

FOREWORD

Congratulations on being selected as a host for the 2019 NCAA Division I Women's Soccer Championship. We appreciate your interest in women's soccer and are looking forward to another outstanding championship.

The purpose of the NCAA Division I Women's Soccer Host Operations Manual is to provide direction and guidance for host institutions as they plan and conduct the events and to supplement the NCAA Division I Women's Soccer Pre-Championship Manual. We urge you and your staff to become familiar with both the pre-championship manual and NCAA Bylaw 31, which pertain to the administration of NCAA championship events. These documents will provide information about the general policies governing all aspects of NCAA competition, while the host operations manual is designed to provide more specific information and details regarding their implementation. The pre-championship manual is now available on the [NCAA website](#). Bylaw 31 may be accessed via the [NCAA Legislative Services Database](#) (LSDBi) or the online version of the [NCAA Division I Manual](#).

Although these manuals attempt to cover all phases of championship competition, some questions may arise before or during the event. Please contact a member of the NCAA Division I Women's Soccer Committee or Sharon Cessna at the NCAA national office. The contact information for each of these individuals is located in the key contact section of this manual.

Thank you again for your efforts on behalf of the NCAA and women's soccer.

NCAA Division I Women's Soccer Committee

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2019 DIVISION I WOMEN'S SOCCER CHAMPIONSHIP

HOST OPERATIONS MANUAL

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SECTION 1 – NCAA Division I Women's Soccer Committee/NCAA Staff

Women's Soccer Committee

The NCAA Division I Women's Soccer Championship is under the control, direction and supervision of the NCAA Division I Women's Soccer Committee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and NCAA Executive Committee.

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Introduction

This manual outlines the responsibilities of an institution/conference hosting a preliminary or final site round of the NCAA Division I Women's Soccer 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/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 Championship Manager. The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

Role of Governing Sports Committee

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing 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 I Board of Directors.

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, in venue 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 3 – Checklists

Checklist for Preliminary Round Hosts

Advance Planning Checklist - If chosen as a host site, your institution must perform the following duties prior to the championship competition.

- _____ 1. Playing Facility. Confirm use of the playing facility for the competition. No new institutional logos may be printed on the field. Preference is for a neutral field or NCAA logos. Host must have a minimum field size of 70 yards x 110 yards in order to host a preliminary round.
- _____ 2. Lodging. Secure team rooms at local hotels. Accommodations must be within 30 minutes of the field. Twenty-two (22) nonsmoking rooms with two double beds should be reserved per team. Be prepared to notify the participating team(s) of hotel(s) location and room rates. Participating institutions are responsible for the rooms reserved by the NCAA and host institutions. **Teams are obligated to stay at the host designated hotel. If an institution does not wish to stay at the designated hotel, it must contact the hotel by 2 p.m. (local time of host) the Tuesday prior to the start of competition (first-round) and by 2 p.m. Monday prior to the start of competition (2nd/3rd rounds and quarterfinals) to obtain a written release of the reserved rooms from the hotel management or utilize the rooms for persons accompanying the official traveling party. Failure to do so will result in the cost of the rooms being taken out of the institution's per diem.**

Accommodations must be arranged for the NCAA site representative assigned to the competition and the officials in a hotel separate from the team(s) also within a 30-mile radius. (See **Section 22 – Lodging**)

- _____ 3. Practice. Schedule game field for practice sessions. (See **Section 12 – Championship/Game Management**)

- _____ 4. Game Management. Make preliminary arrangements for personnel and logistics in the following areas:
 - _____ a. Drug testing – site coordinator, couriers, facility.
 - _____ b. Facility Manager – grounds crew, security, field set-up (including painting lines and NCAA logos, and watering field), cleanup, concessions, ushers, traffic control, parking.
 - _____ c. Ticket Manager – logistics.
 - _____ d. Game Manager – scorers' table, scorekeeper, announcer, scoreboard operator, timer, ball persons.
 - _____ e. Sports Medicine – doctor, athletic trainers.
 - _____ f. Athletic Communication – press box, interview room, programs, pre- and postgame interviews.
 - _____ g. Promotions and Marketing Director.
 - _____ h. Webstreaming equipment and personnel.
- _____ 5. Schedule. Prepare a tentative tournament schedule, outlining game, practice and meeting times.
- _____ 6. Promotions/Publicity. Develop a promotional/publicity plan.
- _____ 7. Program. (See **Section 27 – Programs**)
- _____ 8. Insurance Certificate. For the Division I championship, the insurance certificate should be sent to the national office prior to competition. (See **Section 21 – Insurance**)

Week of Game

- _____ 1. Received notification of visiting teams from NCAA.
- _____ 2. Contact competing team(s) with information including roster form (**Appendix A**), game times, practice schedule, lodging accommodations, locker room availability, administrative meeting site and uniform colors on the date of notification to the participating teams and the NCAA site representative. Email participant manual to the director of athletics, SWA, sport supervisor (if known) and head coach of each visiting institution.
- _____ 3. Arrange an administrative meeting among the coaches and administrators of the competing teams to review other pertinent information. This meeting should occur on the practice day (day prior to competition).
- _____ 4. Have packets at the coaches' meeting on practice day ready to distribute to teams, officials and NCAA representative(s) on arrival. Packets should include tournament information, parking passes, NCAA forms and team credentials.
- _____ 5. Obtain names and addresses of appointed officials from the NCAA. Follow up with officials and provide directions, hotel information and confirm date, time and location of pregame meeting and game. All officials are required to be at the site of the competition at least two and one-half hours prior to the start of the game for a meeting with the tournament director and the NCAA site representative. The regional official assignor may indicate an assessor will be present. Provide the assessor with a credential.
- _____ 6. Obtain necessary certificate of insurance, per NCAA Bylaw 31.7.4.

