



2020 DIVISION III WOMEN'S  
**LACROSSE**  
**CHAMPIONSHIP**

***HOST OPERATIONS***  
***2019-20 MANUAL***  
*Preliminary Rounds*

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## 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.

### Definitions

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

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

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

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

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

### Role of Governing Sport Committee

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

### Role of Host Institution/Conference

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

The host institution/conference is the local entity responsible for 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.

#### **Role of NCAA**

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-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 2 – NCAA Division III Women’s Lacrosse Committee and Staff**

<b>NCAA Division III Women’s Lacrosse Committee</b>	
<b><u>East</u></b> Susan Hoffman Associate Director of Athletics/SWA College at Brockport, State University of New York	<b><u>Great Lakes</u></b> Emily Fisher University of Mount Union Head Women’s Lacrosse Coach
<b><u>Mid-Atlantic</u></b> Kim Masimore Dickinson College Head Women’s Lacrosse Coach/SWA	<b><u>North</u></b> Jennifer Fox Head Women’s Lacrosse Coach Roger Williams University
<b><u>Northeast</u></b> Patty Kloidt Head Women’s Lacrosse Coach Hamilton College	<b><u>South</u></b> MK Geratowski Head Women’s Lacrosse Coach/SWA Randolph-Macon College
<b><u>West</u></b> Kimberly Wenger Commissioner Northwest Conference	

NCAA Staff	
<b><u>Championship Administrator</u></b> Kevin Alcox Assistant Director, Championships and Alliances Phone: 317-917-6085 Cell: 317-749-9783 Email: <a href="mailto:kalcox@ncaa.org">kalcox@ncaa.org</a>	<b><u>Administrative Support</u></b> Aaron King Coordinator, Championships and Alliances Phone: 317-917-6771 Cell: 317-749-8375 Email: <a href="mailto:aking@ncaa.org">aking@ncaa.org</a>

### **SECTION 3 – Alcoholic Beverages and Tobacco Products**

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

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

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

### **SECTION 4 – Americans with Disabilities Act**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

### **SECTION 5 – Awards**

#### **Championship Awards**

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 director 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 retaped, closed and secured in a limited-access area.

When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

Awards ceremonies are MANDATORY unless there is an extenuating circumstance, (e.g. force majeure, weather). No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

#### **Participation Awards**

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 – Bands/Spirit Squads/Mascots**

#### **Admission**

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

#### **Artificial Noisemakers**

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

#### **Designated Areas**

Bands should be seated in the area usually reserved for bands. Place bands in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the committee liaisons.

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

#### **Electronic Amplification**

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

#### **Fight Songs/Music**

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

#### **Pregame Music**

No host team warm-up playlists are permissible; playlist must be neutral. Pregame music may be played at the discretion of the host institution, be tasteful in nature and appropriate for all audiences. Music should begin when gates open.

## SECTION 7 – Broadcasting/Internet

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

## SECTION 8 – Championship Merchandise/Licensing

### Administration

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

### Availability

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

### General Policies

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

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

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

- Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
  - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
  - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
  - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

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

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

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

## SECTION 9 – Championship Presentation/Fan Engagement

### Ancillary Events

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

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

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

### Logos

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

### Public Address and Text Board Scripts

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

### Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

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

#### **Fred Bowen – Senior Producer**

Van Wagner Sports & Entertainment, Inc.

Telephone: 574-807-5287

Email: [bowen@vwbsn.com](mailto:bowen@vwbsn.com)

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

**Premium 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.

**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](#)

### Local Contributor Program

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

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

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

### NCAA Trademarks

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

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

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

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

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

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

#### **Identification of commercially-named venues on NCAA materials**

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

#### **NCAA logo use by commercially-named venues**

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page".
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home", a host or co-host of any session of the NCAA championship.

- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

**NCAA trademarked protection language:**

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

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

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

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

NCAA and Women’s Final Four are trademarks of the National Collegiate Athletic Association.

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

**For blue 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](#)

**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, (<http://www.ncaa.org/championships/marketing?division=d1>).

**Advertising/Signs/"Look and Décor"**

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. 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.
- b. **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.

- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, 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.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

#### **Temporary Promotional Displays**

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

## SECTION 11 – Competition Site Requirements/Diagrams

### Concessions

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

### Locker Rooms

#### Officials

A locker room should be made available for officials. If there are both men and women officials, then an additional locker room should be made available. A sign reading, “NCAA Use Only” shall be posted on the official’s locker rooms.

#### Teams

A locker room should be provided for each team. If locker rooms are subpar for visiting teams, the host team is expected to use the “least suitable” locker room.

Player Warm-Up. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warm-up.

