



**2019 DIVISION II MEN'S
LACROSSE
CHAMPIONSHIP**

***HOST OPERATIONS
2018-19 MANUAL
Preliminary Rounds***

2019 DIVISION II HOST OPERATIONS MANUAL

Section 1 • Introduction	1
Section 1•1 Definitions	1
Section 1•2 Role of the NCAA	1
Section 1•3 Role of the Governing Sports Committee	1
Section 1•4 Role of the Host Institution/Conference	2
Section 2 • Mission Statement	2
Section 3 • NCAA Committee and Staff	3
Section 4 • Alcoholic Beverages	4
Section 5 • american with disabilities act	4
Section 6 • Awards.....	4
Section 6•1 Preliminary Rounds	4
Section 6•2 Participant Awards	4
Section 6•3 Elite 90 Awards	4
Section 7 • Bands/Spirit Squads/Mascots.....	5
Section 7•1 Admission.....	5
Section 7•2 Artificial Noisemakers.....	5
Section 7•3 Designated Areas	5
Section 7•4 Electronic Amplification	5
Section 7•5 Fight Songs/Music.....	5
Section 7•6 Maximum Number	5
Section 7•7 National Anthem	5
Section 7•8 Seating	5
Section 7•9 Warm-Up MUSIC.....	5
Section 8 • Broadcasting/Internet	6
Section 8•1 Broadcasting	6
Section 9 • Commercialism/Contributor	6
Section 9•1 Premiums Guidelines	6
Section 9•2 NCAA Corporate Champions/Partners.....	6
Section 9•3 NCAA Trademarks.....	7
Section 9•4 Official Championships Licensee/Suppliers	9
Section 10 • Critical Incident Response/Emergency Plan	10
Section 11 • Drug Testing	11
Section 11•1 Drug-Testing Expenses	11
Section 11•2 Facility Specifications	12
Section 11•3 Host Notification	12
Section 11•4 Media Obligations	12

Section 11•5	Next-Day Testing	12
Section 11•6	Participant Notification	12
Section 11•7	Seating	12
Section 11•8	Site Coordinator's Responsibilities (Host)	13
Section 12 • Equipment		13
Section 12•1	Sideline Equipment Hydration Program	13
Section 12•2	Game Goals	14
Section 12•3	Scoreboard	14
Section 12•4	backup game and penalty clocks	14
Section 12•5	Inclement Weather	14
Section 13 • Competition Site Requirements/Diagrams		14
Section 13•1	Concessions	14
Section 13•2	Electrical Outlets	14
Section 13•3	Playing Surface	15
Section 13•4	Signage	15
Section 13•5	Team Benches.....	15
Section 13•6	Videotaping	15
Section 14 • Financial Administration		16
Section 14•1	Audit	16
Section 14•2	Proposed Budget	16
Section 14•3	Financial Report	16
Section 14•4	Drug Testing	16
Section 14•5	Officials	17
Section 14•6	Participating Institution Expenses	17
Section 15 • Game/ Meeting Management		17
Section 15•1	Administrative Meeting	17
Section 15•2	Officials' Meeting	17
Section 15•3	Competition Times	17
Section 15•4	Decorating and Advertising	18
Section 15•5	Electronic Transmission	18
Section 15•6	Field Readiness.....	18
Section 15•7	Games Committee	18
Section 15•8	Medical Procedures.....	19
Section 15•9	Participant Information	19
Section 15•10	Practices.....	19
Section 15•11	Squad Size	19
Section 15•12	Travel Party	19
Section 15•13	Lacrosse Sticks	19
Section 16 • Insurance.....		20
Section 16•1	Liability	20
Section 17 • Lodging		21

Section 17•1	Officials Hotel	22
Section 18 • Marketing.....		22
Section 18•1	Contact.....	22
Section 18•2	marketing collateral	22
Section 18•3	Social Media Guidelines	24
Section 18•4	Applicable Marketing Bylaws.....	24
Section 19 • Media Coordination/Credentials		25
Section 19•1	Social Media/Blogging Policy	25
Section 19•2	Championship Records	25
Section 19•3	Credentials	25
Section 19•4	Credential Qualification and Acceptance.....	25
Section 19•5	Final Results Books and Statistics	26
Section 19•6	Flip Cards	26
Section 19•7	Internet Policy.....	26
Section 19•8	News Film and Mini-Cams	26
Section 19•9	Photographer.....	27
Section 19•10	Photography Area Policies	27
Section 19•11	Programs.....	27
Section 19•12	Radio	28
Section 19•13	Scout Video Coordinator	28
Section 19•14	Seat Assignments.....	28
Section 19•15	Security	28
Section 19•16	Statistics Reporting to the NCAA.....	28
Section 19•17	Team Videographer	29
Section 19•18	Telephones/Internet.....	29
Section 19•19	Webcasting.....	29
Section 20 • Championship Merchandise/Licensing		29
Section 20•1	Administration.....	29
Section 20•2	Availability	29
Section 20•3	General Policies	30
Section 21 • Neutrality.....		30
Section 22 • Officials.....		30
Section 22•1	Credentials	30
Section 22•2	Entrance	30
Section 22•3	Patches	30
Section 22•4	Selection.....	31
Section 23 • Security		31
Section 24 • Tickets.....		31
Section 24•1	Complimentary Tickets.....	31
Section 24•2	Email Databases	31
Section 24•3	Ticket Prices	32