- _____ 7. If selected for drug testing, submit the drug-testing budget immediately after notification and make other preparations. If notification is received, implement drug testing procedures, including competition site and personnel requirements, as detailed in information from Drug-Free Sport, LLC. If drug testing is confirmed for your site, you will be notified as early as possible during the week.
- _____ 8. Arrange for appropriate credentials for each institution (travel party), NCAA representative(s) and officials.
- _____ 9. Obtain name of and follow up with NCAA site representative assigned to the game to determine hotel needs, provide directions, participant manual, etc.
- _____ 10. Field arrangements.
 - _____ a. Proper markings in accordance with NCAA rules (NCAA Women's Soccer Rules book) and policies.
 - _____ b. Check goals and nets; remove goals after warm-up. Check that all equipment (scoreboard, lights, PA system, etc.) is operational.
 - _____ c. Ensure seating or standing arrangements at the field. Allow spectators no closer than 10 feet, but preferably 20 feet, from touch lines and goal lines. There must be a retaining barrier between spectators and the playing field.
- _____ 11. Receive notification from NCAA promotions staff regarding online order of promotional materials. Place order immediately.
- _____ 12. Arrange for the following equipment at game site: adequate public address system, two watches, two compressed air horns, game balls provided by Wilson, officials' headsets provided by the NCAA, scoreboard, pencils and a properly displayed American flag. NCAA banners shall be displayed to create a championship atmosphere. Arrange for the singing or playing of the national anthem.

NOTE: Make sure Wilson game balls have been received. If not, please contact Robin Hale (rhale@ncaa.org; 317-917-6624) immediately.
- _____ 13. Arrange for halftime refreshments for teams and officials.
- _____ 14. Ensure the field is enclosed to control ticket sales.
- _____ 15. Arrange for working area for media.
- _____ 16. Arrange for interview area away from the field, preferably indoors. If an outdoor space is used, it must be protected from the weather.
- _____ 17. Arrange for proper game management personnel including, but not limited to: medical personnel, ticket sellers, ticket takers, security personnel, PA announcer, statistician, concessionaires, merchandising personnel.
- _____ 18. Arrange for drinking cups, ice and water for players at each bench during both practices and games. The NCAA will only provide cups, water coolers and water bottles at the site of the finals. DASANI water or POWERADE is preferred at preliminary-round sites, but it is acceptable to use a different unmarked product instead. Please note NCAA policy on commercial identification on cups and coolers.

- _____ 19. Inventory NCAA championship souvenir merchandise.
- _____ 20. Have names of teams on scoreboard (if possible); if not, use "Home" and "Visitor."
- _____ 21. Assign locker rooms for the teams and have dry-erase boards and markers, soap and towels in each room. Sites that do not have any locker rooms should have tents available. Portable restroom facilities must be provided nearby.
- _____ 22. Assign a locker room for the officials for pregame, halftime and postgame purposes; supply soap, towels and hospitality.
- _____ 23. Arrange for at least eight (8) experienced ball persons, at least 10 years of age, and dress them in neutral clothing that is bright in color and contrasts with the participating teams' and officials' uniform colors and devoid of any commercial identification, team name or logo.

A six ball rotation shall be used. It is recommended that the ball persons do not hold the ball during play, but rather place the balls at the following locations:

- 1. One ball placed at each flag on the halfway line
 - 2. One ball placed on each goal line next to the goal post
 - 3. One ball placed at the Official's/Scorer's Table
- _____ 24. Assign scorers, timers, statisticians and announcer. It is recommended there be one scorer and two official timers (one designated for each competing team) and a recorder for penalty administration, goals, assists, etc. Spell out duties of each official.
- _____ 25. Arrange for the following security needs:
 - _____ a. Officials (pregame, halftime and postgame).
 - _____ b. Teams.
 - _____ c. Bench area (pregame, halftime and postgame).
 - _____ d. Spectator areas.
 - _____ e. All entry gates.
 - _____ f. Area behind goals.
 - _____ g. Press box entry.
 - _____ h. Merchandise areas.
 - _____ i. Concession areas.
- _____ 26. Arrange for an athletic trainer and training facilities to be available for a doctor to be present and provide teams with information regarding hospital facilities. Advise teams of the athletic training supplies, equipment, modalities and facilities that will be available or provided.
- _____ 27. Arrange for pregame music. Ensure that music does not contain any inappropriate or profane lyrics.
- _____ 28. Have the Wilson balls that were delivered for the game available at practice.
- _____ 29. Make necessary arrangements and request permission for webstreaming the competition.

Day Prior to Game (Practice Day)

- _____ 1. Meet with the NCAA site representative, coaches and other key personnel day prior to the game. Choice of uniform is to be decided earlier in the week in consultation with the site representative. Home team (higher seed) will have choice of uniform color with visiting team choosing a contrasting color. Confirm bench assignments. Site representative will chair meeting and cover other relevant topics.
- _____ 2. Teams should be allowed to practice on the game field the day prior to competition for 75 minutes. If weather conditions are adverse, site reps need to work with coaches on site to make the determination if the field is available for practice. The site rep will make the call after checking with the host institution. The site rep will also contact the NCAA staff member to make sure everyone is informed and understands. Alternate practice facilities should be available for each team. Teams should be accommodated for practice times by the host institution minimizing the amount of missed class time.
- _____ 3. Review critical incident response/emergency plan.
- _____ 4. Provide team roster form to NCAA site representative at administrative meeting.
- _____ 5. Communicate process for tournament host and officials' evaluation at the administrative meeting and distribution of participant awards.
- _____ 6. Locker room accommodations.
- _____ 7. Laundry.
- _____ 8. Practice field is set up; goals have proper nets; field is properly marked.
- _____ 9. Training staff accommodates any needs of visiting team(s).
- _____ 10. Each team shall be provided an opportunity to practice with the Wilson championship soccer balls.

Game Day Administration

- _____ 1. The game field should be set up and ready for inspection by the officials two and one-half hours prior to game time.
- _____ 2. The site representatives should be seated at the scorer's table or in the immediate vicinity during the competition.
- _____ 3. Arrange for two air horns at the scorer's table. Distribute officials' communication devices (headsets).
- _____ 4. The games committee will consist of the NCAA site representative, the table official, the director of athletics/senior woman administrator, or designated representative of each institution. Competing coaches should not serve on the games committee.