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

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, and white boards, markers and erasers for all practices and matches. The committee will inspect the locker rooms prior to the first practice.

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

### NCAA Space Requirements

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

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

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

Postgame Interview Room. The postgame interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound system.

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

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

#### **Official Scorer's Table**

There should be enough seats at the scorer's table for the following individuals: scorer, table official, public-address announcer, scoreboard operator and one NCAA representative. If possible, the following also should be seated there: statistics crew of at least four people, additional NCAA representatives (finals only). If applicable, adult supervision should be provided.

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

#### **Parking**

A parking area for the participating teams and tournament officials (i.e., key game personnel, NCAA representative and umpires) should be designated. Parking passes should be provided. For participating teams, five parking passes for those traveling via van, three parking passes for those traveling via bus.

#### **Scoreboards**

Scoreboards shall display the names of the participating institutions rather than "Home" and "Visitor" for the finals (mandatory) and all tournament games if possible.

#### **Signage/Advertising**

CC/P Signage Requirements. NCAA Corporate Champion and/or Partner banners should be displayed at the entrance for outdoor championships at eye level, preferably.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners 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 news conferences and banquets.

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

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

- NCAA Banners
- Appropriate institutional (team) banners (authorized by NCAA representative)

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

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing field or seats), including the scoreboard, during the championship session or practices, other than NCAA, TV

partners and radio banners, as specified by the NCAA. No local/school radio banners are allowed.

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

Directional Signs. Directional signs should be posted in all areas used by participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA.

#### **Team Benches**

Benches should be separate from the bleachers and have adequate space for 38 people (bench size). The home bench is located to the right of the scorer's table when facing the table from the field.

#### **Video Exchange Policy**

Host institutions are responsible for filming and providing film of each game to all participating teams at the site of competition for all rounds of the championship. Film must be delivered within an hour of game completion of the last game of the day. Preferred format listed below.

On request and if available, each host should arrange for an elevated area for each team to film its own game. However, filming of an opponent's game is not permitted. Each institution is permitted to use one camera and may film only that portion of the competition in which it participates. The film may not be used for any commercial purposes. An institutional representative shall contact the tournament director at the host institution to arrange for camera space at that site.

**Video Exchange Policy.** For all rounds of the championship, there will be a direct video exchange with opponents. Each institution will provide its two most recent games. Video must arrive by noon Eastern time on the Monday prior to competition. The preferred format for video exchange is 1.) online file transfer; 2.) external file exchange (i.e., flash drive/memory stick). Third-party video access and online video libraries are permissible in addition to the direct exchange.

#### **Scouting**

Live scouting is permissible at all rounds of the tournament. If in-person scouting occurs, the individual(s) shall pay the regular admission price.

### **SECTION 12 – Drug Testing**

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

#### **Drug Testing Expenses**

The proposed budget included in the site coordinator's manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice

upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

#### **Facility Specifications**

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

#### **Host Notification**

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

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

#### **Media Obligations**

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

#### **Next Day Testing**

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

#### **Participant Notification**

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

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

## Seating

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

## Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation 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, game 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.
  - **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport 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 chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

## SECTION 13 – Equipment

The NCAA will provide certain championships equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

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

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

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

Depending on the championship site, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide Powerade branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

#### **Championship Final Sites and Selected Preliminary Round Sites:**

All final and selected preliminary round sites will receive Powerade branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.

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

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

The Powerade branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The Powerade and water products must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided Powerade branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

**Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product:**

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

**Game Balls**

**First/Second Round**

Each first-/second-round host site will receive one dozen (second-round only sites) or two dozen (first/second sites) yellow STX lacrosse balls. The balls will be shipped no later than Monday, May 4, arriving no later than Thursday, May 7. If you do not receive the balls by Noon, Eastern time, Thursday, please contact Kevin Alcox at 317-917-6085.

Each team should supply their own practice balls.

**Regional Round**

Each regional host site will receive three dozen yellow STX lacrosse balls. The balls will be shipped Monday, May 11, arriving no later than Thursday, May 14. If you do not receive the balls by 4 p.m. Eastern time, Thursday, please contact Kevin Alcox at 317-917-6085.

Each team should supply their own practice balls.

**Semifinals and Final**

The semifinals and final host will receive eight dozen yellow STX lacrosse balls. Four dozen will be game balls with the other four dozen designated as practice balls. The balls will be shipped with an expected arrival date of Monday, May 11.

**Playing Surface**

The playing surface should meet all specifications as outlined in the [2020 and 2021 NCAA Women's Lacrosse Rules and Interpretations](#). Please review Rule 1 for more information.