Section 25 • Transportation.....	32
Section 25•1 Participating Institutions	32
Appendix A • Lighting and Weather Guidelines	34
Appendix B • NCAA Lighting Detection Procedures	36
Appendix C • Field Diagram	38
Appendix D • Pregame Timing Schedule	39
Appendix E • Travel Party Roster	40
Appendix F • Crowd Control Statement	41
Appendix G • Public Address Announcement	42
Appendix H • Photography Licenses Agreement	43
Appendix I • Credential Language	45
Appendix J • Social Media Guidelines.....	48

SECTION 1 • INTRODUCTION

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

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

SECTION 1•1 DEFINITIONS

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

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

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

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

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

SECTION 1•2 ROLE OF THE NCAA

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

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

SECTION 1•3 ROLE OF THE GOVERNING SPORTS COMMITTEE

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

SECTION 1•4 ROLE OF THE HOST INSTITUTION/CONFERENCE

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

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

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

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

SECTION 2 • MISSION STATEMENT

The primary mission of the NCAA Divisions I, II and III Men's Lacrosse Committees is to administer national championships comprised of teams representing institutions of higher education played in a wholesome environment that exemplifies the amateur spirit of intercollegiate athletics and diversity. Consistent with this mission, it also shall be the responsibility of the committees to monitor and take action as appropriate regarding selected issues affecting college lacrosse and to maximize exposure and revenue from the championships through policies and activities coordinated and approved by the committees subject to the final authority of the NCAA Division I Championships/Sports Management Cabinet and the Divisions II and III Championships Committees.

The lacrosse committee's mission shall be implemented through the following administrative and management policies:

Ensuring that the primary focus of the championships shall be placed on the participating institutions, their student-athletes, coaches administrators, alumni and fans;

Assuring that the participating student-athletes, coaches, game officials and other institutional representatives exhibit sportsmanlike conduct and adhere to professional standards at all times during the tournament;

Identifying the specific role and responsibilities of the host institutions/conferences and the committees through operations manuals, bid guidelines and other direct communications;

Standardizing administrative procedures for all game management, media, entertainment, hospitality, and marketing activities;

Ensuring that commercial activities do not detract from the wholesome environment of the championships;

Enhancing the championships through long-range planning; maintaining fiscal responsibility by maximizing revenue sources and controlling expenses in order to realize the greatest possible return to the NCAA membership while not compromising the mission of the committees, and monitoring the championships-related activities of all "external" entities to ensure that the principles herein are not imperiled.

SECTION 3 • NCAA COMMITTEE AND STAFF

2018-19 Division II Men's Lacrosse Committee	
North Region (Term Expires 2021)	North Region (Term Expires 2021)
Bradley Davis Athletics Director Mercyhurst University 501 E 38th Street Erie, Pennsylvania 16546 Phone: 814-824-2559 Cell: 978-886-8968 Email: bdavis2@mercyhurst.edu	Daniel Velez New York Institute of Technology Athletics Director P.O. Box 8000 Northern Blvd. Old Westbury, New York 11568 Phone: 516-686-4906 Cell: 516-398-0768 Email: daniel.velez@nyit.edu
South Region (Term Expires 2020)	South Region (Terms Expires 2022)
Drew Howard, chair Senior Associate Athletic Director/Internal Operations Florida Southern College 111 Lake Hollingsworth Drive Lakeland, Florida 33801 Phone: 863-680-4266 Cell: 863-640-4638 Email: ahoward@flsouthern.edu	J.B. Clarke Men's Lacrosse Coach Limestone College 1115 College Avenue Gaffney, South Carolina 29340 Phone: 864-488-4562 Cell: 864-838-0324 Email: jclarke@limestone.edu

NCAA Staff	
Will Hopkins Assistant Director, Championships and Alliances Phone: 317-917-6779 Cell: 317-363-0843 Email: whopkins@ncaa.org	Abby Nool Coordinator, Championships and Alliances Phone: 317-917-6519 Cell: 317-966-0002 Email: adnool@ncaa.org

SECTION 4 • ALCOHOLIC BEVERAGES

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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 5 • AMERICAN 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 6 • AWARDS

SECTION 6•1 PRELIMINARY ROUNDS

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (28) to the tournament manager prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

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

SECTION 6•2 PARTICIPANT AWARDS

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

SECTION 6•3 ELITE 90 AWARDS

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics or Andrew Cardamone at elite90@ncaa.org or 317-917-6222. All documents, including deadlines and nomination forms can be obtained at the following location – <http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>.

You must be logged into the site to access the page. The submission deadline for nomination for the Division III Men's Lacrosse Championship is 5 p.m. Eastern Time on Tuesday, May 21.

SECTION 7 • BANDS/SPIRIT SQUADS/MASCOTS

SECTION 7•1 ADMISSION

Bands, cheerleaders, administrator, and mascot will be admitted by the gate list. Live animal mascots are not permissible.

SECTION 7•2 ARTIFICIAL NOISEMAKERS

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

SECTION 7•3 DESIGNATED AREAS

A maximum of 12 cheerleaders and/or spirit squad members and mascot are allowed on the field. Mascots must stay out of spectator seating areas. Spirit squads and mascots must stay on their team's half of the field. They shall otherwise remain in an area designated by the tournament manager with the approval of the committee. They are not permitted to roam the stands, even if that is their normal practice during home games. Flags carried by institutions' representatives are permitted on the field during time outs, but must not be used to taunt competitors or block spectator's views.

SECTION 7•4 ELECTRONIC AMPLIFICATION

Bands may not use electronic amplification equipment.

