



**2020 WOMEN'S  
NATIONAL COLLEGIATE  
ICE HOCKEY  
CHAMPIONSHIP**

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

*Quarterfinals*

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**SECTION 1 – NCAA Committee and Staff**

| <b>NCAA National Collegiate Women’s Ice Hockey Committee</b>                                       |   |
|--|---|
| Anita Brenner<br>Cornell University<br>Deputy Director of Athletics/SWA                            | Paul Flanagan<br>Syracuse University<br>Head Women’s Ice Hockey Coach                                 |
| Katie Crowley<br>Boston College<br>Head Women’s Ice Hockey Coach                                   | Abbey Strong<br>University of Minnesota Duluth<br>Assistant Athletic Director-Compliance and<br>Camps |
| Kate McAfee<br>University of New Hampshire<br>Associate Athletics Director for Event<br>Management |   |

| <b>NCAA Staff</b>   |  |
|---|--|
| Jan Gentry<br>Associate Director, Championships and<br>Alliances, Operations<br>Office: 317-917-6626<br>Email: <a href="mailto:jgentry@ncaa.org">jgentry@ncaa.org</a> | Paige Newman<br>Assistant Coordinator, Championships and<br>Alliances, Operations<br>Office: 317-917-6660<br>Email: <a href="mailto:pnewman@ncaa.org">pnewman@ncaa.org</a> |

**SECTION 2 – Alcoholic Beverages and Tobacco Products**

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

- Comply with, and certify in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
  - Permissible types of alcoholic beverages;
  - Eligibility for the sale and distribution of alcoholic beverages;
  - Indemnity, warranty and insurance obligations; and
  - Verification.
- Agree to (1) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (2) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (3) permit the books, records and accounts of host, venue and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected,

audited and copied by the NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.

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

### General

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

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

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

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

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

### **SECTION 3 – 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 NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

## SECTION 4 – Awards

### Awards Presentation

Quarterfinals. No awards ceremony will be held after the quarterfinals. The host institution should plan on delivering the participant medallions to the non-advancing team's locker room or making arrangements with each team's respective administrator prior to its departure from the site.

### Championship Awards

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

## SECTION 5 – Bands/Spirit Squads/Mascots

### Admission

A maximum of 25 band members, including the director, 12 uniformed cheerleaders and/or pep squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator should be asked to submit a typewritten list to the tournament director and committee liaisons at the administrators' meeting prior to the competition.

### Artificial Noisemakers

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

### Designated Areas

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

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

### Electronic Amplification

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands may use electronic amplification equipment with the specific approval of the NCAA liaisons. The host institution should be prepared to assist with accommodations.

### Fight Songs/Music

If a team does not have a band present, it may provide a tape of the institution's fight song to be played at the first timeout of each period. Alternate between band and electronic music (if only one band and no team music then use electronic music). Only one band can play at every time out.

### Pregame Music

No host team warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select and administer the music.

## SECTION 6 – Banquet

Quarterfinals. 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 will NOT be permitted at preliminary rounds.**

## SECTION 7 – Broadcasting/Internet

Please log on to [ncaa.com/media](http://ncaa.com/media) for information regarding broadcast/Internet rights.

### Webcasting

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 (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## SECTION 8 – Championship Marketing

### Contacts

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

### Expectations

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- 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.

### 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 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.

#### **Social Media Guidelines**

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences

should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [NCAA.org/socialmedia](http://NCAA.org/socialmedia) for a listing of official NCAA social media accounts.

## Applicable Marketing Bylaws

### **NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions**

**12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

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

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

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

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

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

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



## SECTION 9 – Championship Merchandise/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](mailto: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 NCAA championships. Host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.

- Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
  - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
  - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
  - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

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

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

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

## SECTION 10 – Championship Presentation/Fan Engagement

### Ancillary Events

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

- All plans must be approved in advance by the NCAA
- NCAA marks, logos, name or references to the championship or tickets may not be used
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P)

- Such an activity may not take place on property controlled by the competition venue

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

### Logos

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

### Public Address Scripts

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

### Video Boards

The NCAA will provide video board content to sites that have such capabilities. A run of show will be provided in addition to the PA script in these instances in order to specify timing and content delivery. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

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

Fred Bowen – Senior Producer  
Van Wagner Sports & Entertainment, Inc.  
Telephone: 574-807-5287  
Email: [bowen@vwbsn.com](mailto:bowen@vwbsn.com)

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

### In-Venue Entertainment

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

#### ***Break In Action Contests or Promotions***

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

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier)
- Must be appropriate and in good taste
- Must fit safely within given time constraints with no chance of interfering with the competition

- No links or resemblance to gambling
- Participants must be randomly selected
- No bias toward or against any participating team
- Campus and venue rules must be considered when developing the contest or promotion
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted

### **National Anthem Singers**

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

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

### **Youth Sport Team Recognitions**

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

- Must be unobtrusive to the competition and allotted warm-up time for the student-athletes
- Youth teams should be younger than high school age to avoid any possible recruiting concerns
- Must not include any commercial recognition (unless approved by the NCAA)
- The youth group being represented must provide chaperones, transportation and assume all supervision of the youth teams while they are at the championship
- The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
- The host should provide on-ice staff/volunteers to guide the youth group through the presentation

### **Enhanced team introductions**

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

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

### **Musical Entertainment**

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

### **Affiliated award recognitions**

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

## **Military Involvement**

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

### **Guidelines**

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

**Space Requirements**

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

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

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

**Premiums Guidelines**

The competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

**Laser Pointers.** Laser pointers of any kind.

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

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

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

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

**NCAA Corporate Champion and Corporate Partner Program**

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with 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/partners, please click the following link:

[NCAA Corporate Champions and Partners](#)

#### **Local Contributor Program**

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

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

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

#### **NCAA Trademarks**

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

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

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

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

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

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

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

**For blue disk/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 disk/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 Softball Championship.

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

## Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## Official Championships/Licensee Suppliers

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

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

For a list of NCAA licensees and official equipment suppliers, please click the following link:

[NCAA Licensees and Suppliers](#)

## Advertising/Signs/"Look and Décor"

- a. Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface 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.
- b. 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.

- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two 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 design and placement of signage in the competition, practice and ancillary event venue(s) must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If the facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. 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 document is signed.

**Dasher Boards.** The arena will cover all signage on the "dasher boards" prior to the practice sessions. The "dasher boards" will remain covered throughout the competition and practice sessions.

**Arena Signage.** The arena shall darken all commercial advertisements in the spectator seating area that can be viewed from the seats.

**Illumination.** All previously contracted static permanently installed advertising panels may remain uncovered, but any illumination of such signs must remain "off" during the NCAA tournament.

**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.

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

### Temporary Promotional Displays

Other than reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships and Alliances Corporate Relations team.

## SECTION 12 – Competition Site Requirements/Diagrams

### Concessions

Food and beverage prices shall be no higher than at similar events or primary tenants in the facility.

### Facility Availability

The competition site shall be reserved for the exclusive use of the NCAA beginning at 6 a.m. the day prior to competition through 3 a.m. Sunday. All space shall be available and set up by the time the site representative arrives on to conduct a facility walk through.

### Locker Rooms

A minimum of two (2) comparable locker rooms with shower facilities should be provided for the teams, and two (2) locker rooms with shower facilities should be provided for the game officials.

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

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.

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

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), and grease boards, markers and erasers for all practices and games. The committee will inspect the locker rooms prior to the first practice.

Signs. Signs should be posted to identify the teams' and officials' locker rooms.

### NCAA Space Requirements

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band/spirit squad).

Player-Guest Entrance. A gate must be identified to admit patrons holding player-guest tickets.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches.

Media Areas. The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media's work and access for coaches and players. There needs to be adequate distance between the interview area and ice to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

NCAA Committee/Games Committee Meeting Room. Room should be large enough to accommodate 15 people comfortably. This area needs to be close to the ice and not visible to the public.

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.

### **Parking**

The host shall provide five complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.