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**SECTION 14 – Financial Administration**

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**Audit**

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

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

### **Approval of the Budget**

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

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

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

### **Financial Report**

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

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

### **Drug Testing Expenses**

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-

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

#### **Lodging Expenses**

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

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

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

#### **Officials**

The host is **NOT** responsible for reimbursing game officials' fees and expenses. All site officials' fees, travel and per diem expenses (except lodging) will be handled centrally by the NCAA via ArbiterPay.

#### **Participants**

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.

#### **Site Representative/Committee**

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

### **SECTION 15 – Game/Meet Management**

#### **Administrative Meeting**

The committee, or its site representative, will conduct a mandatory administrative meeting before the first game at each preliminary-round site and at the final site to review championship matters. The meeting should take place at least two hours before the start of the first game. It is mandatory that each institution's head coach attend the meeting. The site representative shall lead the meeting; the tournament director, host SID, head official, and host athletic trainer have a role in the meeting. Please refer to Appendix D for the meeting agenda.

#### **Games Committee**

The Division III Women's Lacrosse Committee will designate an NCAA site representative for each preliminary-round site; the host will be notified of this person's name and contact information at least four days before the competition. This representative will serve as chair of the games committee, which for preliminary rounds will be comprised of the host institution's tournament director and the head official.

## Competition Times

**Note:** All requests to deviate from the game times below must be submitted in the facility evaluation form by Sunday, April 26. Any requests by a selected host institution after April 26 will not be accepted. In addition, requesting a deviation does not mean the request will be granted. The Division III Women's Lacrosse Committee will review all requests submitted.

### **First and Second Rounds\***

Game times for all first and second round games will be 1 p.m. local time.

### **Regionals\***

Option 1: Semifinals at 11:30 a.m. and 2:30 p.m. (local time); Final at 1 p.m. (local time).

Option 2: Semifinals at 1 p.m. and 4 p.m. (local time); Final at 2:30 p.m. (local time).

**\*Institutions with a Sunday No-Play policy will compete on Friday and Saturday instead of Saturday and Sunday.**

## Personnel

Announcer. An effort should be made to acquire a professional announcer with experience in announcing lacrosse games. If possible, the announcer should be assisted prior to the competition by a host institution designee, who shall provide typed information on statistics, interesting notes about the participating teams and announcements (e.g., promotional announcements about the next day's matchups, etc.).

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

Player Introductions. The visiting team's non-starters are introduced first numerically, followed by starters numerically and captains, then coaches. Then the home team's non-starters, starters, followed by coaches. The officials are announced last.

Facility Management. Depending on the facility, the number of people needed in each category will vary. Besides the number that you designate, it is always best to have four or five persons who can fill in at a variety of places. Here are the types of personnel needed:

- Adequate security, with at least two uniformed security persons
- Ticket sellers
- Ticket takers
- Ushers
- Concession workers
- NCAA merchandise sellers
- Host/hostess/escort for officials to and from the locker room

Game Personnel. Besides officials, the following personnel are needed for each game:

- One official scorer
- One clock operators and/or one scoreboard operator
- One public-address announcer
- At least two qualified statisticians
- Four ball retrievers (Ball retrievers must be at least 12 year of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. Please note: This attire must adhere to the NCAA logo policy. The host institution is required to train and provide for the safety of the ball retrievers.)
- Four drug-testing couriers, if applicable

Head Athletic Trainer. The following are a few of the major responsibilities of the head athletic trainer and should be reviewed with the head athletic trainer prior to your notification as a tournament site:

- Arrange for a physician to be on-call for all games and practices. The head athletic trainer should be able to explain the medical procedures at the coaches' meeting, noting athletic training room hours and services.
- Plan for an athletic trainer to be at every practice and game and present on the field.
- Arrange for medical supplies, water and ice for all practices and games.

Sports Information Director. The Sports Information Director should be someone who has had experience with sports information.

Tournament Director. The tournament director shall be an administrative staff member of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

The other functions of the tournament director are to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this manual. The tournament director will also provide the NCAA with a postgame evaluation including suggestions for future conduct of the championship. Please refer to Appendix A for the host checklist and to Appendix B for pregame schedule.

## **Practice**

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

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

Closed Practice. All practices are open to the media but closed to the public.

Practice Schedules. Practice access to all designated host-site fields is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field will be available to all teams the day before the game. The host institution is required to provide one set of goal cages for each team on the practice field and at the alternate indoor facility. For team practices and shootarounds only, there

is no limit to the number of student-athletes who can participate. Participating teams are limited to a maximum of 28 players for competition and game warm-up, however.

