



**2021 DIVISION III WOMEN'S  
ICE HOCKEY  
CHAMPIONSHIP**

***HOST OPERATIONS  
2020-21 MANUAL***

# Division III Women's Ice Hockey

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Information in this document applies to preliminary rounds and the finals site unless otherwise specified. Some responsibilities, protocols or requirements outlined in this manual (e.g., awards ceremonies, allowance for band members, banquets, media area, medical procedures, locker rooms, etc.) may be subject to change or suspended in 2021 based on COVID-19 Return to Championships protocols; consult with NCAA championships manager for specifics related to Division III women's ice hockey.

On behalf of the Division III Women's Ice Hockey Committee, thank you for being an important part of the 2021 NCAA Division III Women's Ice Hockey Championship.

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 everyone involved in the administration of the championship is to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

### **Key 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 LOC.

**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 Division III Women's Ice Hockey Committees.** 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 sports committee will

balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division III Championships Committee.

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

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

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

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

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

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

**Tournament Director.** The tournament director will be an administrator of the host institution and will be responsible for the operation of the championship. Bid proposals from prospective host institutions will be authorized by the tournament director. Specific responsibilities of the tournament director may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this manual. The tournament director will also provide the NCAA with a post-championship evaluation including suggestions to improve the championship.

**Media Coordinator.** The media coordinator, preferably the sports information director of the host institution, will work with the NCAA championship manager to ensure that NCAA media policies are followed. Responsibilities may include planning and supervision of media work areas, coordination of press conferences, statistical services and communications.

Comments and suggestions regarding this manual are welcome. If you have any questions, please contact the NCAA championship manager.

## NCAA Ice Hockey Committees and NCAA Staff Directory

### 2020-21 Division III Women's Ice Hockey Committee

#### EAST REGION

Dave Labaff  
Head Women's Ice Hockey Coach  
State University of New York Canton

#### WEST REGION

Crystal Lanning, chair  
Director of Athletics  
University of Wisconsin-River Falls

#### EAST REGION

Deb Steward  
Director of Athletics  
William Smith College

#### WEST REGION

Jackie Macmillan  
Head Women's Ice Hockey Coach  
The College of St. Scholastica

#### EAST REGION

David Walberg  
Assistant Director of Athletics  
University of Massachusetts Boston

#### NCAA Staff – Women's Ice Hockey

Aaron King  
Coordinator, Championships and Alliances  
P: 317-917-6771  
E: [aking@ncaa.org](mailto:aking@ncaa.org)

## Section 1 • Alcoholic Beverages and Tobacco Products

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), 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 shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

## Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for

determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

## Section 3 • Awards

### Preliminary Round Awards

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (23) 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.

The participant medallions should be placed in the non-advancing team's locker room following the conclusion of the game. The advancing team will not receive participant medallions at the preliminary round site, but will receive their awards at a subsequent site.

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 Awards

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager one week before the championship. The following awards will be sent to the tournament director for the Division III Women's Ice Hockey Championship:

- 23 Championship Watches (5 watches will be sent to the team post-championship)
- 1 National Champion Team Trophy
- 1 Second Place Team Trophy
- 2 Semifinalist Team Trophies
- 28 National Champion Team Mini-Trophies
- 28 2nd Place (Silver) Team Mini-Trophies
- 56 Semifinalist (Bronze) Team Mini-Trophies

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 championship manager, should be presented to the student-athletes and coaches of the participating teams.

**Finals Awards Ceremony.** Each team participating at the finals site should submit a typewritten awards recipient list for the finals during the pretournament meeting. An awards ceremony will be held immediately after both games on Saturday at center ice. The awards (trophies out of boxes) should be arranged on a skirted table and staff should be in place and ready to carry the table onto the ice immediately after the

conclusion of the third-place and championship games. Members of the ice hockey committee will organize the awards table and present the awards. The procedures for the awards ceremony are included in the Appendixes. The announcer's script for the ceremony is included in the Appendixes. Following the championship game, an all-tournament team will be recognized before the presentation of the team trophies. Both teams should remain on the ice until the conclusion of the awards ceremony. Only the official NCAA photographer and other photographers and videographers approved by the host media coordinator will be allowed on the ice for the awards ceremony. The awards boxes should be kept to give to the teams after the ceremony.

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

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

**All-Tournament Team (finals only).** At the finals site, a six-member all-tournament team shall be selected by the women's ice hockey committee members. 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.

All members of the All-Tournament Team will receive a commemorative plaque following the championship.

**Champions Locker Room Program (finals only).** The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- Please remove all hangtags (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 Event 1 for T-shirts ([julia.gale@hanes.com](mailto:julia.gale@hanes.com)) or Top of the World for hats ([npokorny@towlicensed.com](mailto:npokorny@towlicensed.com)). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

## Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA



championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Refer to Appendix F for more information.

### **Ordering Additional Awards.**

Participating institutions may order additional awards after the championship at: <http://www.mtmrecognition.com/ncaa>.

## **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.

### **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 women's ice hockey committee.

### Pregame Music

No host team warm-up playlists are permissible; playlist must be neutral. Pregame music may be played at the discretion of the host institution, be tasteful in nature and appropriate for all audiences. Music should begin when doors open. Host institutions are encouraged to reach out to participating teams to obtain "goal songs".

## Section 5 • Banquet (Finals Only)

Arrangements should be made for a banquet to be held Thursday 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 4x6 and team jersey to be displayed at the banquet and during pre-game introductions. Banners and jerseys will only be displayed if they are received from each team.