SECTION 7•5 FIGHT SONGS/MUSIC

If a team does not have a band present, it may provide the institution's fight song to be played during timeouts. Alternate band and electronic music throughout each game. Only one band should play at every timeout.

SECTION 7•6 MAXIMUM NUMBER

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

SECTION 7•7 NATIONAL ANTHEM

The national anthem may be played by one of the participating institutions' bands.

SECTION 7•8 SEATING

Bands should be seated in the area behind its respective team bench. The band will sit in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the men's lacrosse committee liaisons.

SECTION 7•9 WARM-UP MUSIC

No team-theme warm-up music is permissible. Only band(s) and host-provided neutral music will be used. The host institution will select and administer the music.

SECTION 8 • BROADCASTING/INTERNET

SECTION 8•1 BROADCASTING

Please see the NCAA website at <http://ncaa.com/media>.

SECTION 9 • COMMERCIALISM/CONTRIBUTOR

SECTION 9•1 PREMIUMS GUIDELINES

Competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 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.

SECTION 9•2 NCAA CORPORATE CHAMPIONS/PARTNERS

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

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

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

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

[NCAA Corporate Champions & Partners](#)

SECTION 9•3 NCAA TRADEMARKS

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

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

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

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

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

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

Identification of commercially-named venues on NCAA materials

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

NCAA logo use by commercially-named venues

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page".
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA

logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).

- The venue is not permitted to claim to be "the home", a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA Trademarked Protection Language:

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

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

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

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

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

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

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

[NCAA Trademarks](#)
[NCAA Trademark Protection Program](#)
[NCAA Digital Library](#)
[NCAA Corporate Champions and Corporate Partners](#)

When trademarks apply to products or services, they may be followed by the symbols TM or “tm” or “sm” to show that it is a product or service trademark, although not yet legally registered, or ® to show that it is a product or service legally registered by the U.S. Patent and Trademark Office. When using either a trademark symbol in printed or online documents, use with the first mention of the trademark inside the cover or title page and then only on the first mention in the main text. The trademark symbol should not be used in a heading. If the first trademark mention occurs in a heading, use the symbol at first mention in the main text immediately after the heading.

SECTION 9•4 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 visit <http://www.ncaa.org/championships/marketing>.

Advertising/Signs/“Look and Décor”

1. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
2. Alcohol/Tobacco/Gambling. All alcohol, 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.
3. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
4. Commercially-Named Venues. Commercially-named competition, practice and/or ancillary event venue(s) may display

no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

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

SECTION 10 • CRITICAL INCIDENT RESPONSE/EMERGENCY PLAN

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 provide the following:

- Develop contact list.
 - 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:

Score'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 suggest that law-enforcement personnel attempt to communicate with 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 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 the NCAA playing rules.

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

SECTION 11 • 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.

SECTION 11•1 DRUG-TESTING EXPENSES

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, LLC. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the

NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

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

SECTION 11.2 FACILITY SPECIFICATIONS

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

SECTION 11.3 HOST NOTIFICATION

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

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

SECTION 11.4 MEDIA OBLIGATIONS

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

SECTION 11.5 NEXT-DAY TESTING

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

SECTION 11.6 PARTICIPANT NOTIFICATION

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

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

SECTION 11.7 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.

SECTION 11•8 SITE COORDINATOR'S RESPONSIBILITIES (HOST)

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

- Confidentiality. Keep testing information confidential at all times.
- Contact Information (team championships). The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- Couriers (individual-team championship). The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- Championships Drug-Testing Site Coordinator Manual. The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- Escorts (team championships). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- Second Meeting. A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - Assistance. Assist the drug-testing crew chief during testing as directed.
 - Confirmation. Confirm receipt of the NCAA drug-testing notification memorandum.
 - Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred.
 - Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - Plans. Meet with the tournament manager to finalize plans.
 - Invoice. Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
 - Transportation/Lodging (drug-testing crew). The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

SECTION 12 • EQUIPMENT

SECTION 12•1 SIDELINE EQUIPMENT HYDRATION PROGRAM

Preliminary-Round Sites NOT Receiving BODYARMOR-Branded Equipment and Product

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

If the host 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, BODYARMOR, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to

use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than BODYARMOR, as referenced above, must be absent of any commercial marks.

Use of NCAA-Provided Coolers from Previous Years

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

SECTION 12•2 GAME GOALS

The vertical post shall be 7-1/2 feet in overall length and shall be inserted into 1-1/2 foot by 2-inch vertical sleeves, which are inserted into the ground exposing six feet of goal pipe above the ground. The sleeves shall be capped at the bottom, and the top of the sleeves shall be at ground level. Flat-iron type construction or an obtuse-angle support system is also permissible, depending on the field surface.

SECTION 12•3 SCOREBOARD

Team names shall be displayed on the scoreboard. The host institution is the “home” team.

SECTION 12•4 BACKUP GAME AND PENALTY CLOCKS

The host shall provide one backup clock at the scorer’s table. The host shall provide two visual score clocks, one near each goal. The host shall provide a backup air horn to signal the end of quarters or halves.

SECTION 12•5 INCLEMENT WEATHER

Facilities must have tarps for the two goal creases and face-off/draw spot in addition to material to apply to these areas before and during the game.

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 13 • COMPETITION SITE REQUIREMENTS/DIAGRAMS

SECTION 13•1 CONCESSIONS

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

No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin. During competition, selling is restricted to the arena concourse and established selling locations.