**First and Second Rounds.** Teams are entitled to one practice opportunity on the competition field for the first and second rounds. This may take place the day prior to competition for 90 minutes. For first/second round combined sites, teams will select available practice slots based on distance traveled (i.e., the team traveling the farthest has the first choice). For first/second round combined sites, the host team will have the option of practicing on the game field before (9:30 to 11 a.m.) or after (4:30 to 6 p.m.) the 1 p.m. first-round game on Saturday. These times must be adhered to. Additionally, for first-/second-round combined sites, shootarounds on Sunday should be made available at 9 – 9:30 a.m. and 9:35 – 10:05 a.m.

On game days, each team will be guaranteed 45 minutes on the field for its pregame warm-up before the introduction of the players. Pregame warm-ups will not exceed 45 minutes.

**Regionals.** Teams will select available practice slots based on distance traveled (i.e., the team traveling the farthest has the first choice).

- Friday: 90-minute time slots. (local host time).
- Saturday: There are no practice times at regionals on Saturday.
- Sunday: Shoot-arounds are limited to 30 minutes. For a 1 p.m. regional final game time, shoot-arounds are at 9 – 9:30 a.m. and 9:35 – 10:05 a.m. For a 2:30 p.m. regional final game time, shoot-arounds are at 10:30 – 11 a.m. and 11:05 – 11:35 a.m.

On game days, each team will be guaranteed 45 minutes on the field for its pregame warm-up before the introduction of the players. Pregame warm-ups will not exceed 45 minutes.

For all rounds, except the championships, practice times will be assigned during each respective round conference call based upon travel distance for each team to the site. No team will be permitted to practice on the game field at any time other than its officially assigned time. Teams are permitted 90 minutes of practice on the game field (weather permitting). Indoor facilities should only be utilized in the occurrence of inclement weather and not in addition to the assigned 90 minutes of practice time, including warm-up. *\*Once practice times are set, they may not be altered on-site unless there are extenuating circumstances, i.e., force majeure, weather.*

**Scoreboard.** The scoreboard clock should be used to time practice sessions.

#### **Travel Party/Bench Size/Squad Size**

**Squad Size.** Participating teams are limited to a maximum of 28 players. Each team must designate its 28 players to be used in that round during the pregame meeting. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition.

There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

**Official Travel Party.** There are 33 individuals in each team's official travel party with not more than 28 participants in uniform. Transportation and per diem will be provided to cover the 33 individuals.

Bench Area. A total of 38 individuals are allowed within the team bench area from the start of the pregame warm-up through the entire game, two of which must be designated medical personnel; 37 if only one person is designated medical personnel.

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## **SECTION 16 – Insurance**

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

### If event is held on-campus

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

### If event is held off-campus

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

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

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## **SECTION 17 – Lodging**

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

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

### **Merchandising**

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

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

### **Drug-Testing Crew**

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel, if necessary.

### **NCAA Site Representatives' Hotel**

The NCAA site representative will arrive either one or two days prior to competition depending on the time of the team's practices; please confirm the arrival date with the site representative. Checkout will be dependent upon travel arrangements, please confirm with site representative.

### **Officials Hotel**

Officials' accommodations should be available if needed. After receiving contact information for the officials, please contact them to confirm hotel room needs.

### **Team Hotels**

Please secure a team rate for all hotels. The official travel party is 33 members, bench size is 38 members and, as a result, each host should secure up to 16 double rooms and 4 single rooms for each team.

## **Section 18 – Media Services**

### **Championship Records**

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

### **Credentials**

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](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jrogers@ncaa.org](mailto:jrogers@ncaa.org)) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of

Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](http://NCAA.com/credentialterms), should also be visible at credential pickup.

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

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

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

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.

#### **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.

#### **Flip Cards**

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

#### **Internet Policy**

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

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

### **Internet Live Statistics**

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

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

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

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

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

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

### **Media Accommodations**

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

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

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

**Work Room.** If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed

internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

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

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

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

#### **Officiating Questions**

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

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

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

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

#### **Personnel**

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.

- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

### News Conferences

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

**ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS.** The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

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

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

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

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

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

has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

#### **Moderator Duties**

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

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

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

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

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

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

#### **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.

### Photographer 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.

### Photography

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

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

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

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

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

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

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

### Programs

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

### Radio/Internet Audio Coverage

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

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

### Seat Assignments

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

### 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.

### Scout Video Coordinator

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

### Social Media Guidelines

The official NCAA social media pages and official hashtags can be found here:

<http://www.ncaa.org/socialmedia>

### Host Promotion of Championships

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

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

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

1. **Know your social media audience.** Utilize Facebook Insights 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. Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

#### Statistics Reporting to the NCAA

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

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

Institutions should send all information as follows:

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

#### 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.

#### Telephones/Internet

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

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

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

### **Webcasting**

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 <http://www.ncaa.com/rights-request>. Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## **SECTION 19 – Medical Procedures**

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

### **Medical Procedures**

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.