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.**

**Format.** The banquet agenda should include short welcome statements by representatives of the host institution, community, ice hockey committee, the presentation of the Elite 90 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)
- 6:45 p.m. Welcome/comments to student-athletes and guests from NCAA committee chair  
Welcom/comments to student-athletes and uests from host institution
- 6:50 p.m. Dinner buffet lines open or plated dinner served
- 7:30 p.m. Championship Video (if available)
- 7:35 p.m. Comments by senior student-athlete representative from each team
- 7:50 p.m. Presentation of American Hockey Coaches Association Awards
- 7:55 p.m. Presentation of Elite 90 Award
- 8 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

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

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

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

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

### **Sample Enhancements.**

- Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or studentathlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts) – 10
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc. Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.)
- Favors unique to the sport or area – examples include: mini soccer balls, mini hockey sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships)

### **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 4x6 and team jersey to be displayed at the banquet. Banners and jerseys will only be displayed if they are received from each team.
- Showcasing of Awards. The national championship trophy should be available for viewing during the banquet. Please take appropriate security measures.

- **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.

## Section 6 • Broadcasting/Internet

### Webcasting.

Please refer to the NCAA Broadcast Manual policies and guidelines: <http://www.ncaa.com/media>.

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised 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 [www.ncaa.com/rights-request](http://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## Section 7 • Commercialism/Contributors

### Commercial Identification, Signage and Official Marks.

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

2. **Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
3. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
4. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
5. **Covering existing signage/product branding.** In regard to any signage that is to be covered, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
6. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
7. **Digital Signage Inventory.** At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after the bid agreement is signed.
8. **Temporary Banners.** The facility will not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena prior to or during the conduct of the championship without the prior approval of the NCAA.
9. **Dasher Boards.** The arena will cover all signage on the dasher boards prior to the practice sessions (finals only). The dasher boards will remain covered throughout the competition and practice sessions.
10. **Arena Signage.** The arena will darken all commercial advertisements in the spectator seating area that can be viewed from the seats.

11. **Illumination.** All previously contracted static, permanently installed, advertising panels may remain uncovered, but any illumination of such signs must remain off during the NCAA championship.
12. **Electronic Messages.** No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public-service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the NCAA championship manager.
13. **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.
14. **Announcements.** No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

### Local Contributors.

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

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

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

### NCAA Corporate Champion and Partner Program.

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

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

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

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

Refer to Appendixes for information on use of NCAA Trademarks.

## 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.

### Drug-Testing Expenses

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

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

### Facility Specifications

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

### Host Notification

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

### Media Obligations

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



## Next-Day Testing

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

## Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. The drug-testing crew chief or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

## Seating

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

## Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.

- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
- **Assistance.** Assist the drug-testing crew chief during testing as directed.
- **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
- **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
- **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
- **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
- **Plans.** Meet with the tournament manager to finalize plans.
- **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
- **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

Refer to the Appendixes for common drug testing questions and answers for coaches.

## 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 with one hundred (100) practice pucks and fifty (50) game pucks.

**Finals.** The NCAA will provide the host institution with two hundred (200) pucks to be used for practice sessions and two hundred fifty (250) for competition. NCAA Official puck supplier still pending. Confirm with NCAA championship manager that the practice pucks will have the manufacturer’s logo and the game pucks will have the 2021 championship logo. In addition, the host should provide the commemorative game pucks (120 total), if applicable, to the members of each team’s official traveling party (28). 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.

## **Sideline Equipment Hydration Program (Appendix V).**

### **POWERADE**

#### **Equipment Information**

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

#### **Cups, Coolers and Water Bottles**

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

#### **Hydration Program**

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

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

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

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

#### **Use of NCAA-Provided Coolers from Previous Years**

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

#### **Preliminary-Round Sites NOT Receiving Powerade-Branded Equipment and Product**

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

### 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.

**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

**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).

**Video Review (Finals Only).** The host institution should provide an area within close proximity to the ice for the replay official and monitor (preferably in the scorer's box). The NCAA championship liaison will work with the host institution to determine if the facility is capable of having above-goal cameras mounted. If so, the host institution should secure a lift for the video staff to install the cameras prior to practice day and for the removal of the cameras post competition.

**Committee Office (Finals Only).** A room at the arena will be designated as the Division III Women'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.

**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, women's 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.

**Participant Spectating Area (Finals Only).** Seating should be allocated for coaches and student-athletes to spectate games in which they are not participating.

### Competition Ice.

The playing ice should meet all specifications as outlined in the 2018-20 NCAA Ice Hockey Rules and Interpretations Book (see Rule 1).

### 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 warm-up sessions.

### Goal Crease.

The specifications of the goal crease are outlined in the 2020-21 and 2021-22 Ice Hockey Rules and Interpretations Book. 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 Ice Hockey Rules and Interpretations two days before the start of competition (Wednesday). The NCAA will supply stencils and paint to apply ice markings (final site only).

### 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 and bathrooms 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. The locker room is to remain locked and secure during times that the team is not occupying it including overnight.
- Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, Dasani, POWERADE, soft drinks (Coke products), ice 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 women's ice hockey committee reserve the right to assign locker rooms.

**Decorations.** The women's ice hockey committee recommends that hosts decorate locker rooms. Often local school/club teams have been given this opportunity.

### 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 non-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 Warm-Up.**

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 warm-up.