- _____ 5. Wilson championship soccer balls, the official ball for the NCAA championships, will be sent from the manufacturer to all sites (six balls per game). Please make certain that each ball is inflated properly. The visiting team should receive one game ball after the game.
- _____ 6. Finals only. Twenty-eight (28) complimentary programs are to be provided to each team.
- _____ 7. Completed box scores should be provided for each team, including half-time statistics, if available.
- _____ 8. A fight song may only be played pregame, halftime or post game. It may only be played if the fight song for both teams is available. Otherwise, neutral music must be played.
- _____ 9. Ensure clocks count down from 45:00 each half.
- _____ 10. Make available new balls; game balls to be sent from Wilson [six (6) to first-round sites; 12 to second-/third-round sites; six (6) to quarterfinal sites].
- _____ 11. Distribute officials' communication devices (headsets).
- _____ 12. No complimentary tickets allowed (except for children two years of age and younger if facility policy permits).
- _____ 13. If scheduled at your site, implement postgame drug-testing procedures as instructed by the NCAA national office and the on-site crew chief.
- _____ 14. Five (5) copies of the Lineup Form with the 22 eligible participating student-athletes (with starters) are to be given to the opposing team, scorer's table, official and the NCAA site representative as early as possible, but not later than 30 minutes before the game.

Postgame

- _____ 1. Provide officials' communication devices (headsets) to advancing team for use at next round. The NCAA championship manager will notify the host if this item should be shipped back to the NCAA.
- _____ 2. Provide copy of game video to visiting team.
- _____ 3. Submit online financial report to the NCAA within 60 days. Host should keep the following items on file in the event an audit is conducted:
 - _____ a. Hotel bills (officials and site representative/committee).
 - _____ b. Miscellaneous receipts, if applicable.
- _____ 4. Conduct game within expenses indicated on your proposed budget. Expenditures in excess of your budget must be approved in advance by the NCAA national office.
- _____ 5. Submit reconciliation and settlement sheets directly to Event 1 and IMG College within 10 days after the competition.
- _____ 6. Host shall use Stat Crew programs to submit statistics. A packed file for the game must be sent to J.D. Hamilton (jhamilton@ncaa.org) at the NCAA national office immediately after the game.

**CHECKLIST FOR SITE REPRESENTATIVE AND TOURNAMENT DIRECTOR
(PRELIMINARY ROUNDS)**

- _____ 1. Inspect playing area (benches, scorer's table, audio equipment, public address system, national anthem, field markings and goals, coaching and substitution/penalty areas, crowd control, locker rooms, and player entrance).
- _____ 2. Review schedule of all activities for the competition.
- _____ 3. Review critical incident response/emergency plan.
- _____ 4. Review schedule for pregame activities (welcome, introductions, etc.).
- _____ 5. Review game times.
- _____ 6. Review uniform colors and bench assignments.
- _____ 7. Check that Wilson balls have arrived, are available and properly inflated.
- _____ 8. Ensure that participant awards (medallions) (for squad size of 22) have arrived and determine method for distributing them to the non-advancing teams postgame (preferably in the locker room).
- _____ 9. Review procedures for ticket sales and parking.
- _____ 10. Review procedures for security (escort for officials and teams).
- _____ 11. Review policy on crowd control, including section on alcoholic beverages and tobacco products. Also, security to prevent fans from accessing the field postgame.
- _____ 12. Review medical and athletic training arrangements.
- _____ 13. Review policies regarding photographers (e.g., permissible areas, no flashes).
- _____ 14. Review procedures governing videotaping and filming. Equipment shall be tested prior to taping. If possible, have backup equipment available.
- _____ 15. Ensure that teams followed game tape exchange policy and confirm that videos have been sent (beginning with 3rd round opponent).
- _____ 16. Review policies and plans for postgame interviews and designate an interview area (non-advancing coach and student-athletes interviewed first in all tournament games followed by the winning coach and student-athletes).
- _____ 17. Review procedures for sending results to the NCAA national office.

SECTION 4 – Alcoholic Beverages and Tobacco Products

In order to be eligible to engage in the sale of alcohol during an NCAA Division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events of the same sport and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons
 - Prevention of alcohol sales to minors
 - Serving sizes and quantities
 - Alcohol sales cut-off time
 - Outside beverages
 - Security and disturbances
 - Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire’s, host’s, and/or venue’s certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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

SECTION 5– Americans With Disabilities Act

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

All-Tournament Team (Finals only)

An 11-person all-tournament team will be selected. The all-tournament team selection committee for the Women's College Cup will be composed of sports information representatives of the four participating schools, selected media and the women's soccer committee. The ballot will be distributed before the championship game and can include any player who played in either the semifinals or final. Of the 11, one player will be named the most outstanding offensive player, and one player the most outstanding defensive player.

The women's soccer committee will coordinate the ceremony with the public address announcer.

Awards Ceremony (Finals only)

Semifinalist trophies will be presented to the non-advancing teams in their respective locker room, immediately after each semifinal game by a representative of the NCAA Division I Women's Soccer Committee.

After the championship game, teams will shake hands and the national runner-up may proceed to their locker room where their team awards will be placed. The on-field ceremony will recognize the winning team by announcing their 28 people on the Awards Ceremony Roster form and awarding the national championship trophy. Additional watches will be ordered after the championship. The ceremony shall conclude with the announcement of the all-tournament team. The Awards Ceremony Roster form must be submitted at Wednesday's administrative meeting and can be located in the final site participant manual.

A designated area should be roped off for media covering the awards ceremony. For presentation of the awards, a skirted table is required.

Awards Ceremony Enhancement (Finals only)

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

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

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

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

These items can be covered through the operations budget, as well as, the LOC budget. The NCAA has pre-approved artwork with pricing available. If you need assistance with ideas or ordering the pre-approved items, please contact Durenka Robie at 317-966-6434 or drobie@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

Champions Locker Room Program. (Finals Only)

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

Championship Awards

Preliminary Rounds. MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for each non-advancing team's squad size (22) 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 re-taped, closed and secured in a limited-access area.