### **Medical Facilities**

#### **Ambulance Service**

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

#### **Biohazard Cleanup**

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the

biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

### **General Public**

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

### **Hospital**

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

### **Participants**

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

### **Supplies**

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

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

Sports medicine providers should be trained to use emergency supplies.

### **Locker Rooms**

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

### **Communication**

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

### **Teams' Physicians**

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

### **X-Ray Technicians**

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

## **Concussions**

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

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

## **Medical Staffing**

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

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

travel in addition to the travel party limits though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.

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

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

#### **Portable Baths**

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

### **SECTION 20 – Neutrality**

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

### **SECTION 21 – Officials**

#### **Confidentiality**

Participating teams will be advised of the officials assigned to their competition the day of the game.

#### **Meetings**

The site representative and tournament director will meet with the officials (separately from the participants' meeting) to review their responsibilities, review the expense process through ArbiterPay, and distribute the NCAA patches. The meeting should take place no more than 90 minutes prior to the game. If it is a doubleheader site, there can be a separate meeting for each officiating crew. Please refer to Appendix E for the meeting agenda.

#### **Selection**

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

Three field officials and one alternate official will be assigned to officiate each game.

## **Uniform**

Game officials will be provided an NCAA patch to be placed on the upper right or left chest of their uniforms while officiating in NCAA tournament play. No other patches or logos will be permitted. Officials shall wear black striped shirts, black kilts/shorts and black shoes.

## **SECTION 22 – 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.

The finals site of this championship will feature a printed program, which the NCAA and IMG College Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of IMG College before, during and after 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 advertising space for sponsors, etc., should contact Doug Iler ([doug.iler@img.com](mailto: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.

The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and IMG College also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

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

### **Best Practices**

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

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.

- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

### **Supplemental Handouts**

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

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

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

All supplemental content is subject to NCAA and IMG College approval.

### **Championship Program Vending and Complimentary Programs**

#### **IMG College Responsibilities**

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College.
- Will pay sales tax to the proper taxing authority.

#### **Host Responsibilities**

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a vending agreement, signed by the tournament manager, to IMG College prior to the event.
- Distribute the allotted amount of complimentary programs.
- Make a good-faith effort to promote and sell the programs/handouts during the event (see Best Practices for Program Vending below).
- Retain the commissions earned from program vending and cut a check to IMG College for the amount listed on the settlement sheet.
- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement.

#### **Best Practices for Program Vending**

Below are a few best practices for vending programs:

- Designate individuals to sell programs and pay them a commission for each program they sell; or
- Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.

- Place program vendors in high-traffic areas of the sports facility, normally near main entrances.
- Encourage vendors to walk through the stands to sell programs during the event.

### Questions

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

## SECTION 23 – Safety and Security

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 when developing a safety and security program, which can be found located [here](#).

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

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

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

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

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

### Preparation

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

Each host will be asked to provide the following:

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

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

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

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

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

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

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

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

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorer's table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep

spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

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

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

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

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

#### **Crowd Control**

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

#### **Personnel**

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

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

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

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

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

#### **Inclement Weather**

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

#### **Lightning and Weather Detection Service**

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using [weather.gov](http://weather.gov) or [weatherbug.com](http://weatherbug.com). It is also recommended that the tournament director make contact with a local meteorologist.

#### **Severe Weather Policy**

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety.

If a game is delayed, the following warm-up times will be allowed before restarting play:

Up to 45-minute delay—10-minute warm-up

46- to 60-minute delay—15-minute warm-up

More than one-hour delay—20-minute warm-up.

The warm-up times may be waived if both coaches agree.

#### **Spectator Photography/Video Cameras**

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

### **SECTION 24 – Tickets/Seating**

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

### **Complimentary Tickets**

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

### **Email Databases**

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

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

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

### **Ticket Prices**

During first-, second- and regional rounds, only daily tickets should be sold; there should be no all-session tickets sold during the preliminary rounds of the championship.

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

#### First/Second Rounds and Regionals

- \$6 for adults.
- \$3 for senior citizens and students.
- \$2 for children ages three to 12.

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

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

Please refer to Appendix F.