### **Signage/Advertising**

CC/P Signage Requirements. NCAA Corporate Champion/Partner banners should be displayed on the concourse (indoor championships) or at the entrance (outdoor championships) at eye level, preferably.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and at all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

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

- NCAA Radio Banner (one)
- NCAA Banner

*Note: These banners may used to cover non permissible signage.*

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

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain.

Directional Signage. Directional signage should be posted in all areas used by the participants and the media.

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 specifically provided by the NCAA. The NCAA will provide video board programming for the Women's Frozen Four.

### **Videotaping**

Quarterfinals. Institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. Each institution is permitted to use one camera. An institutional representative shall contact the tournament director at the host site to arrange for camera

space at that site.

**DVD Exchange.** Teams participating in the quarterfinal round are required to forward a DVD of their most recent game to their opponent for arrival by noon on Tuesday. The copy should be high quality and contain the complete game. Teams participating in the semifinals of the Women’s Frozen Four must forward a DVD of their quarterfinal game to their semifinal opponent for arrival by noon on Tuesday prior to semifinal competition. The copy should be of high quality and contain the complete game. Non-compliance with this policy will be treated as misconduct and the committee will sanction schools as appropriate.

Teams are permitted to use an electronic video exchange if both parties are in agreement. The participating institutions, host and/or facility must videotape the entire ice from the time teams take the ice for pregame warm-ups, until they leave the ice after the completion of the game.

### **SECTION 13 – 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, International (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**

*Team Championships.* Hosts must identify two separate rooms (one for each team) where drug testing will be conducted. Separate restroom facilities are required if the championship includes both genders. The area must have controlled access. Only those authorized by the Doping Control Officer (DCO) will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

#### **Host Notification**

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

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

#### **Media Obligations**

*Team Championships.* Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the

news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

#### **Next-Day Testing**

*Team Championships Only.* If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 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.

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

#### **Seating**

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

- ***Confidentiality.*** Keep testing information confidential at all times.
- ***Contact Information (team championships).*** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the DCO.
- ***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 Director.*** The site coordinator will meet with the tournament director to discuss duties and budget development.
- ***Second Meeting.*** A second meeting shall be scheduled with the tournament director after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - ***Assistance.*** Assist the DCO during testing as directed.
  - ***Confirmation.*** 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.
- **Doping Control Officer**. Contact the DCO assigned to the site to discuss logistics.
- **Meet with Doping Control Officer**. Meet with the DCO the day prior to the scheduled testing date.
- **Plans**. Meet with the tournament director to finalize plans.
- **Invoice**. Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days of the conclusion of the championship.
- **Transportation**. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew)**. The drug-testing crew chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.

## SECTION 14 – Equipment

### Equipment Information

**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.

### Game Nets

Practice nets should be used during all practice sessions. Game nets shall be available for each contest. Game nets should be used in pregame warm-up sessions.

### Ice Surface

**Quarterfinals.** The playing surface should meet all specifications as outlined in the [2018-19 and 2019-20 NCAA Ice Hockey Rules and Interpretations](#).

The minimum area as described in the NCAA Ice Hockey Rules and Interpretations book will be the guideline for determining the playable area. Once the minimum playable area is reached, space for cheerleaders, photographers and other necessary personnel can be determined.

**NOTE:** To be eligible to host quarterfinal competition, all prospective hosts **MUST** use the recommended distance of 5’7” between the hash marks on the outer edge of both sides of each face-off circle and parallel to the goal line. (Refer to Rule 1.9 of the 2018-19 and 2019-20 NCAA Ice Hockey Rules and Interpretations.)

### Pucks

**Quarterfinals.** The NCAA shall provide 100 game pucks (ice hockey logo) and 200 practice pucks (no logo) to each quarterfinal site.



### **Radios**

Quarterfinals. The tournament manager shall provide the NCAA staff or site representative with a handheld radio to use throughout the competition for communication with the tournament manager.

### **Telephones**

Telephone communication must be available for radio and television (if applicable). The television broadcaster will provide communication between the scorer's table and its truck for the committee liaisons.

### **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.

Quarterfinals. A backup timing device is required for the quarterfinals.

### **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.

## **SECTION 15 – Financial Administration**

### **Audit**

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

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

### **Approval of the Budget**

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

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

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

required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

### **Financial Report**

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

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 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 five business days of the report being approved by the NCAA finance and accounting department.

### **Drug Testing Expenses**

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#) (NCAA.org/Student-Athlete Programs/Health and Safety).

### **Game Expenses**

Game Officials. The host is **NOT** responsible for reimbursing game fees, per diem or transportation expenses for the game officials. These expenses will be paid directly by the NCAA via ArbiterPay. However, the following pay structure will be used by the NCAA and should be communicated to officials:

Quarterfinals. Referees – \$605/game; Linesmen – \$385/game; Video Replay Official – \$100/game; and Goal Judges – \$40/game.

The alternate official shall be in uniform. If the alternate officiates a game, the fee will be the same as for the official he or she replaced. If not, the alternate referee shall receive a fee of \$193/game.

Per Diem. Each official will be reimbursed \$45 per diem for each day at the championship according to NCAA policies.

NCAA Representative/Committee. The host is **NOT** responsible for reimbursing travel expenses or per diem for the NCAA representative or committee. NCAA representatives will submit their request for reimbursement of travel expenses through the online Travel Expense System.

### **Lodging Expenses**

Game Officials. Room and tax shall be direct billed to the host institution and will be reimbursed on the final financial report. Officials will be responsible for their own incidentals.

NCAA Affiliates. NCAA affiliates will pay their own expenses, including lodging costs.

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

NCAA Representative/Committee. Room and tax shall be direct billed to the host institution and will be reimbursed on the final financial report. NCAA site representatives and committee members will be responsible for their own incidentals.

**Participants**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA travel 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 previously outlined.

**SECTION 16 – Game Management**

**Administrative Meeting**

The committee, or its site representative, will conduct a mandatory administrative meeting before each round of the tournament to review championship matters. All matters pertaining to eligibility of student-athletes shall be determined at the meeting. Rules and other tournament matters will be presented and discussed, including players’ benches and which teams will wear home-team colors. The games committee chair shall be in charge of the meeting. It is mandatory that each institution’s athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) and the head coach attend the meeting.

*NCAA Representative(s). The ice hockey representative(s) at each site will meet the day before competition begins with the tournament director, media coordinator and facility manager. If requested by the ice hockey representative, additional personnel may participate. The NCAA championship manager will provide the committee representative and the tournament manager with a checklist to review during the meeting.*

**Games Committee**

Quarterfinals. The games committee shall include the NCAA site representative, tournament director and head referee, and the committee shall consult with representatives from the participating institutions.

**Goal Judges**

Goal judges will be assigned by the NCAA and should not need hotel accommodations.

**Video Replay Official**

Quarterfinals. The officials’ observer, assigned by the national officiating coordinator, will serve as the replay official.

**Home Team Determination**

Before the start of the tournament, the committee will seed the participating teams. The committee shall determine the assignment of locker rooms for each competing institution. The highest-seeded team will be considered the home team. It will conduct its warm-ups and play consistent with the arena’s policy for home teams.

**Official Scorer’s Personnel**

Scorer’s Area. There should be enough seats at the scorer’s area for the following individuals: official scorer, public-address announcer, scoreboard operator and penalty timekeeper.

Neutrality. All scorer's 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. They should report to the table no later than one hour prior to game time to meet with the game officials and committee.

Public-Address Announcer. The public-address announcer will follow the NCAA script for player introductions (see Appendixes).

Game Announcements. Other than player introductions, game proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature; e.g., announcing that a car has left its lights on; (c) announcements that NCAA souvenir merchandise, game programs and concessions are on sale in the arena; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or game officials, or to provide information pertinent only to the host institution's activities unrelated to the tournament (see Appendixes).

Player Introductions. The visiting team's starters, followed by support staff and coaches, will be introduced first. Then the home team's starters, followed by support staff and coaches, will be introduced.

During introductions, players shall take off their helmets. It is recommended that nonstarters leave their helmets on the bench and that starters leave their helmets on the goal cage. Specific information can be found under Pre-Game Protocol.