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

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

Championship Award Inventory

National Champions Watches (sent to site)	22
National Champions Watches (shipped directly to winning team)	6
National Champion Team Trophy	1
Runner-Up (silver) Team Trophy	1
Semifinalist (bronze) Team Trophies	2
National Champion Team Mini-Trophies	28
Runner-up (silver) Team Mini-Trophies	28
Semifinalist (bronze) Team Mini-Trophies	56
Elite 90 Award	1

These official NCAA awards are the only awards that may be presented at the site of the championship. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championship, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by NCAA staff.

Ordering Additional Awards

To order additional awards after the championships, please go to:

<http://www.mtmrecognition.com/ncaa/>.

Participation Awards

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

Finals. Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship.

Elite 90 Award. (Finals Only)

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

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

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

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

Presentation at the student-athlete banquet

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

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

Press release

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

Social Media

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

For more information on the Elite 90 award winners, log on to ncaa.com/elite-90.

Admission/Maximum Number

Band members (including the director), not to exceed 25 in number, and spirit team members, not to exceed 12 in number, and one costumed mascot, shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. Each institution's administrator must submit this list to the tournament director and NCAA representative at the administrative meeting prior to the competition.

Live animal mascots are not permitted.

Bands may use electronic amplification equipment only with the specific approval of the NCAA representatives.

Designated Areas

There will be designated seating for each team's band. Bands shall be seated in rows so as not to interfere with spectators, photographers or teams, subject to the approval of the committee liaisons.

Cheerleaders and mascots will be permitted only in their team's designated area at all times. Additionally, mascots are not permitted on the field at any time.

Finals Site. Participating institutions must notify the host whether or not it will bring a pep band, spirit squad and/or mascot to the competition during the administrative teleconference on the Monday prior to the championship in order to plan for space.

Fight Songs/Warm-Up Music

The host institution shall provide appropriate pregame warm-up music for all games, all rounds.

Only band(s) and electronic scoreboard music will be used. If a team does not have a band present, it may provide a copy of the institution's fight song to be played.

National Anthem

The national anthem will be played just before the introduction of the starting lineups after the officials and all members of each team have made their way to the middle of the field. The anthem will be played before the first contest of each session.

Preliminary Rounds. The host institution is responsible for arranging the playing of the national anthem.

Finals Site. Secure singer(s) to perform the national anthem live or have it played by one of the participating institutions' bands, if applicable (to be determined by a coin flip if there is not mutual agreement).

Noisemakers/Non-Permissible Items

The tournament director 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.

Per NCAA soccer rules, select artificial noisemakers shall be allowed during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectator's ability to enjoy or watch the game will be removed.

Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Playing Restrictions – Bands

Bands, or any component thereof, are allowed to play at any time during the game.

In the event there is more than one band, time will be divided equally between the two and coordinated accordingly on site, with the visiting team playing first. The band MAY NOT interfere with the announcer.

SECTION 8 – Banquet (Finals Site Only)

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the NCAA championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template. Please note, that a 60-minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all..

Sample run of show

6:30 p.m.	Greet teams/student-athletes, direct to tables or attractions (emcee) Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA anthem video – optional)
6:45 p.m.	Welcome/comments to student-athletes and guests from NCAA committee chair Welcome/comments to student-athletes and guests from city/host institution
6:50 p.m.	Dinner buffet lines open or plated dinner served
7:30 p.m.	Guest Speaker (optional)
7:40 p.m.	Comments by head coaches or Q&A with selected student-athletes (optional) <ol style="list-style-type: none">1. Team 12. Team 23. Team 34. Team 4
7:50 p.m.	Presentation of Elite 90 Award Championship Video (if available)
7:55 p.m.	Closing Comments (emcee with talking points from NCAA or NCAA chair)

Arrangements should be made for a banquet to be held Thursday night prior to the semifinals for the official traveling party of 28 persons from each of the four participating teams. A buffet format is preferred. Teams should have the opportunity to purchase up to five additional tickets for institutional representatives. Any additional attendees shall be paid for by the institutions. Teams wishing to purchase additional tickets must notify the host ***by 5 p.m. the Monday prior to the championship***. Other individuals who should be on the guest list include members of the NCAA Division I Women's Soccer Committee, NCAA staff, additional host institution personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship) and community dignitaries.

Emcee. The host institution is responsible for identifying an appropriate emcee. The women's soccer committee must give final approval of the emcee.

Format. It is recommended that the agenda include short welcoming statements by representatives of the host institution, community and the women's soccer committee chair. The format should be determined in concert with the women's soccer committee. The format will be described in the participant manual provided to each of the participating teams.

Media. Members of the media should NOT be invited to the banquet.

Merchandise. Championship merchandise can be available for sale to the participants at the banquet.

No Alcohol. Alcohol must NOT be available for consumption in connection with an NCAA championship banquet.

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

Seating. Usually the participating teams feel more comfortable sitting together, so you may want to designate team tables using school colors, the team name and/or team mascot. Members of the women's soccer committee should have designated seats at a table near the front of the room, possibly sitting with other key university or community people. If one of the committee members is affiliated with a participating team, he or she will sit with the team.

Setup.

General Seating. Rounds of eight to 10 are preferred.

NCAA Invitation List. The NCAA banquet invitation list will include the following: committee members (10) and NCAA staff members (5-8). In addition, five (5) other invitations should be reserved for NCAA corporate champions/partners and the official ball company.

Banners. Provided NCAA championship signage should be hung behind the podium.

Best Practices

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

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

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements

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

Coaches' Association Award Guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches' association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming)
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes)
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance

- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed

Showcasing of Awards. The host may want to have the national championship trophy for viewing at the banquet. If so, adequate security measures should be taken.