SECTION 13•2 ELECTRICAL OUTLETS

Electrical outlets (110-volt AC) shall be provided to all working press areas. The minimum requirements is one outlet for every two seats in the press box. Refer to the NCAA Broadcast Manual.

SECTION 13•3 PLAYING SURFACE

The playing surface should meet all specifications as outlined on pages 8-13 in the 2019 and 2020 Men's Lacrosse Rules and Interpretations (<http://www.ncaapublications.com/p-4568-mens-lacrosse-2019-and-2020-rules-and-interpretations.aspx>).

Appendix C outlines the facilities needs necessary to administer the championship.

SECTION 13•4 SIGNAGE

Each host of the 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 and decals 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 all related championship functions. Signage should always be displayed during press conferences.

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.

SECTION 13•5 TEAM BENCHES

Travel Party Size. Number of individuals the NCAA reimburses for travel to the championship. This number can include student-athletes competing, coaches, administrators, team personnel and other student-athletes not dressing for competition.

Max Team/Squad Size. Number of student-athletes in uniform who are permitted to compete in the championship.

Bench Size. Number of individuals who are permitted to sit on the bench. This number can include student-athletes competing, coaches, administrators, team personnel and other student-athletes not dressing for competition.

Division II. Each team will be permitted a maximum of 28 dressed student-athletes (these individuals will make up your institution's squad list), along with 6 additional individuals to complete your official travel party of 34. An additional 16 individuals will be permitted on the sidelines beyond the travel party of the 34 for a total of 50.

The 16 individuals exceeding the travel party of 34 shall include non-participating dressed players and institutional personnel (coaches, managers, athletic trainers, team physicians and administrators). The non-participating, dressed student-athletes are permitted to participate in pregame warm-up activities at the discretion of the institution. All student-athletes must be identified on the Travel Party Roster Form along with their jersey numbers. Institutions must submit this list to the lacrosse committee or site representative at the mandatory pre-championships meeting.

SECTION 13•6 VIDEOTAPING

Each participating team is permitted to record all games at the site in which it is participating with a single camera and one person (videotape or film), other than the final site. The team representative is not permitted to have an assistant during videotaping. The host institution shall reserve space for two videotape cameras to shoot at one time.

Non-commercial Usage. Video of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own non-commercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purpose or other commercial purposes.

Restricted Space. On completion of the game filming/videotaping, the representative will be required to immediately depart the area in order for other videographers to establish their shooting position.

SECTION 14 • FINANCIAL ADMINISTRATION

SECTION 14•1 AUDIT

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

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums 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.

SECTION 14•2 PROPOSED 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.

SECTION 14•3 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 5 business days of the report being approved by the NCAA finance and accounting department.

SECTION 14•4 DRUG TESTING

The budget for drug testing expenses should only be completed and returned to The Center if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing

budget form is an appendix in the [drug testing manual](#) (NCAA.org/Student-Athlete Programs/Health and Safety).

SECTION 14.5 OFFICIALS

Officials shall be compensated by the NCAA through ArbiterPay for fees, travel and per diem expenses.

SECTION 14.6 PARTICIPATING INSTITUTION EXPENSES

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

The NCAA will provide the following transportation expenses and per diem for participating institutions:

Division II \$105 per diem for a travel party of 34 persons.

SECTION 15 • GAME/ MEETING MANAGEMENT

SECTION 15.1 ADMINISTRATIVE MEETING

The purpose of these meetings is to review tournament preparations and game committee member assignments.

Preliminary Rounds

Administrative Meeting. The pregame meeting between the NCAA site representative, tournament manager, head coaches and team administrator shall take place at least two hours prior to game time. The host may conduct the meeting the day before the championship. The host shall designate a room at the competition site to conduct this meeting.

Championship

Administrative Meeting. A pre-championship administrative meeting for Division II teams will be conducted on Friday, May 24.

SECTION 15.2 OFFICIALS' MEETING

Pregame Meetings. One hour prior to each game, an officials' meeting shall be conducted to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures.

SECTION 15.3 COMPETITION TIMES

Preliminary Rounds

Game times will be confirmed on the participant call.

Championship

The Division II championship game will begin at 1 p.m. Eastern time on Sunday, May 26.

Pregame Timing Schedule. The NCAA staff will determine the pregame timing schedule. (Refer to [Appendix D on page 39](#))

SECTION 15•4 DECORATING AND ADVERTISING

There may be no commercial advertising, signs or displays of any kind, including those of NCAA corporate partners, hung, posted or displayed anywhere within the stadium proper (i.e., any area from which the field can be seen, including the scoreboard) during any sessions of the championships.

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

Exceptions. Approved NCAA and radio/television banners, and permanent, previously existing contracted advertising displays that were accepted by the NCAA at the time the site was selected are exceptions to this policy. However, such displays shall not be illuminated and should be covered if at all possible.

Illegal Advertisements. No advertisements denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications or services, or any professional sports organizations or teams shall be hung, installed or displayed anywhere within the main seating area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.

NCAA Championship Site Signage. A shipment of NCAA signage will be sent to the facility. The NCAA will send the host a list of all signage to be shipped before the championship begins.

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

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

SECTION 15•5 ELECTRONIC TRANSMISSION

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. (No video to video; audio to audio; or video skill pictures on the bench). It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. statistical information) to the bench.

Electronic video devices may be used as aids for postgame analysis; video may be used between games of a match outside the bench area, playing area and spectator areas. Computers may be used in the bench areas during the game for statistical purposes only.

SECTION 15•6 FIELD READINESS

The field should be set up for competition at least 2 hours prior to each game.