Tournament Director. The tournament director may serve solely in this capacity at the scorer's table; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

### **Participant Information**

Admittance to Competition Site. Participating institutions must submit a pass list to the women's ice hockey committee at the mandatory administrative meeting. This list will provide the names of the teams' official traveling parties who should be admitted into the facility. This list is limited to 34 individuals.

Participant Manual. The NCAA shall provide a template for a participant manual to each host. The host shall customize the manual and provide it to the visiting team(s). The manual shall provide details for the championship (e.g., hotel contacts, ticket information, practice times, etc.).

Team Hosts. The host institution should assign each team a host or hostess to assist it during its stay.

### **Practice**

Each team shall be allowed to practice in the arena. Security should be provided during practice sessions (including locker room areas).

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

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

Closed Practice (if applicable). If practices are closed, they will be open to the media but closed to the public. Television technicians may be in the area (if necessary) for televised game preparation.

Practice Schedules. Teams shall be allowed to practice in the arena the day or evening preceding the opening of the tournament, the day of the game and the day or evening between sessions. The women's ice hockey committee is authorized to schedule or reassign practice times.

#### Practice Length/Timing

All practices shall be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the ice. 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.

Quarterfinals. On the day prior to the quarterfinal game, each team will be provided a 75-minute practice opportunity on the game ice. Practice times should take into account travel plans for the visiting team and must be approved by the NCAA site representative assigned to the quarterfinal game. If a game begins at 3 p.m. or later, each team will be provided a one hour game day practice opportunity. The game day practice will not begin prior to 10 a.m. and must be completed by 1 p.m. Exceptions to these policies must be approved by the NCAA site representative assigned to the game. In all cases practice opportunities must be equal for both teams beginning the day prior to the quarterfinal game. Practice times may not be altered without prior consent of the National Collegiate Women's Ice Hockey Committee.

### **Pre-Game Protocol**

National Anthem. The national anthem shall be played by one of the participating institutions' bands (to be determined by a coin flip if there is no mutual agreement) just prior to the faceoff. The anthem shall be played before each game.

Team Introductions. After the team warm-up, the following protocol will be used for the national anthem and player introductions at all rounds of competition:

- On returning to the ice, both teams shall circle their respective ends of the ice and meet at their respective goals;
- The "visiting team" starters will be introduced first, then the "home team" starters;
- After being introduced, each starter shall skate to the blue line;
- After introduction of each respective team's lineup, remaining players shall skate to the blue line;
- The U.S. national anthem shall be played; and
- After the anthem, the teams may have a short huddle at their respective goals before the faceoff.

### **Starting Times**

The committee will approve all starting times. The host institution in consultation with the committee will determine order of games.

Quarterfinals. Games must be completed by the Saturday prior to the start of the Women's Frozen Four. Game times will be at the discretion of the host institution, but final approval rests with the National Collegiate Women's Ice Hockey Committee.

### **Game Protocol Sheets**

On the day of the game, the tournament director shall distribute copies to all scorer's table personnel and post the sheets in a visible place in the game officials' and teams' locker rooms. Please confirm the protocol schedule with NCAA staff prior to distribution.

Quarterfinals. Please refer to pregame protocol format in the Appendixes.

### **Statistics Crew**

The statistics crew should be set up in accordance with the institution's normal operating procedure. The committee will make every effort to accommodate normal arrangements but may make adjustments if necessary after evaluating such factors as space availability, requirements of television personnel, etc.

### **Team Benches**

Rule 3.1 of the 2018-2019 and 2019-20 NCAA Ice Hockey Rules and Interpretations will be enforced. For the National Collegiate Women's Ice Hockey Championship, the committee will determine the bench assignments.

Bench assignments. The higher-seeded (lower number) team is home and wears light uniforms. Visitors shall wear dark uniforms. The committee will assign benches prior to the start of the event.

Squad size. Teams are limited to 19 skaters plus not more than three nor fewer than two goalies.

Replacements are permitted up to the starting time of the game. After the game begins, no replacements shall be permitted for any reason. The number of student-athletes in competitive uniform shall not exceed the prescribed number at the start of the contest. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Bench size limit. Only six non-playing personnel shall be allowed on the bench, providing a maximum bench limit of 28.

Team Doctor. If an institution wishes to have its own team doctor in the bench area, that individual will count in the bench limit of 28.

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

### **Travel Party**

The official travel party for this championship is 34 individuals. Participating institutions may refer to the NCAA Championship travel policies ([ncaa.org](http://ncaa.org)) for all information regarding transportation and per diem expenses.

## **SECTION 17 – Insurance**

### **Liability**

#### **If the event is held on-campus:**

The 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. The certificate must be submitted to the 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 general liability coverage. (This is the minimum requirement per NCAA bylaws).

#### **If the event is held off-campus:**

The 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. The certificate must be submitted to the 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 general liability coverage. (This is the minimum requirement per NCAA bylaws).

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

## **SECTION 18 – Lodging**

For all NCAA non-predetermined preliminary-round competition, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions and advise them of the arrangements. The selected hotel properties shall be within 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. Each participating institution is obligated to confirm or cancel the accommodations.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials are housed or the hotel designated as the headquarters hotel.

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

### **Team Hotels**

*Quarterfinals.* The host institution shall make reservations for its opponent and advise it of the arrangements. The opponent is obligated to confirm or cancel the accommodations. A minimum of 17 double/double rooms shall be reserved.

### **Drug-Testing Crew**

The host institution shall reserve four (4) rooms for members of the drug-testing crew at the headquarters hotel.

### **NCAA/NCAA Representatives' Hotel**

*Quarterfinals.* One (1) room for the NCAA site representative shall be secured. Please confirm the arrival date with the representative.

### **Officials**

*Quarterfinals.* The NCAA will assign five officials for each game and one (1) room should be reserved for each official that is required to stay overnight, if needed. The room and tax (excluding incidentals) should be direct-billed to the host institution.

### **Merchandising**

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will

be a pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

## SECTION 19 – Media Services

### Championship Records

NCAA championship records are available in PDF format at 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

Quarterfinals. All media credentials are authorized and issued by the host.

**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.

Credentials may be issued to the following, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff not needing all access (based on space and demand, it may not be necessary to produce a staff 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). All media credentials will be authorized and issued by the media coordinator. Conditions placed on use of a credential will be printed on the backside of the credential. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) certified media from the immediate locale of the championship or the immediate locale of the competing teams; (2) national/regional certified media; and (3) campus media certified by the director of athletics and/or sports information director of each participating and host institution.

The use of any other credential or entry badge is prohibited, except for concession workers, maintenance personnel, ushers, security officers or ticket takers.

Printing. The NCAA will print the credentials for the Women’s Frozen Four only.

Labels. The name of each credential recipient should be affixed to the credential by using a label.

- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party). The travel party for the championship is 34. For the finals site, the NCAA will print and distribute to host institutions/sponsoring agencies all credentials for the championship. The following will be admitted free of charge: 25 band members, 12 cheerleaders, one mascot and 34 members of each institution’s travel party. These individuals will be admitted via a gate list and will be provided credentials for access while inside the building. Seating will be provided for 34 members of the travel parties when their institutions are not playing. Individuals not included with the travel party of 34 must purchase tickets.



Up to nine (9) additional credentials may be requested. However, those persons must have a ticket for admittance to the facility. The credential will allow them access to the locker room and interview area.

- 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].
- Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season. However, in no case may 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.

For the radio agreement form, and radio and Internet policy, refer to [ncaa.com/media](http://ncaa.com/media).

- 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., a total of 50 credentials shall be provided to the entity televising the games and claimed in person by the producer to allow access to specific places such as the truck compound. Please refer to [ncaa.com/media](http://ncaa.com/media).
- Other 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.
- 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” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

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

#### **Credential Qualification and Acceptance**

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

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

#### **Credential Boards**

Quarterfinals. The host will provide credential boards, if necessary.

#### **Final Results Books and Statistics**

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

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

#### **Flip Cards**

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

### **Internet Policy**

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

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.

#### ***Internet Live Statistics***

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 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)).

### **Live Scoring**

Please refer to the [ncaa.com/media](http://ncaa.com/media).