### **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. NCAA staff will work with each potential finals host to determine the capability of mounting cameras over the goals for replay purposes. The system will be used for goal reviews only.



### **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 digital copy of its game 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 filmed in its entirety from warm-up 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 video only those games in which the institution competes. The video 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 best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums (finals site only) are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

### **Approval of the Budget.**

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

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit



status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

### **Drug-Testing Expenses.**

The budget for drug testing expenses should only be completed and returned to The Center 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).

### **Financial Report – Deadline.**

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

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

### **Lodging Expenses.**

**Game officials.** Lodging expenses (excluding incidentals) for the officials required to stay overnight at the site should be paid by the host; the NCAA will reimburse you for those expenses.

**NCAA Site Representative/Women’s Lacrosse Committee.** Room and tax shall be direct-billed to the host institution and be reimbursed on the final financial report. Committee members and NCAA site representatives will be responsible for their own incidentals.

**NCAA Staff.** Will be responsible for their own expenses.

**NCAA Affiliates.** Will be responsible for their own expenses.

### **Officials.**

The host is NOT responsible for reimbursing game officials’ fees and expenses. All site officials’ fees, travel and per diem expenses (except lodging) will be handled centrally by the NCAA via ArbiterPay. Refer to Section 19 for more information regarding officials’ fees.

### **Participants.**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense forms to the travel group at the NCAA national office within 30 days of the

competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

### **Site Representatives.**

The NCAA will provide the NCAA representative with an online expense form to record their expenses. The site representative will need to submit the completed form to the NCAA for payment. The NCAA representative's hotel room and tax will be paid (via direct bill) by the host institution and submitted on the financial report.

### **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 make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

**Local Transportation for Teams.** The NCAA has contracted with GO GROUND to provide ground transportation management for all NCAA team championships. (Team sports are football, soccer, field hockey, volleyball etc. Individual sports, such as track, cross country, golf, tennis, etc. do not have to use GO GROUND). GO GROUND will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO GROUND at 866-386-4951 to make arrangements for ground transportation needs. GO GROUND will be responsible for communicating the arrangements to each participating institution. All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

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

## **Section 12 • Game Management**

### **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 preliminary-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; the meeting checklist is included in the Appendixes.

### **Game Times.**

The Division III Women's Ice Hockey committee will determine game times.

## Games Committee.

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

The women's 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 women's ice hockey committee will chair the games committee, and the NCAA championship manager will work with the committee in an advisory capacity.

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 pre-game 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.

## Medical Procedures.

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

Each scheduled practice and contest requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device, whether fixed or mobile; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation (CPR) techniques. The host must provide standard procedures and equipment for handling injuries involving blood.

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

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

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

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

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

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

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

- Emergency eye care and dental equipment
- Sports medicine providers should be trained to use emergency supplies.

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

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

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

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

### **Medical Staffing.**

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

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

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

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

**Concussions.** The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

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

## Personnel.

**Announcer.** All announcements should pertain only to the Division III Women'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, etc.). **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.**

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.

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 warm-up 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".

**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.

## Practices.

All practices will be closed. 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.

**Preliminary Rounds.** Visiting teams must have access to one hour and 15 minutes 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.** Practice times for the final site are as follows:

### Thursday

9-10:15 a.m.	Game 1 visitor
10:30-11:45 a.m.	Game 1 home
12-1:15 p.m.	Game 2 visitor
1:30-2:45 p.m.	Game 2 home
3-4:15 p.m.	Game 3 visitor
4:30-5:45 p.m.	Game 3 home
6-7:15 p.m.	Game 4 visitor
7:30-8:45 p.m.	Game 4 home

*The order is subject to change based on team travel and other factors.*

*Practice times for Friday and Saturday will be determined based upon ice availability.*

### Sunday

12-1:30 p.m.	Championship visitor
2-3:30 p.m.	Championship home

**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.

**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.

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

### **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.

### **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.

### **Results Reporting.**

Each host should e-mail the NCAA media coordination and statistics staff ([ncaastats@ncaa.org](mailto: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 e-mail 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, [www.NCAA.com](http://www.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:

- E-mail the information to [ncaa-content@turner.com](mailto: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 • Insurance

### Liability.

If event is held on-campus:

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

If event is held off-campus:

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

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

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

## Section 14 • Lodging

### NCAA Committee/Representative Accommodations.

**Finals.** The NCAA championship manager and the ice hockey committee(s) will arrive at the finals site Wednesday afternoon before the quarterfinals. The host institutions should hold a total of six rooms for the NCAA championship manager and the committee. The host institution shall pay for the committee members' rooms (single room and tax, but not incidentals) and submit the expenses on the financial report. The NCAA

championship manager will pay for his or her hotel room. Host institutions must include lodging expenses for committee members as a budgeted line item in the games budget.

### Officials.

**Preliminary Round.** The host institution must reserve rooms for the on-ice officials at a hotel separate from the participating teams (may be housed at the same hotel as the NCAA committee members/representatives).

**Finals.** The host institution should identify a hotel for the officials . Hotel expenses (single room and tax, but not incidentals) for officials required to stay overnight at the championship site will be paid by the host institution and later reimbursed by the NCAA. Host institutions must include lodging expenses for officials as a budgeted line item in the games budget.