SECTION 15•7 GAMES COMMITTEE

Composition. The NCAA committee member/site representative, an administrative representative of the participating teams, and the host institution's director of athletics (or designated representative) comprise the games committee. If a committee member is associated with an involved team, he will not serve as a games committee member. The chair of the lacrosse committee or a designated committee member will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity.

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

Expenses. NCAA site representative lodging expenses shall be covered in the host institution's budget for preliminary

rounds.

SECTION 15•8 MEDICAL PROCEDURES

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or contest of any round of an NCAA championship. The host shall designate a licensed physician with experience as a team physician to serve as the medical director for the championships. The host should assign a certified athletic trainer to coordinate the medical arrangements for the championship.

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

SECTION 15•9 PARTICIPANT INFORMATION

Playing Rules. The Men's Lacrosse Rules Book and the Pre-Championship Manual policies shall be strictly observed. Host institutions/conferences are responsible for all aspects of game management.

SECTION 15•10 PRACTICES

Administrative Responsibility. The host institution/conference shall appoint an individual to coordinate all aspects of the team practice at each facility (e.g., timing, equipment). Teams are permitted a minimum of 60 minutes of practices on the game field (weather permitting).

Opportunities for Practice. Teams may practice at the competition site on the day preceding the first competition at the site.

SECTION 15•11 SQUAD SIZE

Participating teams are limited to a maximum of 28 eligible players to participate for Division II. The players to be used must also be designated at the pregame meeting using the squad list forms. (Refer to [Appendix E on page 40](#)).

SECTION 15•12 TRAVEL PARTY

Travel parties are limited to 34 individuals for Division II. The travel party is the number of individuals the NCAA will reimburse for travel expenses.

SECTION 15•13 LACROSSE STICKS

Spectators are permitted to bring sticks in the stadium; however, each host should provide instruction to game-day staff regarding the observation of people using these sticks in a manner that may disrupt other spectators.

SECTION 16 • INSURANCE

SECTION 16•1 LIABILITY

If Event is Held On-campus:

Host institution/conference must maintain:

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

If Event is Held Off-campus:

Host institution/conference or Local Organizing Committee must maintain:

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

All Venues:

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

1. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence

- \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
2. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
 3. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
 4. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
 5. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes

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

SECTION 17 • LODGING

For all NCAA competition, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for a minimum of twenty-five (25) rooms for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur.

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the

NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.

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 and designated 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. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. (local time) on practice day or specified date. The NCAA shall provide final approval.

SECTION 17•1 OFFICIALS HOTEL

Preliminary Rounds. At a separate property, tournament managers shall reserve king rooms for game officials (one per official) required to stay overnight at the preliminary site. These rooms (room and tax only) shall be direct-billed to the host institution. Officials are responsible for their own incidental expenses. Officials may be permitted to stay an additional night if there are no flights available for them to return home the night of the game they officiate.

SECTION 18 • MARKETING

SECTION 18•1 CONTACT

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.

SECTION 18•2 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.

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

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

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

PRINT

Poster
Flyer
Print Ad

Table Tent

DIGITAL

Email blast
Banner
Social Media Graphics

OUTDOOR

Billboard
Banner

RESOURCES

Marketing Best Practices
Social Media Guidelines

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

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

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

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

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

:30 Video/Television Spot

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

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

:30 Radio Spot

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

SECTION 18•3 SOCIAL MEDIA GUIDELINES

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

SECTION 18•4 APPLICABLE MARKETING BYLAWS

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.2 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 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 19 • MEDIA COORDINATION/ CREDENTIALS

SECTION 19.1 SOCIAL MEDIA/BLOGGING POLICY

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

SECTION 19.2 CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at NCAA.org. Once you are logged onto the site, hover over the “Championships” link at the top of the page. A drop-down menu will appear. Click on “Stats and Records.” Scroll down the page to the Championship Records section and click on the appropriate sport.

SECTION 19.3 CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites.

PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (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/media/credentials, should also be visible at credential pickup.

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

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

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

SECTION 19.4 CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials.

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

SECTION 19•5 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). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. 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.

SECTION 19•6 FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information. 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.

SECTION 19•7 INTERNET POLICY

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

The NCAA and its partners owns the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA 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 (317-917-6523 or nflannery@ncaa.org).

SECTION 19•8 NEWS FILM AND MINI-CAMS

Please visit <http://www.ncaa.com/media> for updated information related to television, video and ENG policies.

SECTION 19.9 PHOTOGRAPHER

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

SECTION 19.10 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.

SECTION 19.11 PROGRAMS

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

Content/Editorial

IMG College Responsibilities

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

Host Responsibilities

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

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

Digital Program 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

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

- are only distributed with the purchase of a program

- do not include information available in the program
- do not include advertisements

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

Questions

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

SECTION 19•12 RADIO

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 onto NCAA.com/media then click “2018-19 Audio Policy.”

SECTION 19•13 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 (see Section 19.19). 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.

SECTION 19•14 SEAT ASSIGNMENTS

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

SECTION 19•15 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.

SECTION 19•16 STATISTICS REPORTING TO THE NCAA

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

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

SECTION 19•17 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.

SECTION 19•18 TELEPHONES/INTERNET

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, 800-, 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.

SECTION 19•19 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. Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; nflannery@ncaa.org).

SECTION 20 • CHAMPIONSHIP MERCHANDISE/LICENSING

SECTION 20•1 ADMINISTRATION

The NCAA corporate relations 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 or dclendenin@ncaa.org).