### **Media Accommodations**

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

***Meals.*** A hospitality area, preferably adjacent to but not in the press area, should be established to serve up to 50 individuals. A buffet shall be served prior to each semifinal game and before the championship game. The NCAA will approve the menus and control the invitation list. Disbursements should be guided by the budget which was originally submitted by the tournament director and approved by the NCAA national office.

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

Work Room. If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

#### **Media Guides and Postseason Guides**

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

#### **Microphones**

The placement of microphones on a team coach, in team huddles and bench area, in the penalty bench area or in the scorer's table area is prohibited at all NCAA championships.

#### **Microsite Guidelines**

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

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

#### **Dining, Shopping and Attractions**

The following topics are permissible to house within your microsite:

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

#### **Local News**

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

#### **Venue and Transportation Information**

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

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

#### **Volunteer Information**

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

### **Travel Information**

Hotel, car rental and other travel accommodations should link to: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

### **Selections, Preliminary Rounds and Broadcast Schedule**

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

### **Email Sign Up**

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

### **Logo Usage**

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

### **Copyrights, Licensing, Trademarks and Corporate Marks**

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

- Host cannot promote or click thru to any URL other than NCAA.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro- site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

### **Social Media**

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

### **Mobile Version**

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

### **Metrics**

Host institutions should provide analytics to Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)) and Anne Clendenin ([aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)). At a minimum, analytics should include the following five categories:

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

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

Once your site has been developed, please send the URL to Anne Clendenin ([aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)) for review and approval.

Should you have any questions, please contact:

Anne Clendenin  
Assistant Director, Championships and Alliances  
317-917-6643  
[aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)

### **News 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 pre-championship 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.)

### **Team Championships with a Formal News Conference.**

The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

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

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

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or 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.)

*Order of Appearance.* The winning coach and players shall be scheduled in the interview room before the non-winning coach and players, with the exception of the national championship game, after which the non-winning coach and players shall be scheduled first. The players should report to the interview room wearing their game jerseys or institutionally provided apparel.

*“Selected Media” Policy.* Coaches may open their dressing 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 dressing room before the cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area.

*Quotes* – shall be distributed to the media immediately following each press conference.

#### **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.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so players are able to wait comfortably.

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 previous host for 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
- Backdrop – the NCAA will provide microphone flags and a news conference backdrop for the Women's Frozen Four with the NCAA logos to be hung behind the podium.

Women's Frozen Four. An interview room should be set for 50. The host shall provide elevated interview and camera areas, adequate, TV lighting sound equipment (microphones, amplifier, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment. "Dress" the room appropriately to reflect the prestige of the event by; (a) placing NCAA seals and logos on the podium and walls; (b) using draping on the tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for cameras at the back of the room, and (e) providing a sound system. A security officer should be stationed outside the room to check credentials; game officials should not be allowed in the interview room.

News Conference Schedule. News conferences are to be arranged as follows (all times tentative):

#### Thursday – Arena Interview Room

- 11:15 – 11:30 a.m. – Head coach and one player from the Semifinal Game No. 1 first practice
- 12:30 – 12:45 p.m. – Head coach and one player from Semifinal Game No. 1 second practice
- 1:15 – 1:30 p.m. – Head coach and one player from the Semifinal Game No. 2 second practice
- 1:45 – 2 p.m. – Head coach and one player from Semifinal Game No. 2 first practice

One-on-one question-and-answer time for all coaches and players will follow immediately after scheduled time.

#### Friday – Arena Interview Room

- Immediately after each semifinal game
- Location: Arena interview room

#### Saturday – Arena Interview Room

- 3:30 – 4 p.m. – Winner of Game #2
- 4:15 – 4:30 p.m. – Winner of Game #1

### Sunday – Arena Interview Room

- Immediately after the championship final.

Head coaches and institutional representatives are required to attend the news conferences.

### **News Film and Mini-Cams**

Please visit [www.ncaa.com/media](http://www.ncaa.com/media) for updated information related to television, video and ENG policies.

### **Officiating Questions**

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

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

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

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

### **Personnel**

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Ensure photographers stay in appropriate places; hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmit stats, notes, quotes, through appropriate means (e-mail, fax, etc.).



- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – Escorts the coaches and student-athletes to the postgame press conference.

### Photographers

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

### Photography

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

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

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

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

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

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through [Getty Images](http://www.gettyimages.com). To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>.

For additional questions regarding championship photography, please contact Levida Maxwell by email ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)) or phone 317-917-6356.

### Photography Area Policies

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

### Press Box

At the Women's Frozen Four, 30 positions and eight (8) photography/television spaces should be available.

### Radio/Internet Audio Coverage

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log on to NCAA.com/media and then click on “2019-20 Audio Policy.”

### **Scout Video Coordinator**

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

Restricted Space. On completion of the game being filmed/videotaped, the video coordinator will be required to immediately depart the area in order for other video coordinators to establish their shooting positions.

### **Seat Assignments**

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

Labels. Identification labels or place cards (by name/affiliation, if possible) shall be placed at all media seats.

### **Security**

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

### **Social Media Guidelines for Hosts**

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

#### **Host Promotion of Championships**

Many 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 NCAA Associate Director of Social Media Chris Dion ([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 considerations when planning for social media event marketing:

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

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

### Spectator Photography/Video Cameras

Flash photography is prohibited; however, spectators are permitted to bring video cameras. Fans must remain in their seats and not obstruct others' view.

### Statistics Reporting to the NCAA

Each host should make sure the XML file for each contest is uploaded into the NCAA system. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [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:

- Email 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

### Strobe Lights

Strobe lights for photography 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 requiring 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 or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of an 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.

#### **Team Videographer**

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

**NOTE:** The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

**PLEASE REFER TO THE NCAA CHAMPIONSHIPS DIGITAL HIGHLIGHTS POLICY FOR GUIDELINES REGARDING HOW FOOTAGE MAY BE USED ON THE OFFICIAL ATHLETIC WEBSITE.**

<http://www.ncaa.com/content/member-school-digital-highlights-policy>

#### **Team Practices**

All team practice sessions are open to the media but closed to the public, unless otherwise determined by the committee that practices shall be open to the public.

#### **Telephones/Internet**

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance, only if cell phone service is not adequate. These phones should be limited to credit card, toll-free, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

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

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional "hookup fee" to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

#### **Video Replay**

Space for three (3) plus equipment must be available.

### **Working Press Room**

The media coordinator is responsible for the working pressroom at the arena.

Working Area. Fifty (50) positions should be available.

Time of Operation (Women's Frozen Four). The working area shall be available to the media during the following times: Thursday 9 a.m. to 5 p.m.; Friday 9 a.m. to postgame; Saturday 10 a.m. to 5 p.m. and Sunday 9 a.m. to postgame.

Office Space. Space will be established for media coordination and the women's ice hockey committee.

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

Photocopy Machine. At the arena, the host institution/sponsoring agency shall provide at least one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minute. This machine shall be in an area convenient to the media.

Facsimile. A facsimile machine shall be available in each working press room. If necessary, a sign-up sheet should be posted for use after each game.

AC Drops. Electrical outlets (110-volt AC) shall be provided to all working press areas. The minimum requirement is one outlet for every telephone installed in the working press room and in the press box. It is suggested, however, that one outlet be allocated to every two seats, both in the press box and in the working press room.

Computer Ethernet. At each site there should be a minimum of 2 ethernet connections or wireless (preferred) access.

Skirting, Pipe and Drape. Materials should be available for work areas as designated by the women's ice hockey committee.

Coat Racks. Coat racks should be available for use by the media inside the security zone near the work area.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information. Each school's information and materials, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout practices and competition. Only NCAA, BODYARMOR and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

### **SECTION 20 – 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).

### **Medical Facilities**

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

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

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

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

Participants. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The athletic 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, if a situation arises, they will be provided a credential and escorted to the team locker room or athletic training room.

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

### **Concussions**

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

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

### **Medical Staffing**

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

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits 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.