### Team Hotels.

For all NCAA preliminary round competition and a nonpredetermined finals site, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements (16 double/double rooms per team). The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. **Confirmation of the room block for the dates of the championship (e.g., a hotel lodging contract or the reservation outlined on hotel letterhead from the hotel manager) must be submitted with the bid materials.** Providing the visiting team(s) a list of hotel properties in the locale is insufficient. Failure to make lodging arrangements could negatively affect the host institution's future hosting opportunities. For the final site, it is preferred to have each team stay at a different hotel. Each participating institution is obligated to confirm or cancel the accommodations. Additional hotel accommodations may be reserved upon the request of the participating teams.

### Contacts

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

### Expectations

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

### Marketing Plan

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

### Marketing Collateral

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

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

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

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

- PRINT
  - Poster
  - Flyer
  - Print Ad
  - Table Tent
- DIGITAL
  - Email blast
  - Banner
  - Social Media Graphics
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing Best Practices
  - Social Media Guidelines

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

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

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

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

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

### **:30 Video/Television Spot**

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

- All spots are available for
- Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).

- The video/television spot is available for download in the following file types:
- HD: apple ProRes LT (104 mbps)
- SD: dv25(25 mbps)
- Web proxy: .mp4 (1.5 mbps)

### **:30 Radio Spot**

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

## **Social Media Guidelines**

The official NCAA social media pages and official hashtags can be found here:  
<http://www.ncaa.org/socialmedia>

### **Host Promotion of Championships**

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

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

### **Top 10 considerations when planning for social media event marketing:**

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages,

crosspost to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

**8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

**9. If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

## Applicable Marketing Bylaws

### NCAA Division III Bylaws - Pertaining to NCAA Championship Promotions

**12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

**12.5.1.10 - Promotion of NCAA and Conference Championships.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such.. [D] (Adopted: 1/10/92, Revised: 1/10/05, 1/14/12)

**13.4.1.2 - Conference or NCAA Championships.** An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

(a) The printed material includes only information relevant to the championship events;

(b) The printed material is available to the general public, including all high schools in the local area; and

(c) The printed material contains no information related to the institution's athletics program.

**13.14.1.2.1 Exception – NCAA Championships.** An institution or conference that is hosting any portion of an NCAA championship may purchase paid advertisements in a high school athletics program to generally promote the NCAA championship, provided: (Adopted: 1/15/14)

(a) The advertisement includes only information relevant to the championship events;

(b) The advertisement is available to the general public, including all high schools in the local area; and

(c) The advertisement does not contain information related to the institution's athletics program or the conference's member institutions.

### Championship Records.

NCAA championship records are available in PDF format at [NCAA.org](http://NCAA.org). Once you are logged onto the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

### Credentials.

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials the finals site. For preliminary round sites, the host is responsible for producing credentials. PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jroddgers@ncaa.org](mailto:jroddgers@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](http://NCAA.com/credentialterms), should also be visible at credential pickup.

Each team should complete an official traveling party list to identify the 28 individuals who shall 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 following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all access pass).
- 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 (essentially 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 (may allow 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.

The band members, cheerleaders and mascot will be admitted via a gate list. Each participating institution 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 six team personnel or on the gate list **must purchase a ticket for admission to the venue**.

**Credential Boards.** The NCAA will provide credential boards at all final sites. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For



credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

**Team Credentials.** Each team should complete an official traveling party list to identify the 28 individuals who shall 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 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.**

**Drug-Testing Team.** In the event of drug testing, “event staff” credentials should be provided to the drug-testing team. A minimum of five nonmedia seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament director at each site by the NCAA game representative/championship manager.

**Volunteers.** It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

### Internet Policy.

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships. 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 post-event 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.

### Interview Room.

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 podium; (b) placing NCAA seals and logos on the podium and walls; (c) using skirting on the tables and other areas as necessary; and (d) providing a sound system, if necessary. Game officials should not be allowed in the interview room.

### Live Statistics.

Refer to the NCAA broadcasting policies at [www.ncaa.com/media](http://www.ncaa.com/media). The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical 43 representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.



In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## Media Credentials.

**Final-Round Site.** Approximately one week 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 direct media to [NCAA.com/media](https://www.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. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

**\*\* 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 non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

**Credentials List.** The media coordinator must submit a list of all individuals receiving media credentials and their affiliation to the NCAA site representative (preliminary-round games) or championship manager (finals).

**Criteria.** A media agency for purposes of these media criteria means an authorized representative of a single daily, weekly or monthly publication, cable system, radio station/network or television station/network. The media coordinator may authorize more than one representative per publication. Subject to limitations of space, credentials shall be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent all campus-related publications and departments.
2. A media agency at the site of the competition that has staffed the games of the host institution on a regular basis throughout the season.
3. A media agency in the geographical area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season and each of its games in the championship.
4. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program, and daily circulation newspapers that do not otherwise meeting the aforementioned criteria.
5. Representatives of other weekly or college newspapers, telephone reporting services, professional sports organizations and personnel, and public television stations will not be issued media credentials.

**Gambling.** NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets,” “tip sheets” or other advertising designed to encourage gambling on college sports events. Hosts of NCAA championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

**Radio Not Providing Play-by-Play.** Each station or network will be limited to one credential.

**Radio Providing Play-by-Play.** Credentials may be provided to the number of individuals required by a station or network to broadcast games during the regular season. However, in no case will more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association. [NCAA broadcasting policies are available at [www.ncaa.com/media](http://www.ncaa.com/media).]

**Television.** Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

### **Media Hotel.**

The host media coordinator will provide information regarding lodging to participating media.

