineup for the [mascot] of [institution].

At left wing, a [class] from [hometown], number [uniform number], [player name].

At right wing, a [class] from [hometown], number [uniform number], [player name].

At center, a [class] from [hometown], number [uniform number], [player name].

At left defense, a [class] from [hometown], number [uniform number], [player name].

At right defense, a [class] from [hometown], number [uniform number], [player name].

And in goal, a [class] from [hometown], number [uniform number], [player name].

"The head coach of _____ is _____.

"Assistant coaches are _____.

"The officials for [today's/tonight's] game are _____.

"And now to honor America and those who defend our freedom at home and abroad, please rise for the playing/singing of our national anthem."

Appendix S • NCAA Trademarks and Official Championships/Licensee Suppliers

NCAA Trademarks

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 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.

List of NCAA licensees and official equipment suppliers.

Appendix T • Host Microsite Guidelines

NCAA Championships Microsite Guidelines

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

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. 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.

Final approval of the city specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share with the championship manager to begin the approval process.

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 Option.

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: https://www.ncaa.com/newsletter-signup

Logo Usage
For championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at narkins@ncaa.org

Copyrights, Licensing, Trademarks and Corporate Marks
The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

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

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

A complete list of NCAA trademarks and trademark protection can be found by clicking here.

Social Media
All social media icons should like 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.

Local Contributor Recognition

- Hosts and local organizing committees can recognize their local contributors on the microsite within certain guidelines:
    - Referred to as "Local Contributors" or "Host City Contributors". No usage of

"official", "official sponsor", or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of any NCAA logos.

Microsite Examples

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

- Oklahoma City Women's College World Series Microsite: https://www.visitokc.com/wcws/

Appendix U • Sample Volunteer Waiver Form

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ _____ _____ *or* any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is

permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

_____

Signature of Participant Date

_____

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

_____

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