## **Portable Baths**

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

## **SECTION 21 – Neutrality**

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pre-competition or between-competition activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

## **SECTION 22 – Officials**

Selection and assignment of officials for all tournament games will be made by the women's ice hockey committee, based on recommendations submitted by the NCAA national ice hockey coordinator and NCAA conferences/associations. Officials shall adhere to the Association's policies relating to gambling activities and drug and alcohol use.

## **Confidentiality**

Participating teams will be advised of the officials assigned to their competition the day of the game. The committee representative will meet with the officials (separately from the participants' meeting) to review their responsibilities, review the expense process through ArbiterPay, and distribute the NCAA patches.

## **Meetings**

Referees and linesmen are required to attend the officials meeting prior to the conduct of the competition. All minor officials must attend. All officials shall arrive at the game site at least two hours before faceoff time and, with the tournament director and committee representative, survey the arena.

## **Policies**

A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

1. The two-referee, two linesmen system shall be used in all NCAA tournament competition. A conference that does not use this system during regular-season and conference-tournament competition shall not have its officials selected for NCAA contests.

In addition, a replay official shall be assigned to the Women's Frozen Four. During quarterfinal competition, the officials' observer, assigned by the national officiating coordinator, will serve as the replay official during quarterfinal competition (if equipment is available). NCAA replay procedures shall be followed at all rounds (please refer to the 2018-2019 and 2019-2020 NCAA Ice Hockey Rules and Interpretations).



2. NCAA Divisions I and II conferences that sponsor women's ice hockey will be asked to recommend the top six referees and the six linesmen believed to be capable of officiating in the NCAA tournament. In addition, each conference will be asked to submit a separate list of potential standby officials for quarterfinal games, if applicable. All recommendations will be considered by the committee without bias. The appropriate forms on which to submit the recommendations will be sent to conference commissioners in January.
3. No official shall be assigned to any session unless the official agrees to refrain from entering into any officiating commitment the day before the tournament game date. The official also must agree to be at the site of the game the night before the competition, remain in the immediate vicinity and be readily available to the committee representative until the completion of his or her assignment(s) at that site. Each official must contact the women's ice hockey committee representative immediately after arrival and notify him or her in case of any unforeseen delay.
4. Participating teams shall not be advised of the officials assigned to their competition until game time. Accordingly, officials shall not be contacted by or make contact with the host institution or any of its representatives; all contact shall be through and with the women's ice hockey committee representative staffing the competition or the national coordinator of officials.
5. At quarterfinal and championship sessions, the tournament director shall arrange for seating for the officials when they are not working a game. [Note: Their seats should not be in the press area or in the section reserved for a team.]
6. Officials will not participate in any tournament-related activities before, during or after the game, except officiating the contest.

#### **Uniform**

Game officials shall wear an NCAA patch on their uniforms or jackets while officiating in NCAA tournament play. Any other patch will not be permitted. NCAA patches shall be provided by the NCAA national office.

#### **SECTION 23 – Programs**

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days 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 advertising space for sponsors, etc., should contact Doug Iler ([doug.iler@learfieldimgcollege.com](mailto:doug.iler@learfieldimgcollege.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 24 – Safety and Security

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

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

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

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

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

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

### **Preparation**

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

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

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

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

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

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

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

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

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

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorer's table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

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

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

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

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

### **Crowd Control**

The tournament director must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies.

### **Personnel**

Adequate uniformed security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, 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.

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

Emergency Plans. Facility management must have specific written policies and procedures outlining the

facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament director should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Impermissible Items. The tournament manager and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

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.

**Weather**

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

**SECTION 25 – Tickets/Seating**

**Allotment (Participating Institutions)**

Quarterfinals. An adequate number of tickets should be provided to the visiting team. The women's ice hockey committee reserves the right to determine the number of tickets.

Bands. For admittance, band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. The host shall inform each participating institution of the location of seats that have been designated for band members. This information also should be included in the participant manual.

Player-Guest Ticket(s) Purchase. Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for the student-athletes. Tournament directors should establish a "pass gate" for the involved individuals. A designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament director) at the arena. The individuals will proceed through the pass gate to a nearby area (to be determined by the tournament director) with a table or booth that will accommodate one individual from each institution. At the table, each individual will be identified by a representative of the appropriate participating institution. Each individual will be given a ticket stub and will be directed to his or her seat.

Payment. Full payment for tickets must be forwarded to the tournament director within 30 days of the last date of competition at the site. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. A \$500 fine shall be assessed for each day an institution fails to pay for its tickets after the 30-day deadline. The women's ice hockey committee may waive this provision based on extenuating circumstances. If there are any outstanding payments on the 30<sup>th</sup> day after the competition at that site, the tournament director should notify championship manager Jan Gentry at the NCAA national office with details regarding this delinquency on the same date.

Locations. Unless otherwise specified by the NCAA, prime tickets are considered those between the goal

lines either in the lower or second level of a facility.

Seating Chart. The tournament director will provide, in the participant manual, the competing institutions a seating chart specifying the location of their seats and the area where the band and cheerleaders will be located.

#### **Allotment (Other)**

Drug-Testing Crew. In the event of drug testing, each of the 10 members of the drug-testing team shall be provided a seat. These seats may be located in the nonplaying participants' section, an "overflow" media section or an area approved by the NCAA. Members of the drug-testing crew will be issued a credential that will admit them to the arena, locker rooms and drug-testing site.

Women's Ice Hockey Committee. Representatives of the women's ice hockey committee should be issued a credential that gives them total access to the facility.

NCAA, IMG College and NCAA Corporate Champions and Partners. A minimum of 75 prime all-session tickets shall be reserved for the NCAA. The NCAA shall confirm the actual number annually with each host. The NCAA may return any excess tickets prior to the start of the tournament.

Officials. Reserve seats for the nonworking game referees and linesmen. Four prime tickets shall be reserved for each game official and standby game official to purchase for all sessions at the site. These are not complimentary tickets. The officials themselves should be provided a credential for admittance.

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

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

#### **Complimentary Tickets**

No complimentary tickets shall be issued, with the exception that children 24 months or younger may be admitted free or charge (if facility policy permits) if accompanied by a ticketed adult. In this case, the child must sit on the adult's lap and not occupy another seat.

#### **Email Databases**

The NCAA owns and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any honorarium associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship.

Any email marketing should include opt-in language for receiving more information from the NCAA.

A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.

#### **Promotions**

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.

Group Sales Opportunities. Hosts may sell discounted ticket packages to groups. Group sales programs and ticket prices must be approved by the NCAA.

Breaking of Ticket Books. All-session ticket books can be broken and sold as single session tickets, if approved in advance by the NCAA.

Use of Promotional Tickets. When tickets are used in radio giveaways, the following guidelines apply:

- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.
- Use wording like this when there is no NCAA Corporate Champion/Partner involved: “Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1.”
- Use wording like this when an NCAA Corporate Champion/Partner involved: “Enter the (Corporate Champion/Partner Name) Women’s Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21.”
- Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”

Ticket Donation. Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.

Ticket Mailings. Host institutions/conferences should send ticket information to the following groups:

- Booster club members
- Season ticket holders
- Previous year’s ticket holders of postseason competition, if applicable
- High school coaches in the area
- Local chamber of commerce and merchants
- Host institution’s faculty, staff and students
- Local youth-group leagues

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

#### **Ticket Prices**

Minimum ticket prices are as follows (for the Women’s Frozen Four, tickets must be purchased as a package until the day of the first game); the host institution may charge more if appropriate for the particular market:

Quarterfinals. The minimum ticket price for quarterfinals shall be \$5 for students with identification and \$10 for adults.

There shall be no complimentary tickets for press, radio and television organizations or personnel, except for the credential necessary to secure working space.

#### **Ticket Back (Disclaimer)**

Please refer to appendixes.

#### **Ticket Backs**

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).

### **Ticket Policies/Operations**

- 1. Ticket Design/Printing.** Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section. Printing expenses are considered permissible games expenses. For on-campus hosts, processing and distribution expenses are also permissible.
- 2. Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the championship expenses and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.
- 3. Control of Ticket Sales.** The LOC/host shall control all ticket sales for the championship. If necessary, the LOC/host and competition venue shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

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

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

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

The LOC/host or competition venue may not 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.