### **Media Hospitality.**

Media hospitality is encouraged but not required. Disbursements for these items will be guided by the budget that was originally submitted by the tournament director and approved by the championship manager. The media hospitality room should be separate from the committee hospitality room.

### **Media Parking.**

Media parking is desired, but the host must make this decision. If media parking is provided, it is the responsibility of the media coordinator to print parking passes, if necessary.

### **News Conferences.**

Post-game press conferences should be arranged to take place in the interview room immediately following the completion of each game. The non-advancing coach and selected student-athletes will enter the interview room first. 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 Division III ice hockey committee are required to attend the press conferences.

The media coordinator, or a member of the coordinator’s staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a prechampionship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, 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. 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.)

The winning team will report to the interview room immediately following the completion of the losing team's press conference.

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.

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 Westwood One, 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.)

### **Moderator Duties**

1. The 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. Sports information 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).

### **Press 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 work spaces
- Mult box
- Wireless microphones

For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

### **Postgame Interviews.**

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its locker room), an interview area will open to all certified members of the news media. Any coach and student-athletes requested by the media must be made available for interviews. The non-winning coach and players will be scheduled in the interview area first. If a team is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), participating head coaches are obligated to the entire covering media during the championship and must report to the interview room immediately after their respective 10-minute cooling-off period. A coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted rights to broadcast the championship. (The media coordinator or designee will have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media covering the championship, the coach and student-athletes may participate in special interviews.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the locker room before the 10-minute cooling-off period has ended, the locker room will be opened to all other media representatives desiring access to the area.

### **Security.**

Security personnel should be instructed to monitor the press conferences and working press areas, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the media areas from the fans and to encourage the security supervisor to designate additional personnel if necessary to staff these areas before and after each game.

### **Working Press Room.**

The host media coordinator/SID is responsible for supervising the working press room and for organizing workers to assist in the press operation of the championship. The number of workers will depend on the media demand for each game at the site. The tournament director and media coordinator should assign press runners, quote takers, stat crews, copy machine personnel, etc., as needed.

**Equipment.** The host should provide Internet access (preferably wireless) in the working press room. If wireless access is not available, the host shall provide at least two, but preferably four, Internet connections.

**Team Information.** The media coordinator shall contact each SID representing a participating team at the site and request that the SID provide media guides, statistics and other updated information to place in the press room the day the team arrives at the site.

## Section 17 • Merchandising/Licensing

### Administration

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

### Availability

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

### General Policies

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise

- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.
- m. The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

## Institutional Merchandise.

A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

## Section 18 • 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, etc.). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

## Section 19 • 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 ArbiterPay. Officials must register for ArbiterPay at [www.arbiterpay.com](http://www.arbiterpay.com) and provide their contact information. Hosts will need to include lodging for officials as a budgeted games expense.

Referees will receive a fee of \$225, and linesmen will receive a fee of \$170 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 (\$400 for the women's championship due to the additional game) and \$250, 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 recommend to the ice hockey committee and the national assignor of officials goal judges and penalty box attendants from the local area; in turn, the national assignor will confirm assignments. 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.**

The NCAA staff will utilize 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 eight parking passes will be provided for game officials. The NCAA will provide the names of officials needing parking passes to the tournament director.

### **Selection.**

**Finals.** The NCAA women's ice hockey officials' national coordinators assign 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 ArbiterPay 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 20 • 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 21 • 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 six 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 choose to use Go Ground, the NCAA bus transportation provider who can provide assistance for teams. For more information, please go to <http://www.ncaa.org/championships/travel/championships-travel-information>.

For teams traveling by air to the host site, the host institution is urged 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 on the Division III Women's Ice Hockey landing page of [www.NCAA.org](http://www.NCAA.org). You can also access the page by [clicking here](#). The template should be "personalized" with information specific to the host institution. For finals sites, 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 [www.NCAA.com](http://www.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 [www.NCAA.org](http://www.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 <http://www.ncaa.org/championships/travel/championships-travel-information>. Participating institutions must submit the forms online within 45 days of the conclusion of the competition.

## Section 22 • 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 before the first day of the event.

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

## Content/Editorial

**IMG College Responsibilities:** Responsible for all program production, including editorial content, layout and design, advertising, and printing.

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

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

### Promotion

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

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

### Best Practices

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

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

### Supplemental Handouts

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

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program
- Include the NCAA Corporate Champions and Partners imagery
- Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.
- All supplemental content is subject to NCAA and IMG College approval.

**Questions.** If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham ([chad.laytham@img.com](mailto:chad.laytham@img.com)) at IMG College.

## Section 23 • Safety and Security Plan

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

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility

and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

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

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

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

**Crowd Control.** The tournament director must review crowd control policies with the NCAA committee member/site representative (preliminary rounds) or NCAA championship manager (finals site). The tournament director is responsible for strict enforcement of these policies. [See Appendixes for the Crowd Control Statement.]

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

**Personnel.** An adequate number of uniformed security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, postgame interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

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

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

**Prohibited Items.** The tournament director and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans

or containers, irritants (e.g., noisemakers), cups or laser pointers. The facility may have additional restrictions on items that may not be brought into the arena.

- Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption, nor will any such beverages be brought to the site during the championship.
- Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, athletic trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).
- 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.
- Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

**Spectator Photography/Video Cameras.** 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. Recording devices must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

## Section 24 • 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 non-permissible 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, etc.). 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 host 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 host budget. The NCAA has pre-approved artwork with pricing available. If you need assistance with ideas or ordering the pre-approved items, please contact Durenka Robie at 317/966-6434 or [drobie@ncaa.org](mailto:drobie@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.