SECTION 20•2 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.

- a. Merchandise made available for sale at all times during the event.
- b. Each item neatly displayed with correct prices clearly marked.
- c. Merchandise should be neatly folded at all times.

SECTION 20•3 GENERAL POLICIES

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 21 • NEUTRALITY

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, hosts should not create a "home atmosphere" through the use of players on programs, displaying host institutional signage or similar measures.

SECTION 22 • OFFICIALS

The lacrosse national coordinator of officials is responsible for assigning officials for all tournament games. The host will be notified of the referees and linesmen named to officiate the games by the NCAA staff or national coordinator of officials either Monday or Tuesday preceding the competition.

SECTION 22•1 CREDENTIALS

Officials will be admitted via a gate list. Officials shall be issued field-access credentials by the NCAA coordinator of officials and are required to wear their credentials and show a government-issued photo ID for admittance into the facility.

SECTION 22•2 ENTRANCE

Hosts should provide the officials with written information relative to facility entrance, facility parking.

SECTION 22•3 PATCHES

Each game official will be provided with an NCAA patch. (These will be included in the tournament manager packet.) The patch must be worn on the left front of the jersey (above the heart).

An American flag patch may be worn on the left sleeve of the jersey. No other patches may be worn.

SECTION 22•4 SELECTION

Officials will be assigned from a pool of officials developed by the national coordinator of officials. The coordinator shall be responsible for the assignment process.

The coordinator will notify the game officials of their site and assignments, and the NCAA will notify game officials via electronic mail prior to competition.

The NCAA will provide each tournament manager the names and telephone numbers of game officials assigned to each site prior to competition. The tournament manager shall then forward site-specific information to each official. The names of officials selected to work the championship shall not be released for any reason.

SECTION 23 • 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 at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 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.

SECTION 24 • TICKETS

SECTION 24•1 COMPLIMENTARY TICKETS

No complimentary tickets shall be issued, with the exception that children under 24 months or younger may be admitted free of 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.

SECTION 24•2 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.

SECTION 24•3 TICKET PRICES

Minimum tickets prices are as follows; the host institution may charge more if appropriate for the particular market, \$2.00 for students/children and \$4.00 for adults.

SECTION 25 • TRANSPORTATION

SECTION 25•1 PARTICIPATING INSTITUTIONS

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

Each participating institution will receive one complimentary parking pass to park at the stadium. This will be distributed at the coaches meeting.

APPENDIX

Appendix A • Lighting and Weather Guidelines	34
Appendix B • NCAA Lighting Detection Procedures	36
Appendix C • Field Diagram	38
Appendix D • Pregame Timing Schedule	39
Appendix E • Travel Party Roster	40
Appendix F • Crowd Control Statement	41
Appendix G • Public Address Announcement	42
Appendix H • Photography Licenses Agreement	43
Appendix I • Credential Language	45
Appendix J • Social Media Guidelines	48

APPENDIX A • LIGHTING AND WEATHER GUIDELINES

GUIDELINE 1E

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

DAANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and warning signs of developing thunderstorms the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area. A "warning" means that severe weather has been reported in an area and for everyone to take proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles and locations to the field or playing area, and an estimate of how long it takes to evacuate that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that allows one to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf car with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protect occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

REFERENCES

1. Cooper MA, Andrews CJ, Holle RL, Lopez RE. Lightning Injuries. In: Auerbach, ed. *Management of Wilderness and Environmental Emergencies*. 5th ed. C.V. Mosby, 2007:67-108.
2. Price TG, Cooper MA: Electrical and Lightning Injuries. In: Marx et al. *Rosen's Emergency Medicine, Concepts and Clinical Practice*, Mosby, 6th ed. 2006; 22: 67-78.
3. National Lightning Safety Institute website: www.lightningsafety.com.
4. Uman MA. *All About Lightning*. New York: Dover Publications. 1986.
5. NOAA lightning safety website: www.lightningsafety.noaa.gov.
6. Walsh KM, Hanley MJ, Graner SJ, Beam D, Bazluki J. A Survey of Lightning Safety Policy in Selected Division I Colleges. *Journal of Athletic Training*. 32(3);206-210. 1997.
7. Holle RL. 2005: Lightning-caused recreation deaths and injuries. Preprints, 14th Symposium on Education, January 9-13, San Diego, California, American Meteorological Society, 6 pp.
8. The Weather Channel on satellite or cable, and on the Internet at www.weather.com
9. Walsh KM, Cooper MA, Holle R, Rakov V, Roeder WP, Ryan M. National Athletic Trainer's Association Position Statement. Lightning Safety for Athletics and Recreation. *Journal of Athletic Training*. 48(2);258-270. 2013

APPENDIX B • NCAA LIGHTNING DETECTION PROCEDURES

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration”. Click [here](#) to complete the registration. Your site specific User Name and Password will be emailed 48 hours before the start of your event.

NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from Schneider Electric, you should confirm that the correct monitoring information has been entered.

1. Log on to <http://weather.dtn.com>. You will be asked for your user name and password. Enter the information that was provided to you from Schneider Electric. All information is case sensitive.
2. Once you have entered the site, you will see your “Home” screen. On the top left of the screen, click on the “Settings” button. Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.
3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “Alerts” tab and then “assign contact devices.” This will allow you to view the email addresses that will be used to notify you in the event of lightning in your immediate area or inclement weather.
4. Once your contact device has been established and verified, click on the “Manage Control Devices.” This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.
5. Once your event is over, return to the “Alerts” tab and the “Assign Contact Devices” screen. UNCHECK the enable box for each email address. This will discontinue all email notifications to those devices.