Video/Still Photographs. The NCAA will produce a championship video to be included as part of the banquet program. In addition, still photographs highlighting the season will be displayed.

SECTION 9 – Broadcasting/Internet

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

Internet Policy

The NCAA website, [NCAA.com/media](http://www.ncaa.com/media), 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).

Microsite Guidelines (*Finals Site Only*)

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

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue and Transportation Information

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

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

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to www.NCAA.com/Travel.

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

Social Media

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

Mobile Version

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

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Levida Maxwell (lm Maxwell@ncaa.org). At a minimum, analytics should include the following five categories:

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

Local Contributor Recognition

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

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

Microsite Examples

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

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

Once your site has been developed, please send the URL to Levida Maxwell (lm Maxwell@ncaa.org) for review and approval. Should you have any questions, please contact:

Levida Maxwell
Coordinator, Digital and Social Media, Championships & Alliances
317-917-6356
lm Maxwell@ncaa.org

Television

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

ESPN has exclusive rights to televise the semifinals and final..

Meal Area. The TV production crew requires a meal area for 35 people at the field.

Rights. The NCAA retains all rights to the television broadcast or cablecast of the championship. The host institution will waive any television rights fees normally charged for events staged in the facility.

Services and Personnel. The NCAA and any other televising entity will pay only for services and personnel it deems necessary for the telecast of the event. Any other charges must be paid by the host institution.

Power, Lighting and Parking. The host institution will not charge the NCAA, or any other televising entity, a fee in connection with the use of the facility's power, lighting or parking facility. Adequate television facilities will be available at the facility, and the host institution will make space available to provide for a satisfactory telecast of the championship. In order to install and set up the necessary technical equipment, the engineering crew must have free access to the facility where camera/audio cables are to be run 36 hours before the event.

Facility Requirements. The host institution verifies that the facility will meet the following requirements 36 hours before the event, and any expenses incurred to meet these requirements are the host institution's responsibility:

1. Two dedicated services of power (both 3 phase, 200 amp per leg, 208 volts) for mobile units and satellite uplink truck will be available.
2. An area for parking the mobile unit will be available within 150 feet of the power service in an area closest to the anticipated camera positions. This designated area should provide enough room for a production truck 60-feet long by 18-feet wide. There must be room for a second vehicle (uplink truck) approximately the same dimensions to park alongside the TV production truck.
3. The minimum requirements for an outdoor or indoor event should measure 150 foot candles of evenly distributed light on the playing surface. The perimeter of the playing surface should have sufficient spill light into the spectator areas. The color temperature of this lighting shall read 3200 degrees Kelvin.

Kill Seats. Should it be necessary to eliminate seating to provide for adequate television coverage, permission will be granted. There will be no admission charge to the television network unless the NCAA's contract with said television network provides for such a charge.

Stadium Alterations. Construction of platforms and other stadium alterations requested by the network will be done at its own expense. The necessary electrical power will be available to operate the related television equipment at the facility. The televising network will have the right to install, maintain in and remove from the facility and the surrounding premises such wires, cables and apparatus as may be necessary for the telecast of the championship, provided; however, that such items will not interfere substantially with the use of the stadium or with any of the means of ingress or egress thereof.

Tickets. If the televising entity requests game tickets, it must purchase all-session tickets at the full price.

Webstreaming

For final sites of all non-televised championships, NCAA.com will provide webstreaming of the contest. For all other non-televised rounds, it is **mandatory** that all hosting institutions provide a live webstream and live stats through NCAA.com. As a host SID, you will be contacted by NCAA.com personnel to verify connections and feeds before any round you are hosting. All games on site must be web streamed, not just the home game.

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

SECTION 10 – Championship 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.

Game Balls

The Wilson FORTE Fybird II (Official NCAA Championship Match Ball) will be used in all NCAA tournament games. The soccer balls will be sent, by the manufacturer, to the tournament manager at the host institution for each round of competition.

A six-ball rotation will be used for all rounds of the championship. One ball will be in play; one ball will be on each sideline of each half of the field (four balls total) and one ball will be at the scorer's table. If due to extenuating circumstances six balls are not available, the NCAA Men's and Women's Soccer Rules stipulate that no fewer than five balls must be available for use in a game, and the balls will be identical in size, make, grade and color.

The game balls may be distributed after the games by giving them to the participating teams, using them as promotional giveaways during the game or by donating them to a local youth group.

Preliminary-rounds. The balls must be used for all games. At the completion of the game, one ball shall be given to each team. If the soccer balls do not arrive on time, please contact Robin Hale (rhale@ncaa.org; 317-917-6624). Host sites will receive the following quantities:

- First round – six (6) balls each
- Second and third round – 12 balls each
- Quarterfinals – six (6) balls each

Women's College Cup. Wilson will ship 80 balls. All balls should be used for the practice sessions the day prior to the semifinals. On game days, 20 balls will be provided to each team for pregame warm-up. Six (6) balls will be delivered to the officials' locker room and used as game balls.

Cups, Coolers, 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.

Officials' Communication Devices

The officiating crews for all rounds of the championship will be provided on-field communication systems. First-rounds hosts will receive the communications headsets directly; for subsequent rounds, the advancing teams will hand-carry the headsets to their next contest. At a certain point, a host school will be asked to ship the communication devices back to the NCAA.

Sideline Equipment Hydration Program

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.

Final Site Only:

All final 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.

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically red POWERADE, equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

Table Banners

The NCAA will provide one banner for the scorer's table. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with drape or other appropriate material if the banner does not cover the entire table.

SECTION 11 – Championship Facility

Facility Use/Setup

The competition venue must be exclusively available for practice and competitive sessions throughout the competition.

Banners. At the preliminary rounds, the display of host institutional banners is subject to the approval of the games committee. Non-institutional banners may not be displayed. At the site of the finals, any banners other than the approved NCAA and television and radio banners may not be posted on the arena walls without the permission of the NCAA Division I Women's Soccer Committee. Hand-held team banners are permissible as long as they do not interfere with the competition or spectators' views and they do not contain any commercial identification. Banners advertising equipment or manufacturers are prohibited.