**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 25 • Tickets

**The ticket information and policies are applicable to all rounds of competition unless otherwise noted.**

### **Ticket Allocations.**

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments. The LOC/host or competition venue may not re-sell 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.

<b>2021 NCAA DIVISION III ICE HOCKEY CHAMPIONSHIPS SEAT/TICKET ALLOCATION BREAKDOWN</b>	
<b><u>Group</u></b>	<b><u>Tickets</u></b>
NCAA	Six (6)
Hosts	TBD (for key personnel, etc.)
Participating Schools	200 per team at finals site; for prelim rounds, the host will receive two-thirds of the facility capacity and the visiting institution is guaranteed a minimum of one-third of the facility capacity.
Teams	28 per non-competing team (applicable to finals only)
American Hockey Coaches Association (ACHA)	TBD (finals site only)
Officials	Four (4) (with option for each official to purchase two additional tickets)
Bands	20 per team
Non-participating teams	28 per team
Drug testing crew	Five (5)

**Player's Guest Tickets.** Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the players' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution's designee, given a ticket stub and directed to their seats.

**Participating Schools.** The visiting school must notify the host institution in writing (via e-mail) if any portion of its ticket allotment has not sold by Noon local time of the host on the day prior to competition. NOTE: If the host is not notified by the visiting team by the prescribed times, the visiting team may be financially accountable for its total ticket allotment. The competition venue's box office shall send the tickets allocated to the participating institutions to the host tournament managers 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 these tickets.

### **Ticket Design/Printing and Ticket Backs.**

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 LOC/host shall incur all expenses associated with ticket printing and seek reimbursement through the host budget report, unless directed otherwise by the NCAA.

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

**Computerized Tickets.** Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

**Coupons.** Under no circumstances may a “coupon promotion” be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

**Standard Ticket Back Disclaimer Language.** Refer to the Appendixes for language that must be included on the ticket back.

## **Ticket Sales.**

Since all members of the general public must have a ticket in order to enter the facility, a minimum number of ticket windows must remain open until the conclusion of the event.

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 this manual.

Standing-room only tickets are not permitted unless approved in advance by the NCAA championship manager. In such cases, the visiting institution is guaranteed a minimum of one-third of both the seated and standing-room tickets available.

Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved by NCAA staff in advance.

**Ticket Pricing.** One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the championship expenses. 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

Minimum ticket prices are as follows; host institutions may charge more if appropriate for the particular market.

### **Women’s Ice Hockey**

#### **Single Session**

\$6 – Adults

\$4 – Students with ID

\$3 – Children under 12

Children aged two and under are admitted free with a paying adult.

#### **Finals Single Session (day pass)**

\$15 – Adults

\$10 – Students with ID

\$7 – children under 12

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.

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

**Student Tickets.** Experience has proven that it is best not to allow students of the host team immediately behind the visiting team's bench. Hosts will create a buffer zone between students and the opponent, either with adults or fans of the visiting team.

## Section 26 • Volunteers

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

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

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

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

**Waivers.** Each volunteer must sign a waiver of liability prior to the start of the championship. If a written volunteer agreement exists, a release component must be added to it if one does not already exist. The host should collect all waivers prior to the championship and keep them on file.

**Recognition.** Following the championship (finals only), the tournament director will be requested to submit a list of key volunteers (maximum of 25 individuals). The NCAA shall prepare an appreciation certificate for each volunteer included on the list. This process may be initiated at any time to allow the host to present the certificates at a volunteer recognition event.

### Awards Ceremony Procedures

At the finals site, the trophies and watches 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 women's ice hockey committee members and NCAA staff to stand on as they present the awards. The same procedures should be followed after the women's third place game with the semifinalist trophies. Following the conclusion of the men's semi-final games, the team trophies and mini trophies should be placed in the non-advancing teams' locker rooms.

As each individual listed on the awards recipient list is announced, he or she 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.

## AWARDS CEREMONY SCRIPT - FINALS SITE

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

"Presenting the awards are \_\_\_\_\_ from \_\_\_\_\_, chair of the NCAA Division III Women's Ice Hockey Committee, \_\_\_\_\_ from \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_, and \_\_\_\_\_ from \_\_\_\_\_, members of the Division III Women's Ice Hockey Committee, and \_\_\_\_\_, NCAA Championships staff.

"First, the fourth-place team, finishing with a record of \_\_\_\_\_, the (mascot) \_\_\_\_\_ from \_\_\_\_\_. Please come forward as your name is read to accept your award. [Read the list of individuals (maximum of 28) who will receive awards in the order listed on the awards recipient form.]

"Will \_\_\_\_\_ (listed on awards recipient form) please come forward to accept the trophy?

"Congratulations to \_\_\_\_\_ for a great season.

-----  
 "And now the awards for the third-place team, finishing with a record of \_\_\_\_\_, the (mascot) \_\_\_\_\_ from \_\_\_\_\_. Please come forward as your name is read to accept your award. [Read the list of individuals (maximum of 28) who will receive awards in the order listed on the awards recipient form.]

"Will \_\_\_\_\_ (listed on awards recipient form) please come forward to accept the trophy?

"Let's give a big round of applause to both of these teams for their performance this season and this weekend."