VIEW PERSONAL MAP

From the “Home” screen, you can click on the radar image. This will enlarge the radar image of your area. You will see the warning and the alert rings for the lightning monitoring for your site.

Here are some helpful tips for using this page:

1. On the right side of the screen, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.
2. You can put the radar in motion by clicking on arrow at the bottom of the page. This will assist you in tracking rain activity in your area.
3. The information in the PrecipTimer® and the Lightning Manager® on the Home page will show you current activity in your area.

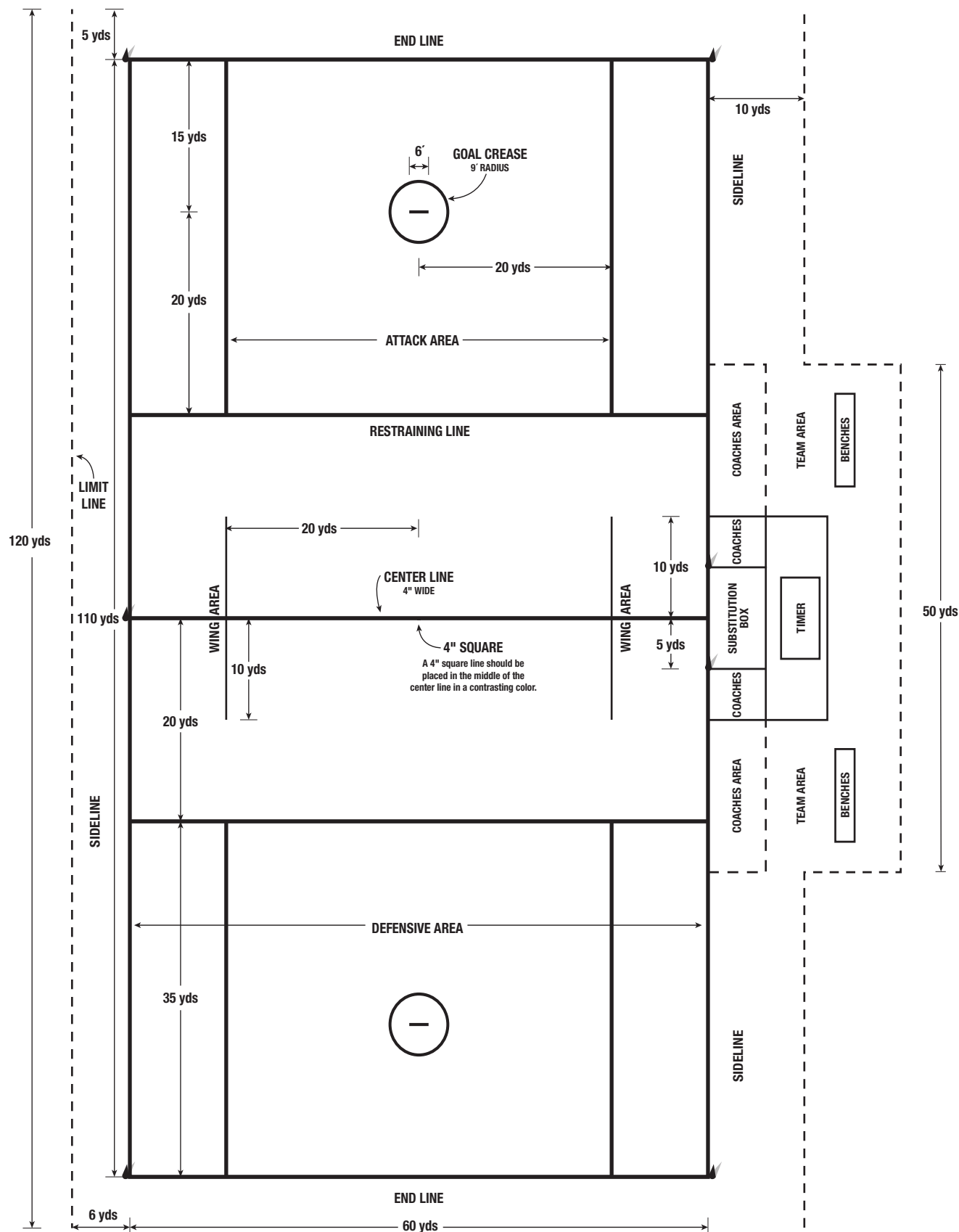
Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the Home screen.

PROGRAM SUPPORT

In the event that you are having difficulty using this program, please use the Help section located on the upper right side corner of the screen. This will have many answers to questions regarding the function of this system.

If you need technical support, call 1-800-610-0777 and select option 2 for service.

APPENDIX C • FIELD DIAGRAM



APPENDIX D • PREGAME TIMING SCHEDULE



Timing Sheet

TIME of DAY	SCOREBOARD CLOCK	EVENT
_____	60:00	Field is available to both teams.
_____	23:00	Officials notify teams for coin toss.
_____	21:00	Captains meet with officials for coin toss.
_____	11:00	Teams must be on the field.
_____	4:30	Horn sounds. Teams clear the field. National anthem introduction PA read.
_____	4:00	National anthem.
_____	2:15	PA reads welcome and team match-ups.
_____	2:00	Player introductions (starters only).
_____	0:00	Horn sounds.
FIRST AND SECOND QUARTERS		
	15:00	Face-off.
HALFTIME (15 minutes)		
	15:00	Countdown begins once final players leave the field.
THIRD AND FOURTH QUARTERS		
	15:00	Start of second half.
POST GAME		
	0:00	Game concludes.