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



- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

#### 6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors. Include specific allocation here.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

#### 7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all seats available for sale, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.
- e. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a monthly basis. The

competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

- f. **Final Ticket Database.** The competition venue's box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please provide both customer and purchase information in an excel file, be sure to include at minimum: First/Last Name, Street Address, Email Address and Phone Number. If easier, please pull an event audit report with corresponding customer and purchase tables, as this would also suffice.

### **Ticket Sales**

Given that 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.

All-Session Sales. Except as noted herein, all tickets must be sold as all-session tickets. For the semifinals and final, any unused all-session tickets may be broken and sold as single-session tickets 24 hours prior to faceoff of the first semifinal game. Any modification to the ticket plan must receive prior approval from the NCAA.

Computerized Tickets. Computerized ticket agencies may be used for ticket sales only with NCAA approval.

Ticket-Related Expenses. If a computerized ticket agency is used, the host may not include costs associated with ticket operations or distribution as games expenses.

Credit Card Payments. Credit cards may be accepted as a form of ticket payment, and commissions paid to credit card companies shall be submitted as an expense in the budget.

Handling Fees. A maximum handling fee of \$2 or \$3 per all-session ticket may be charged for mail and telephone orders. Charges shall not be applied to group sales (e.g., participating teams, NCAA Corporate Champions/Partners). The host institution/conference may negotiate with the ticket agency to exclude other groups from the charges. All handling fees shall be reported on the championship financial report and forwarded to the NCAA as a portion of the championship receipts.

Joint Marketing. Marketing NCAA tournament tickets as part of a package with a host's regular-season or conference tournament tickets is permitted with prior permission from the NCAA. The sale of NCAA tickets may not be contingent on an individual purchasing regular-season or conference championship tickets made available by the host institution/conference.

Reporting of Receipts and Expenses. All service charges and handling charges collected by the ticket agency must be reported as receipts and as expenses on the championship financial report.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Service Charges for Box-Office Purchases. No service charge or handling fee may be charged for box-office purchases.

## **SECTION 26 – Transportation**

### **Participating Institutions**

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

Local Transportation for Teams. 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).

#### **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.

#### **Rental Cars**

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.

### **SECTION 27 – Volunteers**

#### **Goal and Recruitment**

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

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

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

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

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

Name Badges. If the LOC wishes to provide its volunteers or LOC executives with name badges, the design of the name badges must be approved by the NCAA, if not provided by the NCAA.

#### **Waivers**

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



NATIONAL COLLEGIATE  
WOMEN'S ICE HOCKEY CHAMPIONSHIP  
Travel Party Roster



\_\_\_\_\_ Quarterfinal                      \_\_\_\_\_ Semifinal (3/20)                      \_\_\_\_\_ Final (3/22)

Institution: \_\_\_\_\_

Please list each individual from your institution's travel party (limit of 34). **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk. Student-athletes should be listed in alphabetical order using lines 1-24.**

- |           |           |
|-----------|-----------|
| 1. _____  | 18. _____ |
| 2. _____  | 19. _____ |
| 3. _____  | 20. _____ |
| 4. _____  | 21. _____ |
| 5. _____  | 22. _____ |
| 6. _____  | 23. _____ |
| 7. _____  | 24. _____ |
| 8. _____  | 25. _____ |
| 9. _____  | 26. _____ |
| 10. _____ | 27. _____ |
| 11. _____ | 28. _____ |
| 12. _____ | 29. _____ |
| 13. _____ | 30. _____ |
| 14. _____ | 31. _____ |
| 15. _____ | 32. _____ |
| 16. _____ | 33. _____ |
| 17. _____ | 34. _____ |

Please list any additional individuals who should have access to the team (limit of nine). These individuals must have a ticket for admission to the facility, but will be provided with a credential to provide them with the necessary access. Individuals on this list will enter through the Team Entrance.

- |          |          |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ |          |

**Please submit this list at the administrative meeting.**



CHECKLIST

National Collegiate Women’s Ice Hockey Championship  
Quarterfinal Participant Teleconference

Dial-in Number: 866-590-5055  
Passcode: XXXXXXXX

March 9, 2020  
1 p.m. Eastern time

1. Introductions. (NCAA SITE REP)

- a. Congratulate participating institutions.
- b. Reference pre-championship manual and participant manual.
- c. Have each institution introduce the following:

**Team #1:** \_\_\_\_\_

Head Coach: \_\_\_\_\_

Administrator: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sports Information: \_\_\_\_\_

Ticket Office: \_\_\_\_\_

**Team #2:** \_\_\_\_\_

Head Coach: \_\_\_\_\_

Administrator: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sports Information: \_\_\_\_\_

Ticket Office: \_\_\_\_\_

- d. Thank host institution and invite (TOURNAMENT DIRECTOR) to welcome teams.

2. Team information.

- a. Pretournament meeting. (HOST)
- b. DVD exchange – most recent game prior to noon on Tuesday. (NCAA SITE REP)
- c. DQ/game misconduct disclosure form – turn in at pretournament meeting. (NCAA SITE REP)

3. Game/practice schedule and information.

- a. Team entrance/parking. (HOST)
- b. Practice times – refer to participant manual. (NCAA SITE REP)



8. Bands (25 including director)/cheerleaders (12)/mascot (1). (NCAA SITE REP)

| Team  | Band  | Cheerleaders | Mascot |
|-------|-------|--------------|--------|
| _____ | _____ | _____        | _____  |
| _____ | _____ | _____        | _____  |

9. Media. (HOST)

- a. Videotaping
- b. Team videographer.
- c. Credentials.
- d. Requested items from institutions.
- e. Radio rights policy.
- f. Webstreaming policy.
- g. Media room and accommodations.

10. Athletic training and medical emergency procedures. (HOST)

11. Security and emergency procedures. (HOST)

- a. Individual in charge of security
- b. Benches.
- c. Officials.
- d. Penalty box.
- e. Contact person if needed.

12. Logo policy statement. (NCAA SITE REP)

13. Sportsmanship and misconduct statement. (NCAA SITE REP)

14. Drug testing statement. (NCAA SITE REP)

15. Questions.

16. Adjournment.



CHECKLIST

National Collegiate Women’s Ice Hockey Championship  
Quarterfinal Administrative Meeting

1. Introductions. (NCAA SITE REP)

- a. Have individuals introduce themselves, institution and series responsibilities.
- b. Congratulate participating institutions.
- c. Identify games committee.

NCAA Site Representative: \_\_\_\_\_

Tournament Director: \_\_\_\_\_

- d. Thank host institution and invite (TOURNAMENT DIRECTOR) to welcome teams.

2. Game/practice schedule and information. (NCAA SITE REP)

- a. Date and time of games/uniform colors.

Quarterfinal: \_\_\_\_\_ (Home) ( \_\_\_\_\_ ) (Light) vs. \_\_\_\_\_ (Away) ( \_\_\_\_\_ ) (Dark)

Time: \_\_\_\_\_ Date: \_\_\_\_\_

- b. Team arrival time prior to practice/games.

| TEAM  | PRACTICES | GAMES |
|-------|-----------|-------|
| _____ | _____     | _____ |
| _____ | _____     | _____ |

3. Game information.

- a. Identify bench and warm-up areas. (HOST)
- b. Videotaping. (HOST)
- c. Squad size – 24 student-athletes. (NCAA SITE REP)
- d. Bench limit – 28 (NEW in 2018-19: 19 skaters plus not more than three nor less than two goalies; 6 non-playing personnel). (NCAA SITE REP)
- e. Pregame schedule – timing sheets posted in locker rooms. (NCAA SITE REP)
  - Starting lineups – assemble on goal line; starters come to blue line as named.
  - National anthem – teams remain at the blue line; face the flag until anthem is finished.
- f. Intermissions (15 minutes). (NCAA SITE REP)
  - Teams notified at 3 minutes before taking ice (home team; then visitor).