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

"Presenting the awards are \_\_\_\_\_ from \_\_\_\_\_, chair of the NCAA Division III Women's Ice Hockey Committee, \_\_\_\_\_ from \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_, and \_\_\_\_\_ from \_\_\_\_\_, members of the Division III Women's Ice Hockey Committee, and \_\_\_\_\_, of the NCAA. We will announce the members of the all-tournament team to be followed immediately by the presentation of the team awards.

**"Here are your members of the 2021 all-tournament team** (announce name, institution, number and position):

_____	_____
_____	_____
_____	_____

**"And, now to the team awards. First, the second-place team, finishing with a record of \_\_\_\_\_, the (mascot) \_\_\_\_\_ from \_\_\_\_\_. Please come forward as your name is read to accept your award.** [Read the list of individuals (maximum of 28) who will receive awards in the order listed on the awards recipient form.]

**"Will \_\_\_\_\_ (listed on awards recipient form) please come forward to accept the trophy?**

**"Congratulations to \_\_\_\_\_ for a great season.**

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**And now, the 2020 national champion, finishing with a record of \_\_\_\_\_, the (mascot) \_\_\_\_\_ from \_\_\_\_\_. Please come forward as your name is read to accept your award.** [Read the list of individuals who will receive watches and award trophies in the order listed on the awards recipient form.]

**"Will \_\_\_\_\_ (listed on awards recipient form) please come forward to accept the trophy?**

**"Congratulations to \_\_\_\_\_, the 2021 NCAA Division III Women's Ice Hockey national champion!**

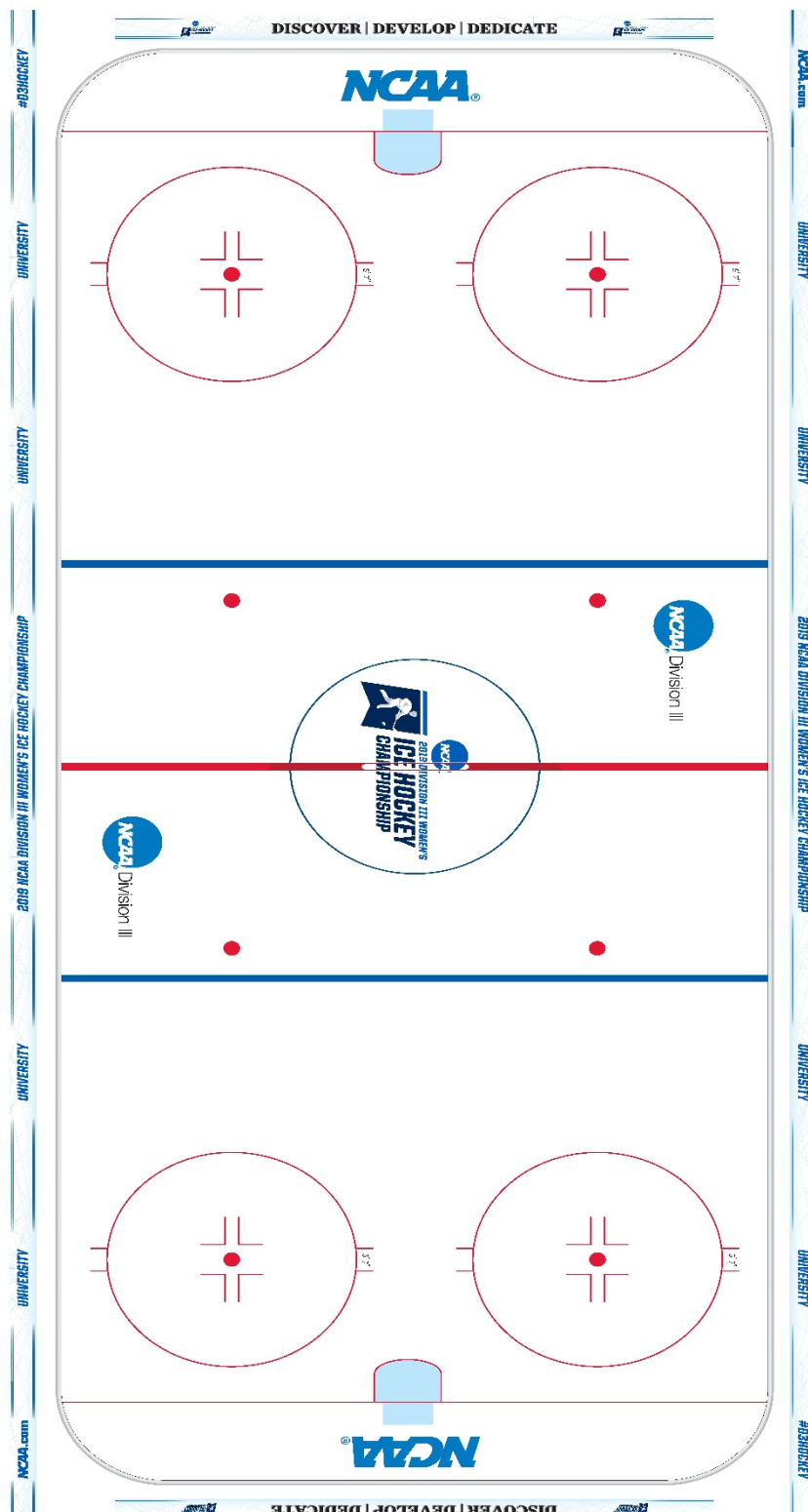
**"Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA Women's ice hockey. Please travel home safely."**

(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."