Benches. Benches or chairs for 37 people per team should be set up on either side of the scorer's table.

Facility Readiness. The field should be set up for competition at least two hours prior to each game time and 15 minutes prior to each practice session.

Facility Use Dates. Game and practice facilities must be reserved and given first priority for the tournament commencing at 8 a.m. the day prior to the game. Alternate facilities must be available in severe weather situations. For the finals site, game and practice facilities must be reserved exclusively for the tournament commencing 8 a.m. Wednesday through 1 a.m. Monday.

Field Markings. The field must be properly marked, including coaching and photographers boxes, in accordance with NCAA rules and policies. Special field stencils have been prepared for the Women's College Cup. The College Cup logo will be placed in the center circle. Stencils and paint will be supplied by the NCAA.

The field must meet the specifications outlined in Rule 1 (Field of Play) of the NCAA Men's and Women's Soccer Rules Book. The field surface shall be lined in accordance with NCAA Women's Soccer Rules by the beginning of practices (including all practice fields) for the preliminary rounds, and by Wednesday prior to the semifinals at the finals site. It is the preference of the women's soccer committee that there be women's soccer lines only and when not available, the women's soccer lines be the most prominent color on the field.

Game Clocks. The game clock should be operational at practice sessions to aid in communicating the allotted time.

Game Clocks (Backup). A visible clock should be provided. A backup clock is mandatory and should be synchronized with the visible clock. The official clock must be operational from the scorer's table. Air horns (2) and secondary timepiece (for timeouts) also must be available at the scorer's table.

Horns. Two working air horns must be at the scorer's table.

Scoreboard. It is preferred that signs with the names of the competing teams be posted on the scoreboard, rather than "home" and "visitor." For the Women's College Cup, the team names should be used on the scoreboard. A backup scoreboard should be available (e.g., flip cards) in case of a problem with the main scoreboard.

Scorer's Table. The scorer's table must be skirted and elevated to offer a clear view of the entire playing field. It is imperative that the personnel at the scorer's table be able to communicate with the press box. All game personnel should be appropriately dressed (no jeans) and report to the scorer's table no later than 30 minutes prior to game time.

Preliminary. There should be enough seating at the field table for at least seven individuals, including the official scorer, three statisticians, clock operator, one representative from each school, NCAA site representative and table official.

Women's College Cup. There should be enough seating at the field table for 20 individuals, including the official scorer, statisticians, clock operator, one representative from each school, four NCAA representatives, broadcast liaisons and the alternate official.

Spectators (finals site only). Make sure seating or standing arrangements at the field allow spectators no closer than 10 feet, but preferably 20 feet, from touch and goal lines. Under the direction of the NCAA, the Women's College Cup host shall seat all fans on one side of the stadium if poor attendance is expected.

Decorating and Advertising

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

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

Television/Radio Banners. At televised games, only the NCAA and television and radio banners may be hung (one banner per network). The banner may not be located in any location opposite the main television cameras. No local /school radio banners are allowed.

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

1. ESPN banners;
2. NCAA Radio Banners (one) *Note: These banners may be used to cover Non-permissible signage;*
3. NCAA Banners.

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

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

Directional Signs. Directional signs should be posted in all areas used by the participants and the media (e.g., locker rooms, hospitality etc.).

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. This includes promotion of upcoming events at the facility. 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. All other messages must be approved in advance by the championship administrator or the NCAA site representative.

Video Boards. If electronic video replay screens are available, they may be used at the facility's expense. Replays of any game official's calls are not permissible; however, replays of goals scored are permissible. Video boards may not display advertising. The video board should be used for all games. For the finals site, the NCAA will provide programming.

SECTION 12 – Championship/Game Management

Announcer.

The announcer is one of the key elements to a successful championship session. An effort should be made to acquire a professional announcer with experience in announcing soccer games. The announcer is responsible to the soccer committee representative and should remain neutral during all events/activities in which he/she is involved.

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 game, etc.).

Please review the following instructions for the public address announcer prior to the competition:

- a. No special announcements shall be made without committee approval. These announcements primarily will be limited to the reporting of scores from NCAA championships.
- b. The announcer shall not be a "cheerleader" for any team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.

- c. The announcer shall identify the score and all substitutes.
- d. If, because of technical difficulties, the official game time is kept by the standby official at the official table, the announcer should provide the time remaining at two-minute intervals prior to the last two-minutes of each half. The time should then be announced in 30-second intervals and in every dead-ball situation.
- e. The announcer shall meet with the committee representative prior to the game to review time schedules, coordinate the national anthem, starting lineups and the start of the second half, etc.
- f. The announcer shall also review crowd control procedures with the committee representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations, and protection of the playing field after the game).
- g. In the event debris is thrown on the field or other incidents interfere with the conduct of the game, the game official may remove the teams from the playing field. In such event, the announcer shall make the following announcement:

"The game officials and the personnel of both teams have been directed by the NCAA to remain off the playing field until playing conditions are proper for continuance of the game. Let's afford the participants the sportsmanship they deserve."
- h. An announcer shall not recognize corporate contributors or tournament sponsors.
- i. All emergency calls and announcements must be approved by the tournament committee representative at the site.
- j. The announcer shall identify when one minute remains on the clock.
- k. The announcer shall countdown the final ten (10) seconds.

The announcer should be asked to: (1) prepare information beforehand; (2) learn the correct pronunciation of all those involved (players, coaches, institutional personnel, officials and NCAA committee members); (3) have team statistical information as well as tournament records on hand for easy reference, and (4) maintain an unbiased stature.

Player Introductions.

1. The four officials and both teams should proceed to the middle of the field before the start of the introductions; these individuals are the first to be identified. The team shall lineup in numerical order; starters first (0-99), then non-starters (0-99). The teams will follow the officials onto the field.
2. Players, coaches and officials are expected to stand at attention during the playing of the national anthem.
3. The announcer then introduces the visiting team's reserves, followed by the starters and the coaches. The announcer then repeats for the home team. As each player's name is announced, the player should step forward and face the crowd on the side of the field on which their bench is located.
4. For all rounds of the Division I Women's Soccer Championship, after the introductions, teams will shake hands and return to their benches.
5. After the conclusion of the contest, the teams shake hands at center field.