- g. Overtime procedures. (NCAA SITE REP)
    - Teams will go to the locker rooms.
    - Teams will change ends.
    - Sudden victory, 20-minute periods.
  - h. Video replay. (NCAA SITE REP)
4. Postgame schedule. (NCAA SITE REP)
    - a. On-ice handshake (coaching staff included).
    - b. Cooling off period.
      - Emphasize importance of being on time.
    - c. Press conference – winning team then losing team.
      - SID – bring coach and student-athletes to interview area.
      - Public comments on the officials – will be reviewed by committee if inappropriate.
      - Comments by/questions for the officials – will be gathered by a “pool reporter.”
  5. Mascots/cheerleaders – on ice during warm-ups/between periods, must be on their half of the ice. (NCAA SITE REP)
  6. Tickets. (HOST)
    - a. Sales.
    - b. Passes/gate lists/will call.
    - c. No re-entry.
    - d. Seats for non-competing teams.
    - e. Band locations.
  7. Security. (HOST)
    - a. Benches.
    - b. Officials.
    - c. Penalty box.
    - d. Contact person if needed.
  8. No alcohol policy. (NCAA SITE REP)
  9. Logo policy statement. (NCAA SITE REP)
  10. Misconduct statement. (NCAA SITE REP)
  11. Drug testing statement. (NCAA SITE REP)
  12. Questions.
  13. Adjournment.

### Officials Pregame Meeting Checklist

**Time.** Two hours before opening faceoff.

**Place.** The officials dressing room, unless otherwise specified by the tournament director.

**Materials.** Current NCAA rules book, stick-measuring device, tape measure, hockey stick, goalie stick, blackboard, official tournament program.

**In Attendance.** Referees, linesmen, game timekeeper, penalty timekeeper, official scorer, goal judges, announcer, alternate official, tournament director and members of the appropriate NCAA committee attending the championship.

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

#### 1. On-Ice Officials—Referees, Assistant Referees or Linesman

- a. Personal appearance.
- b. Player list (official lineup for warm-ups) of each team, including captains and alternates.
- c. Warm-up duties.
- d. NCAA rules and interpretations.
- e. Signals.
- f. On-ice discussions with captains, players, coaches.
- g. Disallowed goals (report to scorer).
- h. Video replay.
- i. Debris procedures (stop play, clear ice of players).
- j. High-sticking/fighting incidents (duties of each official).
- k. Body checking/contact.
- l. Condition of nets before start of each period.
- m. Officials teamwork.
- n. Faceoffs.
- o. Offsides.
- p. Relationship to news media (explanation of rulings).

2. **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.

#### 3. Official Scorer

- a. Official game program review (three copies of player lists, starting lineups, captains).
- b. Crediting goals and assists.
- c. Penalty report and recording.
- d. Definition of shot on goal.
- e. Postgame procedures (required signatures, copies to coaches).

#### 4. Game and Penalty Timekeeper

- a. Fifteen-minute pregame warm-up.
- b. Required materials (NCAA rules book, stick-measuring device, tape measure, alternate timing device, penalty work sheet, note pad).

- c. Clock-malfunction procedures.
- d. Penalty situations.
- e. Overtime procedures.
- f. Fifteen minutes between periods.
- g. Three-minute notification before expiration of intermission period to officials/teams.

**5. Goal Judges**

- a. Signaling a goal.
- b. Providing advice (on request).
- c. Communication with players (disputed goals).
- d. Checking working order of red and green lights.

**6. Announcer**

- a. Pregame-introduction procedures.
- b. Announcement (play in progress, end of period).
- c. Announcement of roster changes.
- d. Procedures for goal/penalty announcements.

## 2020 NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY CHAMPIONSHIP

## SAMPLE SCHEDULE OF EVENTS (QUARTERFINALS)

(all times Eastern unless noted otherwise)

**Sunday, March 8**

|           |                                    |
|-----------|------------------------------------|
| Afternoon | Selection teleconference           |
| 9 p.m.    | Selection announcement on NCAA.com |

**Monday, March 9**

|           |  |
|-----------|--|
| 11 a.m.   | Teleconference with confirmed quarterfinal tournament directors and site representatives |
| Afternoon | Teleconference for each quarterfinal site with participating teams                       |

**Friday, March 13**

|                  |  |
|------------------|--|
| 1 p.m.           | Administrative Meeting ( <i>Location</i> ) |
| 2 – 3:15 p.m.    | Visiting Team Practice                     |
| 3:30 – 4:45 p.m. | Home Team Practice                         |

**Saturday, March 14**

|                         |                                 |
|-------------------------|---------------------------------|
| 10 – 11 a.m.            | Visiting Team Pre-Game Practice |
| 11:15 a.m. – 12:15 p.m. | Home Team Pre-Game Practice     |
| 7 p.m.                  | Quarterfinal Game               |

NOTE: Please refer to **Section 17** for more information about practices.

**2020 NCAA Women's Frozen Four Pre-game Timing Sheet**  
**Boston, MA – National Semifinal #1 – Friday, March 20 – 4 p.m. Eastern Time**

(VISITOR)                           **TBD**      vs.      **TBD**                                (HOME)

| <b>Scoreboard<br/>Clock</b> | <b>Local<br/>Time</b> |  |
|-----------------------------|-----------------------|--|
| 120:00                      | 2:03 p.m.             | Minor officials meeting with officials.  |
| 60:00                       | 3:02 p.m.             | Start scoreboard clock off official TV time of day.  |
| 43:00                       | 3:19 p.m.             | Arena officials notify teams that five minutes remain before taking ice for warm-up.   |
| 39:00                       | 3:23 p.m.             | Officials take ice for warm-up.  |
| 38:00                       | 3:24 p.m.             | <b>TBD (HOME TEAM)</b> takes ice for warm-up.  |
| 37:50                       | 3:24:10 p.m.          | <b>TBD (VISITING TEAM)</b> takes ice for warm-up.  |
| 24:00                       | 3:38 p.m.             | Horn sounds, signaling one minute remaining in warm-up.  |
| 24:00                       | 3:38 p.m.             | On-ice Captains meeting with officials.  |
| 23:00                       | 3:39 p.m.             | Both teams off the ice; ice will be resurfaced.  |
| 15:25                       | 3:46:35 p.m.          | Crowd control statement read.  |
| 15:00                       | 3:47 p.m.             | Eligible players and starting lineups submitted to official scorer.  |
| 10:00                       | 3:52 p.m.             | Arena officials notify teams that three minutes remain before they take the ice.   |
| 8:00                        | 3:54 p.m.             | Officials take ice.  |
| 7:00                        | 3:55 p.m.             | <b>TBD (HOME TEAM)</b> takes ice.  |
| 6:50                        | 3:55:10 p.m.          | <b>TBD (VISITING TEAM)</b> takes ice.  |
| 6:00                        | 3:56 p.m.             | Horn sounds signaling teams to assemble on their respective goal lines.  |
| 5:45                        | 3:56:15 p.m.          | Welcome and team match-up PA announcement  |
| 5:30                        | 3:56:30 p.m.          | Introduction of starting line-ups (starters skate to respective blue lines) – 1:30 min. for intros (PA will announce team and coaching staff). |
| 4:00                        | 3:58 p.m.             | National Anthem lead-in/intro PA announcement.   |
| 3:30                        | 3:58:30 p.m.          | National Anthem (all starters and reserves remain on blue line during anthem).   |
| 2:00                        | 4:00 p.m.             | National Anthem Clear. Teams will be allowed to skate and proceed with their pre-game rituals. (Game officials PA announcement).               |
| 1:00                        | 4:01 p.m.             | <b>HOLD CLOCK AT 1:00.</b>   |
| 1:00                        | 4:02 p.m.             | <b>START CLOCK (HORN BLAST – NONSTARTERS TO BENCH).</b>  |
| 0:30                        | 4:02:30 p.m.          | Starting line-ups prepare for faceoff.   |
| 0:00                        | 4:03 p.m.             | Game start.  |

Intermissions shall be 15 minutes minimum or until ice is ready for play. Officials notify teams 3 minutes before face-off (officials take ice at 2 minutes; home team at 1 minute followed by visiting team at 50 seconds). In the event of overtime, there shall be a 15 minute intermission followed by a 20:00 minute period with sudden victory.

This process will be repeated until a winner is determined.