### **Ticket Policies/Operations**

1. **Ticket Design/Printing.** The host will manage the design and printing for championship tickets in consultation with the NCAA. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The host will coordinate the printing of the tickets. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

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

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

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

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

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

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

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

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

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## SECTION 25 – Transportation

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### **Participating Institutions**

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

### **Local Transportation for Teams**

The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own local transportation and may do so using the NCAA provider, Go Ground Options, or a provider of their choice.

For more information, please review the Division III travel policies located at the following:

<http://www.ncaa.org/championships/travel/championships-travel-information>.

### **Parking**

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

### **Officials' Transportation.**

The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

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## SECTION 26 – Volunteers

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### **Apparel**

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2016-17 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

**Note:** *Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.*

### Goals and Recruitment

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

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

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

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

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

### Waivers

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

**CHECKLIST FOR NCAA DIVISION III WOMEN'S LACROSSE HOSTS****WEEK OF GAME**

- \_\_\_ 1. Send instruction packet to the athletics director(s) of the visiting institution(s) notifying them of game, practice and meeting schedules and arranged hotel accommodations.
- \_\_\_ 2. Obtain names and contact information of appointed officials from NCAA staff (sent by NCAA within 24-48 hours after selection).
- \_\_\_ 3. If necessary, secure rooms for the officials.
- \_\_\_ 4. Notify game officials of game and meeting schedules.
- \_\_\_ 5. Communicate with the NCAA site representative on the game, practice and meeting schedules. Secure a hotel room for the NCAA site representative and communicate with this person. Review participant call agenda with NCAA site representative prior to the call.
- \_\_\_ 6. Obtain necessary insurance coverage, per Executive Regulation 1-21-(b) and submit confirmation to the NCAA championship manager.
- \_\_\_ 7. If notification is received, implement drug-testing procedures, including facility and personnel requirements, as detailed in information from the NCAA national office. If drug testing is confirmed for your site, you will be notified early in the week.
- \_\_\_ 8. Field arrangements.
  - \_\_\_ a. Check proper markings, including coaching and photographers boxes, in accordance with NCAA rules (see the [2018 and 2019 NCAA Women's Lacrosse rules book](#)).
  - \_\_\_ b. Check and secure goals and nets.
  - \_\_\_ c. Check scoreboard/clock to ensure proper operation.
- \_\_\_ 9. Arrange for the following equipment at game site: Adequate public-address system, two watches, two compressed air horns, scoreboard, pencils and an American flag properly displayed. NCAA banners also should be displayed, if available.
- \_\_\_ 10. Arrange for playing/performing of the national anthem before each day.
- \_\_\_ 11. Arrange for refreshment for teams and officials.
- \_\_\_ 12. Arrange for drinking cups, ice and water for players at each bench.
- \_\_\_ 13. Display names of teams on scoreboard. Avoid home and visitor designation.
- \_\_\_ 14. Assign locker rooms for the teams and supply marker boards or blackboards with markers or chalk in each room.
- \_\_\_ 15. Assign a locker room for the officials for pregame, half time and postgame purposes.

- \_\_\_ 16. Assign scorers, timers, statisticians and announcer.
- \_\_\_ 17. Confirm that the field is secured to control ticket sales.
- \_\_\_ 18. Arrange for ticket sellers and takers.
- \_\_\_ 19. Arrange for security for the following:
  - \_\_\_ a. Officials;
  - \_\_\_ b. Teams;
  - \_\_\_ c. Bench area (pre- and postgame);
  - \_\_\_ d. Spectator areas;
  - \_\_\_ e. All entry gates; and
  - \_\_\_ f. Ticket takers/concessions.
- \_\_\_ 20. Arrange for medical assistance. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted. An ambulance available at the site is also preferred. An emergency action plan must be identified to ensure quick responses should an ambulance service be needed.
- \_\_\_ 21. Arrange a location for merchandise and assign personnel to sell NCAA championship merchandise.
- \_\_\_ 22. Have a practice field available the day prior to competition. Visiting teams should be allowed to practice on the game field, if at all possible.
- \_\_\_ 23. Have practice balls available, if needed.
- \_\_\_ 24. Advise team(s) of the athletic training supplies, equipment and facilities which will be available or provided.

**DAY OF PRACTICE**

- \_\_\_ 1. Teams will be allowed 90 minutes of practice on the game field the day prior to competition. If weather conditions are adverse, neither team shall be permitted on the game field. Alternate practice facilities should be available for each team. The host institution in consultation with the NCAA site representative shall determine available practice time slots.
- \_\_\_ 2. Check locker room accommodations.
- \_\_\_ 3. Make laundry arrangements.
- \_\_\_ 4. Make certain practice field is set up, goals have proper nets and field is properly marked.
- \_\_\_ 5. Ensure that athletic training staff accommodates any needs of visiting teams.
- \_\_\_ 6. Put together coaches' packets to include: credentials, timesheet and meeting agenda.