Ball Persons.

It is the responsibility of the host institutions for all rounds of competition to provide an adequate number of ball persons. At least eight (8) ball persons are required for each game and should be on the field one-half hour before the game time.

Uniforms. Ball persons shall be dressed in a uniform style and color, devoid of any commercial identification, team name or logo. The host shall purchase NCAA championship merchandise (e.g. sweatshirts with the event logo) for the ball persons in order to provide a consistent and appropriate "look." These expenses may be included as a games expense in the Financial Report (under "Personnel") submitted after the competition.

Qualifications. Ball persons shall have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event. It is preferred that the same eight individuals work all games. The tournament director will emphasize to the ball persons the importance of the event and review their duties and responsibilities. Specifically, they will be instructed to remain neutral, serve both teams equally and refrain from kicking soccer balls on the field during time-outs, half-time and before or after games.

Age Restrictions. While there is no specific age restriction on ball persons, it is suggested they be between the ages of 10 and 13 in order to avoid potential problems with them as prospective student-athletes. However, if the host institution has a pre-existing relationship with a ball person age 14 or older (i.e., she has been working in that capacity before the tournament and before becoming a prospect), it is permissible to select this individual.

Ball Persons Responsibility During Play. A six-ball rotation shall be used. It is recommended that the ball persons do not hold the ball during play, but rather place the balls at the following locations:

1. One ball placed at each flag on the halfway line.
2. One ball placed on each goal line next to the goal post.
3. One ball placed at the Scorer's/Official's Table.

Championship Host/LOC Personnel

Director of the Local Organizing Committee. This individual should be the director of athletics of the host institution or his/her designee and shall maintain ultimate responsibility for the local operation of the event. This individual coordinates the administration of the championship and the efforts of the LOC within the guidelines and procedures of the NCAA.

Facility Management. Depending on the facility, the number of people needed in each category will vary and are as follows:

- Adequate security with at least one uniformed security person;
- Ticket sellers;
- Ticket takers;
- Ushers;
- Concession workers;
- NCAA merchandise sellers;
- Clean-up crew.

Game Management Liaison. This individual will be familiar with the management of athletics contests at the host institution. In addition, knowledge and experience in NCAA championships administration is important. The function of the game management liaison is to work with the various staff members and the NCAA staff to ensure the championship policies are observed. Specific responsibilities may include the financial administration of the championship, supervision of facility arrangements, ticket sales, security, traffic control and NCAA trademark protection.

Official Scorer. The tournament director is responsible for securing one scorer.

Game Personnel. In addition to the scorer, the following are required for each game:

- Experienced scoreboard operator;
- Public address announcer;
- Qualified statistician(s);
- Adequate number of grounds crew persons who can prepare the field for practices and before, during and between games must be on-site at all times so that the game schedule can be maintained.

Head Trainer. The head trainer should be able to explain the medical procedures at the coaches' meeting, noting training room hours and services.

Plan for a trainer to be at every practice.

Arrange for a physician to be on call for all games and practices.

Arrange for medical supplies, towels, water and ice for all practices and games. Provide transportation to field if training room is not on site. If the training room is not located at the competition facility a temporary training room should be set up at the competition facility.

Key Institutional Personnel. The tournament director is responsible for recruiting personnel to assist with performing hosting duties. The personnel may vary depending on the facility and the institution.

In addition to the tournament director, the SID and athletic trainer play key roles in the tournament's success. Duties should be reviewed with each person before the institution's notification as a tournament site.

Lodging Liaison. The director will appoint an individual to coordinate the lodging requirements established by the NCAA for the NCAA, teams, officials, spectators, media and coaches association. In addition, this individual will be responsible for the coordination of hospitality in the hotels.

Participant Services Liaison. The director of the LOC will appoint a person who is knowledgeable of the needs of the participating teams, VIPs, fans and the NCAA. Specific responsibilities may include the team host program, the championship banquet and other meals, entertainment, and championship mementos.

Public Affairs Liaison. This individual will work with the various staff members to coordinate the areas for which he/she is responsible involving sports information, promotions, marketing, ticket office, the local chamber of commerce and/or visitors' bureau, the local sports commission, etc.

Transportation Liaison. This individual will be appointed by the director to coordinate the courtesy car program and assist in the acquisition of team and spectator buses as needed.

Volunteer Liaison. The director of the LOC will appoint an individual to serve as the volunteer liaison who is familiar with the needs of the championship, both in advance and on game days, and who can coordinate the efforts of the volunteers needed to successfully administer the championship.

Concessions.

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

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin, between halves and between games. During competition, selling is restricted to the stadium concourse and established selling locations. The facility is expected to be in compliance with all applicable city, state or Federal regulations concerning access and seating for disabled persons.

Electrical Requirements/Lighting.

In order to host finals site competition, a lighted facility is required. (Minimum lighting requirement for television is 125 foot-candles.)

Games Committee.

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

Preliminary Rounds. For preliminary rounds, the games committee shall include the director of athletics of the host institution (or designated administrator, other than a member of the women's soccer coaching staff), the NCAA site representative (who shall serve as chair) and a designated administrator from the visiting school. The NCAA Division I Women's Soccer Committee will designate the NCAA site representative for each site.

Women's College Cup. Members of the women's soccer committee, as well as a representative of the host institution, shall comprise the games committee. The chair of the NCAA Division I Women's Soccer Committee will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity.

Game Times (Preliminary)

Unless otherwise approved by the women's soccer committee, start times for all preliminary-round games shall be as follows:

First-Round Games

From 2 p.m. local time on Friday, November 15, through the weekend with a completion time of not later than 4 p.m. local time on Sunday, November 17. (Saturday and Sunday competition may not start before noon local time.)