**OFFICIALS:**      Referee:  
                          Referee:  
                          Linesman:  
                          Linesman:

**2020 NCAA Women's Frozen Four Pre-game Timing Sheet**  
**Boston, MA – National Semifinal #2 – Friday, March 20 – 7 p.m. Eastern Time**

|                   | (VISITOR)    | <u>TBD</u>   | vs. | <u>TBD</u> | (HOME) |
|-------------------|--------------|--|-----|------------|--------|
| <b>Scoreboard</b> | <b>Local</b> |  |     |            |        |
| <b>Clock</b>      | <b>Time</b>  |  |     |            |        |
| 120:00            | 5:03 p.m.    | Minor officials meeting with officials.  |     |            |        |
| 60:00             | 6:02 p.m.    | Start scoreboard clock off official TV time of day.  |     |            |        |
| 43:00             | 6:19 p.m.    | Arena officials notify teams that five minutes remain before taking ice for warm-up.   |     |            |        |
| 39:00             | 6:23 p.m.    | Officials take ice for warm-up.  |     |            |        |
| 38:00             | 6:24 p.m.    | <b>TBD (HOME TEAM)</b> takes ice for warm-up.  |     |            |        |
| 37:50             | 6:24:10 p.m. | <b>TBD (VISITING TEAM)</b> takes ice for warm-up.  |     |            |        |
| 24:00             | 6:38 p.m.    | Horn sounds, signaling one minute remaining in warm-up.  |     |            |        |
| 24:00             | 6:38 p.m.    | On-ice Captains meeting with officials.  |     |            |        |
| 23:00             | 6:39 p.m.    | Both teams off the ice; ice will be resurfaced.  |     |            |        |
| 15:25             | 6:46:35 p.m. | Crowd control statement read.  |     |            |        |
| 15:00             | 6:47 p.m.    | Eligible players and starting lineups submitted to official scorer.  |     |            |        |
| 10:00             | 6:52 p.m.    | Arena officials notify teams that three minutes remain before they take the ice.   |     |            |        |
| 8:00              | 6:54 p.m.    | Officials take ice.  |     |            |        |
| 7:00              | 6:55 p.m.    | <b>TBD (HOME TEAM)</b> takes ice.  |     |            |        |
| 6:50              | 6:55:10 p.m. | <b>TBD (VISITING TEAM)</b> takes ice.  |     |            |        |
| 6:00              | 6:56 p.m.    | Horn sounds signaling teams to assemble on their respective goal lines.  |     |            |        |
| 5:45              | 6:56:15 p.m. | Welcome and team match-up PA announcement  |     |            |        |
| 5:30              | 6:56:30 p.m. | Introduction of starting line-ups (starters skate to respective blue lines) – 1:30 min. for intros (PA will announce team and coaching staff). |     |            |        |
| 4:00              | 6:58 p.m.    | National Anthem lead-in/intro PA announcement.   |     |            |        |
| 3:30              | 6:58:30 p.m. | National Anthem (all starters and reserves remain on blue line during anthem).   |     |            |        |
| 2:00              | 7:00 p.m.    | National Anthem Clear. Teams will be allowed to skate and proceed with their pre-game rituals. (Game officials PA announcement).               |     |            |        |
| 1:00              | 7:01 p.m.    | <b>HOLD CLOCK AT 1:00.</b>   |     |            |        |
| 1:00              | 7:02 p.m.    | <b>START CLOCK (HORN BLAST – NONSTARTERS TO BENCH).</b>  |     |            |        |
| 0:30              | 7:02:30 p.m. | Starting line-ups prepare for faceoff.   |     |            |        |
| 0:00              | 7:03 p.m.    | Game start.  |     |            |        |

Intermissions shall be 15 minutes minimum or until ice is ready for play. Officials notify teams 3 minutes before face-off (officials take ice at 2 minutes; home team at 1 minute followed by visiting team at 50 seconds). In the event of overtime, there shall be a 15 minute intermission followed by a 20:00 minute period with sudden victory.

This process will be repeated until a winner is determined.

**OFFICIALS:** Referee:  
Referee:  
Linesman:  
Linesman:



**2020 NCAA Women's Frozen Four Pre-game Timing Sheet**  
**Boston, MA – National Final – Sunday, March 22 – 2:30 p.m. Eastern Time**

(VISITOR)                           **TBD**      vs.      **TBD**                                (HOME)

| <b>Scoreboard Clock</b> | <b>Local Time</b> |  |
|-------------------------|-------------------|--|
| 120:00                  | 2:33 p.m.         | Minor officials meeting with officials.  |
| 60:00                   | 3:32 p.m.         | Start scoreboard clock off official TV time of day.  |
| 43:00                   | 3:49 p.m.         | Arena officials notify teams that five minutes remain before taking ice for warm-up.   |
| 39:00                   | 3:53 p.m.         | Officials take ice for warm-up.  |
| 38:00                   | 3:54 p.m.         | <b>TBD (HOME TEAM)</b> takes ice for warm-up.  |
| 37:50                   | 3:54:10 p.m.      | <b>TBD (VISITING TEAM)</b> takes ice for warm-up.  |
| 24:00                   | 4:08 p.m.         | Horn sounds, signaling one minute remaining in warm-up.  |
| 24:00                   | 4:08 p.m.         | On-ice Captains meeting with officials.  |
| 23:00                   | 4:09 p.m.         | Both teams off the ice; ice will be resurfaced.  |
| 15:25                   | 4:16:35 p.m.      | Crowd control statement read.  |
| 15:00                   | 4:17 p.m.         | Eligible players and starting lineups submitted to official scorer.  |
| 10:00                   | 4:22 p.m.         | Arena officials notify teams that three minutes remain before they take the ice.   |
| 8:00                    | 4:24 p.m.         | Officials take ice.  |
| 7:00                    | 4:25 p.m.         | <b>TBD (HOME TEAM)</b> takes ice.  |
| 6:50                    | 4:25:10 p.m.      | <b>TBD (VISITING TEAM)</b> takes ice.  |
| 6:00                    | 4:26 p.m.         | Horn sounds signaling teams to assemble on their respective goal lines.  |
| 5:45                    | 4:26:15 p.m.      | Welcome and team match-up PA announcement  |
| 5:30                    | 4:26.30 p.m.      | Introduction of starting line-ups (starters skate to respective blue lines) – 1:30 min. for intros (PA will announce team and coaching staff). |
| 4:00                    | 4:28 p.m.         | National Anthem lead-in/intro PA announcement.   |
| 3:30                    | 4:28.30 p.m.      | National Anthem (all starters and reserves remain on blue line during anthem).   |
| 2:00                    | 4:30 p.m.         | National Anthem Clear. Teams will be allowed to skate and proceed with their pre-game rituals. (Game officials PA announcement).               |
| 1:00                    | 4:31 p.m.         | <b>HOLD CLOCK AT 1:00.</b>   |
| 1:00                    | 4:32 p.m.         | <b>START CLOCK (HORN BLAST – NONSTARTERS TO BENCH).</b>  |
| 0:30                    | 4:32.30 p.m.      | Starting line-ups prepare for faceoff.   |
| 0:00                    | 4:33 p.m.         | Game start.  |

Intermissions shall be 15 minutes minimum or until ice is ready for play. Officials notify teams 3 minutes before face-off (officials take ice at 2 minutes; home team at 1 minute followed by visiting team at 50 seconds). In the event of overtime, there shall be a 15 minute intermission followed by a 20:00 minute period with sudden victory. This process will be repeated until a winner is determined.

**OFFICIALS:**      Referee:  
                          Referee:  
                          Linesman:  
                          Linesman:



**2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

Updated 07/02/2018

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

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

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

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

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

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**



## 2019-20 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 is greatly appreciated in making this a success.

### **Latest Version of StatCrew Required (some exceptions)**

All NCAA hosts will need to have the 2019-20 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto, Statcrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below), for alternate instructions.

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

### **NCAA LiveStats Integration**

For hosts that utilize NCAA LiveStats, a representative from Turner will contact you regarding setup.

### **Downloading NCAA Broadcastr 10**

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

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

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Participant Date

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

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