## DIVISION III WOMEN'S ICE HOCKEY ICE AND DASHER LAYOUT

Team name dashers in alphabetical order. All dashers = 33 inches high.



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 pre-championship 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.



**Elite 90 (Finals Only)****Award Presentation.**

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

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

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

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

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

**In-venue presentation.** The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend

**Other in-venue recognition.** If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. VWSE will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the (list year/championship here: 2019 NCAA Division III Men's Ice Hockey Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

**Press release.** On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate, this press release may also be provided to the host for distribution to local media.

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

For more information on the Elite 90 award winners, log on to [NCAA.com/elite-90](https://www.ncaa.com/elite-90).

This is the agenda for the conference calls for teams participating in preliminary-round games of the Division III Women'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 (visiting team guaranteed a minimum of one-third of the facility capacity) 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 H • 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).

	<u>Activity</u>	<u>Clock Time</u>
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 2020-21 and 2021-22 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.

This is the agenda for the conference call for teams participating at the finals site of the Division III Women'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).

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 skaters and three goal keepers; and up to 22 in uniform for competition - 19 skaters 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).

	<u>Activity</u>	<u>Clock Time</u>
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	10:00

- |    |  |      |
|----|--|------|
|    | warning)   |      |
| 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.
    - d. Fifteen minutes, unless the games committee determines the ice is not ready for play.
    - e. Notification of teams three minutes before face-off (home team followed by visiting team).
    - f. Officials on ice followed by home team and visiting team.
  6. Overtime procedures. Refer to page 81 (Rule 91 – Tied Games) in the 2020-21 and 2021-22 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.

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 1/2" – minimum 3/4" 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

		Ice Plant										Arena										Players Bench		Ice Plant																			
		Supply Temp. _____										Humidity: _____ Should be below 50%												Return Temp. _____																			
		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																			
		* * * * *										* * * * *												* * * * *																			
1	_____	1	_____	2	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____	21	_____
2	_____	2	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____	21	_____		
3	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____	21	_____				
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9	_____	9	_____	10	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____	21	_____																
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11	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____	21	_____																				
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## 2020-21 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance and support is greatly appreciated in making this a success.

### Latest Version of StatCrew Required

All NCAA hosts will need to have the 2018-19 version of StatCrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using StatCrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below) for alternate instructions, including FTP configuration for StatCrew Cloud. ***Please note: StatBroadcast is not affiliated with StatCrew software.***

### NCAA LiveStats Integration

For hosts that utilize NCAA LiveStats for Basketball, we will reach out with further instructions once we get closer to those respective championships.

### Downloading NCAA Broadcastr 9.0

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 will 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.





## Streaming Requests

### Live Video Streaming Rights Requests (early round only)

Turner Sports owns the rights to stream NCAA Championships. ESPN and other entities will request rights to live video stream certain events. If Turner, or any other entity plans to live video stream your event, you will be contacted within 48 hours of your event.

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights.

All non-commercial live video streaming rights fees will be waived.

Any commercial streams will incur a \$1,000 fee per stream.

*Note: Hosts are encouraged to make streaming requests at least 2 days in advance of the event they wish to stream.*

Turner Contact Information Jason Venson

[jason.venson@turner.com](mailto:jason.venson@turner.com)

404-704-2493

**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.
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 ArbiterPay. Officials should register at <https://ncaaicehockey.arbitersports.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 \$225 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 \$170 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. ArbiterPay 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.

**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."

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 102 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.

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Signature of Participant Date

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

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

### **Thursday, March 18**

*Practices will take place at the venue.*

9-10:15 a.m.	Game 1 visitor
10:30-11:45 a.m.	Game 1 home
12-1:15 p.m.	Game 2 visitor
1:30-2:45 p.m.	Game 2 home
3-4:15 p.m.	Game 3 visitor
4:30-5:45 p.m.	Game 3 home
6-7:15 p.m.	Game 4 visitor
7:30-8:45 p.m.	Game 4 home

### **Friday, March 19**

11 a.m.	Quarterfinal game 1
2 p.m.	Quarterfinal game 2
5 p.m.	Quarterfinal game 3
8 p.m.	Quarterfinal game 4

*Practice times TBD based upon ice availability.*

### **Saturday, March 20**

8:30-9:30 a.m.	Practice – semifinal game 1 visitor (open)
9:45-10:45 a.m.	Practice – semifinal game 1 home (open)
11 a.m.-12 p.m.	Practice – semifinal game 2 visitor (open)
12:15-1:15 p.m.	Practice – semifinal game 2 home (open)
1:30 p.m.	Officials meeting
3 p.m.	Semifinal game 1
7 p.m.	Semifinal game 2

### **Sunday, March 21**

11 a.m.-12:30 p.m.	Practice – championship visitor
1 p.m.-2:30 p.m.	Practice – championship home

### **Monday, March 22**

11 a.m.-12 p.m.	Practice – championship visitor
12:15-1:15 p.m.	Practice – championship home
1:15 p.m.	Facility cleared for game preparation
3:30 p.m.	Championship game

\*All times listed are local. Times subject to change.

## Appendix Q • Standard Ticket Back Disclaimer Language

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

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



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

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**

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 S • 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.

"Good [afternoon/evening] ladies and gentlemen and welcome to the 2021 NCAA Division III Women'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."

### 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](http://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](mailto: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](#)

### **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.](#)