APPENDIX E • TRAVEL PARTY ROSTER

NCAA Division II Men’s Lacrosse Championship Travel Party Roster

Institution: _____ Round: _____

Please list each student-athlete and their uniform number from your institution’s squad list (Maximum of 28).

1. _____	15. _____
2. _____	16. _____
3. _____	17. _____
4. _____	18. _____
5. _____	19. _____
6. _____	20. _____
7. _____	21. _____
8. _____	22. _____
9. _____	23. _____
10. _____	24. _____
11. _____	25. _____
12. _____	26. _____
13. _____	27. _____
14. _____	28. _____

Please list the six additional individuals that will complete your official travel party of 34.

29. _____	32. _____
30. _____	33. _____
31. _____	34. _____

Please list the sixteen additional individuals, two of which must be medical personnel, who are permitted in your bench area for a total of 50.

1. _____	9. _____
2. _____	10. _____
3. _____	11. _____
4. _____	12. _____
5. _____	13. _____
6. _____	14. _____
7. _____	15. _____
8. _____	16. _____

APPENDIX F • CROWD CONTROL STATEMENT

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should provide a copy of their evacuation plans as well as other crowd control measures for review by the sports committee. The director of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship.

Host institutions must provide adequate security and ushers, preferably in uniforms, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd control problems. In addition, evacuation and emergency plans should be in place and should be reviewed with the games committee.

The tournament manager, or designated representative, shall be prepared to use the public-address system at first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. However, the following announcement should be made prior to the start of the event:

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the NCAA Men’s Lacrosse Championships.”

APPENDIX G • PUBLIC ADDRESS ANNOUNCEMENT

The announcer is one of the key ingredients to a successful championship session. The announcer is responsible to the NCAA Mens Lacrosse Committee.

1. No announcement should be made with the approval of the NCAA.
2. At no time should commercial contributors be recognized.
3. The announcer shall not be a “cheerleader” for any team.
4. In the event of a game-clock malfunction, the official game time shall be kept at the scorer's table. The announcer should provide the time remaining at two-minute intervals prior to the last two minutes of each quarter. The time should then be announced in 30-second intervals and at every dead-ball situation.

APPENDIX H • PHOTOGRAPHY LICENSES AGREEMENT



NCAA Championships Photo Terms & Conditions

Clarkson Creative is the official championships photographer for the NCAA, providing photography services for all 90 NCAA championships. Getty Images are the NCAA's exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA events. Photos from the NCAA's championships are available to the general public via Getty Images at <http://on.ncaa.com/NCAAonGetty>.

Photography License Terms and Conditions:

1. A photographer to whom the NCAA has issued a credential will have a limited, non-exclusive, and non-transferable license to take photographs of the Events, and to allow the media outlet or other news entity that engaged the photographer, to use such photographs for news coverage of the Events (including magazine stories) and other editorial purposes; provided, however, that not such use may create the impression, or otherwise suggest, that the photographer is sponsored or endorsed by, or are associated or affiliated with, the NCAA. An authorized photographer may not claim any relationship to, or endorsement by the NCAA, and may not use the NCAA's name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.
2. Neither the photographer nor the entity that engaged the photographer may sell photos (including digital copies) taken at the Events, whether for commercial or editorial purposes, without the NCAA's prior express written consent.
3. A credentialed photographer may take any number of photos on-site at the Event competition venue, provided that he/she does not interfere with play or related activities. From time to time, before or during the Event, the NCAA may impose additional restriction regarding the time, manner, and place in which authorized photographers may take photographs during an Event.
4. An authorized photographer may not use Event photographs to market or advertise the photographer's services.
5. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.
6. The NCAA may revoke a photographer's right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these terms and conditions.
7. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming

from injury and/or property damage in conjunction with his/her attendance at an Event.

8. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.
9. Nothing herein is intended to create an agency, employment, partnership, or joint venture relationship between the NCAA and the photographer. Neither party is an affiliate of the other, shall have the authority to act for or bind the other, and shall make any representation that would indicate an apparent agency, employment, partnership or joint venture relationship.

You may direct questions or concerns regarding NCAA Championship photography to Levida Maxwell, Coordinator of Championships and Alliances, Digital and Social Media at lm Maxwell@ncaa.org or by phone at 317/917-6356.

APPENDIX I • CREDENTIAL LANGUAGE



NCAA MEDIA COORDINATION AND STATISTICS 2018-19 CONDITIONS PLACED ON USE OF CREDENTIALS

Each individual ("Bearer") using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the "Events"), on behalf of his or her employer or assigning organization ("Employer"), agrees to the following:

GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attendance. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential is breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights or remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, directions provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media site applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming applications (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer's services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injury or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the right of an exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name or likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contract employees, and each of its member institutions, their officers, agents and employees, of and from all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his,

Conditions Placed on Use of Credentials

December 19, 2018

Page No. 2

Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

MEDIA

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or

Conditions Placed on Use of Credentials

December 19, 2018

Page No. 3

endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

NCAA CHAMPIONSHIP VIDEOGRAPHER

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media. The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and award ceremony, if applicable.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

APPENDIX J • SOCIAL MEDIA GUIDELINES

NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

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

Host Promotion of Championships

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

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

Top 10 considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, 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 feed: 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, or send ideas or news to the general box, socialmedia@ncaa.org.