**GAME DAY**

- \_\_\_\_\_ 1. Meet with NCAA site representative, coaches and other key personnel at least two hours before the game. Choice of uniform is to be decided earlier in the week in consultation with the NCAA committee. In all competitions, the home team wears white or light-colored jerseys and the visitors wear dark jersey. Colors must be contrasting. Confirm these arrangements and bench assignments. The home team will be the top team listed on the bracket. The site representative will chair the meeting and cover other relevant topics.
- \_\_\_\_\_ 2. Setup the game field for team practices at least one hour prior to game time.
- \_\_\_\_\_ 3. The NCAA site representative should be in the immediate vicinity during the competition.
- \_\_\_\_\_ 4. Provide a scorekeeper for all games.
- \_\_\_\_\_ 5. Provide completed box scores for each team, including half-time statistics, if available.
- \_\_\_\_\_ 6. Provide meeting space for pregame meetings (administrative and officials).
- \_\_\_\_\_ 7. Note ticket price minimums.
- \_\_\_\_\_ 8. Review crowd-control policy.
- \_\_\_\_\_ 9. Distribute a condensed information sheet providing the times, assignment of officials, method of introduction, time between games, color of uniforms, benches, etc. Distribute this information to coaches, press, and radio and television personnel.
- \_\_\_\_\_ 10. Work with competing teams to establish a pass gate for team personnel.
- \_\_\_\_\_ 11. If scheduled at your site, implement postgame drug-testing procedures as instructed by the NCAA national office and the on-site crew chief.
- \_\_\_\_\_ 12. If a game is suspended or postponed, the host institution AND the NCAA representative must contact Kevin Alcox (office: 317-917-6085; cell phone: 317-749-9783). Only after contacting the NCAA national office may the game schedule be altered.

**POSTGAME**

- \_\_\_\_\_ 1. Report the score to the NCAA championship manager ([kalcox@ncaa.org](mailto:kalcox@ncaa.org)) and also submit it to the NCAA website by emailing it to [ncaa-content@turner.com](mailto:ncaa-content@turner.com).
- \_\_\_\_\_ 2. Submit financial report to the NCAA within 60 days. The proposed budget and financial report form may be accessed on the NCAA Website at <https://championships.ncaa.org>. Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. If you have any questions regarding the process, please contact the NCAA.

### PREGAME SCHEDULE

This pregame schedule must be followed for every game and will allow for a standard warm-up procedure at every competition site. Below an 11:30 a.m./2:30 p.m. game-times example is given. Adjust accordingly for 1 p.m. (for first/second round), and 1 p.m. and 4 p.m. (for regionals) game times.

*\*Note: Bench areas must be cleared no more than 10 minutes after the final horn of each game.*

<b>Clock Time</b>	<b>Actual Time</b>	<b>Activity</b>
45:00	10:30 a.m.	Pregame warm-up
10:00	11:05 a.m.	Coaches/Officials meeting
5:00	11:10 a.m.	Captains meeting
0:00	11:15 a.m.	Field cleared—stick check
	11:25 a.m.	Introduction of teams
	11:27 a.m.	National Anthem
	11:30 a.m.	Game Begins

If an institution is hosting a two-game session, the following time schedule will be utilized:

<b>Clock Time</b>	<b>Actual Time</b>	<b>Activity</b>
45:00	1:30 p.m.	Pregame warm-up
10:00	2:05 p.m.	Coaches/Officials meeting
5:00	2:10 p.m.	Captains meeting
0:00	2:15 p.m.	Field cleared – stick check
	2:25 p.m.	Introduction of teams
	2:30 p.m.	Game Begins

If game falls behind schedule, a 45-minute warm-up is guaranteed for the second game. Adjust all times accordingly.

### 2020 NCAA Division III Women's Lacrosse Post-season Stick Check Procedure

1. The one hour prior to game stick inspections will not continue for NCAA post-season. This is not a procedure occurring during the regular season and it has been removed from pre-game protocol.
2. Teams will be provided a minimum of 45 minutes on the field for the second game of a doubleheader.
3. The random five sticks selected from each team will be inspected as would normally occur on field prior to the game as well as the pocket depth checks and general evaluation of sticks.
4. Players and coaches should be reminded that they can ask an official to evaluate their stick at any point during the warm up period prior to the actual stick check line.
5. Any stick not eligible for checking (coaches' sticks, etc.) would need to be placed at the scorer's table prior to the start of national anthem.
6. All stick checks will cease at the start of the national anthem. Any illegal sticks will be penalized at this time.
7. No further adjustments may be made once it is time for the anthem.

**PLEASE NOTE: This pregame protocol is subject to change. Any changes will be communicated by the NCAA Championship Administrator if necessary**

## **PUBLIC ADDRESS ANNOUNCER INSTRUCTIONS**

### **Pregame Protocol**

1. Welcome.
2. Information to include for introduction of teams.
  - a. Regional affiliation;
  - b. Won-lost record;
  - c. Location; and
  - d. Number of times in NCAA championships.
3. Introduction of teams, visiting team first, home team last.
  - a. Non-starters in numerical order;
  - b. Starters in numerical order;
  - c. Captains in numerical order, and
  - d. Coaching staff (head coach last).
4. Introduction of officials.
  - a. Head official;
  - b. Field officials;
  - c. Table official; and
  - d. NCAA appropriate announcements only.
5. The national anthem will be played following team introductions before the first game of the day.
6. The crowd control/sportsmanship statement should be read prior to the start of the day's competition.

### **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 uniform, 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 a designated representative, shall be prepared to use the public-address system at the 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:

**[INSERT SCHOOL/CONFERENCE NAME]** AND THE NCAA PROMOTE GOOD SPORTSMANSHIP BY STUDENT-ATHLETES, COACHES AND FANS. WE REQUEST YOUR COOPERATION IN SUPPORTING THE STUDENT-ATHLETES AND OFFICIALS IN A POSITIVE MANNER. PROFANITY, DEROGATORY COMMENTS OR OTHER INTIMIDATING ACTIONS DIRECTED AT ATHLETES, OFFICIALS, TEAM REPRESENTATIVES OR OTHER FANS WILL NOT BE TOLERATED AND ARE GROUNDS FOR REMOVAL.

**[INSERT SCHOOL/CONFERENCE NAME]** HAS MANY TRADITIONS, BUT BAD SPORTSMANSHIP ISN'T ONE OF THEM. WE APPRECIATE YOUR COOPERATION IN CREATING A SAFE AND POSITIVE GAME ENVIRONMENT. RESPECT, IT'S THE NAME OF THE GAME.

A G E N D A

2020 Division III Women's Lacrosse Championship  
Administrative Meeting

*Location*  
TBD

May XX, 2020

1. Welcome.
2. NCAA Site Representative.
  - a. Games committee.
  - b. Schedule of events.
  - c. Squad size/travel party/bench area.
  - d. Uniforms.
  - e. NCAA logo policy.
  - f. Bench assignments.
  - g. Shoot-arounds.
  - h. Travel party roster.
  - i. Awards ceremony.
  - j. Misconduct.
  - k. Failure to adhere to policies and procedures.
  - l. Drug testing.
3. Local SID.
  - a. Interview policy (cooling off period) /press conference.
  - b. Photographer.
  - c. Team introductions (clarifications/pronunciations).
  - d. Publicity and statistical information.
4. Head official.
  - a. Assignments.
  - b. Field markings.
  - c. Alternate officials' duties.
  - d. Carding/misconduct.
  - e. Overtime/tie-breaking procedures.
  - f. Rules emphasis/modifications.
  - g. Stick measurements.
5. Host Institution - tournament director.
  - a. Facility.
  - b. Tickets.
  - c. Medical coverage.
  - d. Hospitality.
  - e. Merchandise.
  - f. Laundry.
  - g. Videotaping/scouting – policy and seats.
6. Adjournment.

A G E N D A

2020 Division III Women's Lacrosse Championship  
Officials Meeting

*Location*  
TBD

May XX, 2020

1. Welcome and introductions.
2. Review assignments/alternate official's responsibilities.
3. Game timeline.
4. NCAA rules (points of emphasis).
5. Inclement weather procedures.
6. Review misconduct policy.
7. Review alternate official carding policy.
8. Back up goal keeper can be warmed-up by member of coaching staff.
9. Locker room assignments.
10. Security arrangements.
11. Hospitality.
12. Field check.
13. Adjournment.

**2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE**  
**Updated 06/30/2017**

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

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

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

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

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

**THIS TICKET IS A REVOCABLE LICENSE  
 USER ACCEPTS RISK OF INJURY**

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**

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

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

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

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

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

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

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

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

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

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

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

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

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Signature of Participant Date

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

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



## 2019-20 Host Site Stats Document

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

### Latest Version of StatCrew Required

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

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

### NCAA LiveStats Integration

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

### Downloading NCAA Broadcastr 9.0

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

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

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



## **Streaming Requests**

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

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

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

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

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

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

Turner Contact Information Jason Venson

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

404-704-2493