Second- and Third-Round Games

- Friday, November 22 – not before 2 p.m. local time (host team competes in second game).
- Sunday, November 24 – not before noon local time.

Quarterfinals

- From 2 p.m. on Friday, November 29, through the weekend with a completion time of not later than 8 p.m. local time on Saturday, November 30.

The game times will be established by the host institution (during the bid process) and approved by the women's soccer committee. At the discretion of the games committee, there will be a maximum 30-minute break between games of a doubleheader. Institutions without lighted facilities are required to schedule the start time to allow a four-hour window for a daylight opportunity to play the game.

Game Times (Finals)

Game Times – Finals Site. Game times for the 2019 semifinals are 7 p.m. and 9:30 p.m., and the championship game is at 5:30 p.m. All times are Eastern time.

Pregame Time Schedule. See Appendixes for sample pregame schedules. Copies should be provided to the officials and teams during the administrative meeting.

Hospitality

Preliminary Rounds. Hospitality areas are encouraged, at minimum snacks and drinks throughout the games. Any media hospitality must be separate from the participating teams and officials.

Women's College Cup. A tournament hospitality area should be available. The NCAA will coordinate hospitality opportunities with the host. Hospitality areas shall have a view of the game field wherever possible. Specifically, hospitality credentials will be provided for the following groups:

Participating teams	40 (10 each)
NCAA committee and staff	20
National Soccer Coaches Association of America	May have own tent and hospitality
Television	Provides own
Officials	8
Wilson	10
Family Gathering Area (Finals only)	44 per team (88 total)

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

Coca-Cola, an official NCAA corporate champion, will provide DASANI and POWERADE to the championship site. The host shall take delivery of the product from the local distributor. Coca-Cola product must be served for all NCAA sanction events.

Alcohol must not be available for consumption at the site of an NCAA championship.

Player/Team. If a players' hospitality is provided, the area should be stocked with healthy snacks served at the appropriate time of day during the competition. Food served in the hospitality area is not designed to replace a team meal. Alcohol must not be available for consumption at the competition site.

Media. Media meals and hospitality are strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items will be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the approval of the committee. Media hospitality must be separate from the participating teams and officials.

Meetings

The host institution is responsible for making arrangements for and scheduling the meetings outlined below, and for notifying the participants in the participant manual.

Administrative Meeting. The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach, director of athletics (or designated representative) and sports information director of each team must be present. Assistant coaches and other institutional representatives may attend. Coaches must turn in the team roster form and official travel party list to the NCAA site representative at this meeting. If adjustments to the meeting date need to be made, contact Sharon Cessna at the NCAA national office.

Preliminary. The NCAA site representative, assisted by the tournament director, should chair the meetings, which shall be conducted on the practice day. **(Appendix D)**

Women's College Cup. The chair of the women's soccer committee, assisted by the tournament director, should chair the meetings, which shall be conducted either Wednesday night or Thursday morning. This meeting room should be set in conference style for 50.

Officials Meeting. The purpose of the meeting is to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures.

Preliminary round. The host institution will coordinate a time for the games committee to meet with the officials which shall take place at least two and one-half hours prior to game time.

Women's College Cup. An officials meeting shall be conducted with the women's soccer committee the Friday afternoon of the semifinals, (**Appendix E**)

Participant Information

Preliminary Rounds. Preliminary-round hosts shall prepare a manual for the participating teams that includes the following: lodging information; meeting times and location; practice times; game times; uniform color; tickets; parking for teams and fans; videotaping; directions; restaurant information; names and contact information of the host's key personnel (director of athletics; tournament director; sports information director and athletic trainer).

In addition, hosts should obtain arrival date/time/flight information from the visiting teams.

Women's College Cup. The host institution is responsible for the creation of a participant manual for all institutions selected to the championship. The participant manual will be available on the [NCAA website](#). A template will be provided by the NCAA.

The participating institutions are responsible for their own meal arrangements and expenses. However, it would be helpful to include a list of restaurants or on-campus eating facilities in the participant manual. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to special arrangements through the campus cafeteria and/or hotel restaurants.

Playing Rules

All rounds of the 2019 NCAA Division I Women's Soccer Championship will follow the NCAA Men's and Women's Soccer Rules and Interpretations.

Practices

In order to establish consistency for coaches and student-athletes it is important to adhere to the following practice and warm-up schedules and procedures. The practice and warm-up schedules and procedures should be included in the participant manual.

Any deviation from the schedule must receive approval from the women's soccer committee chair and the NCAA championship administrator.

Practice access to all designated host-site fields by visiting teams is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field with appropriate women's soccer lines must be available to all teams the day before the game. Host institutions may have access to designated host-site game fields two days prior to championship games provided the site is the team's normal practice facility. All practices held the day before games will be closed to all but credentialed media and credentialed participants. All practices the day of the game will be closed (including to credentialed media). The host institution is required to provide one set of goal cages for each team on the practice field; two goals cages are strongly recommended.

Host Personnel. An institutional representative and/or NCAA committee representative must greet the visiting team(s) on arrival for all practice sessions. An adequate number of host management personnel should be assigned to ensure practices remain closed. They are responsible for ensuring that only those authorized by the coach (excluding media) are allowed in closed practices.

For the national semifinals and final, practice times will be assigned during the pre-championship teleconferences.

No team will be permitted to practice on the game field at any time other than its officially assigned time.

Practice Times (Preliminary). **Day prior to game** - Host shall provide a two-hour window of practice time for all teams to each conduct a 75-minute practice. **Note:** The visiting team(s) should be given priority in practice time, with consideration given to its travel arrangements.

- Day of game. Each team will be guaranteed a minimum of 60 minutes on the game field for its pregame warm-up before the team introductions and national anthem, weather permitting.

Practice Times (Women's College Cup).

Thursday: 75-minute time slots.

Friday: 45-minute time slots.

Saturday: 75-minute time slots.

Sunday: 30-minute time slots.

Indoor Practice Facility. Access to an indoor practice facility, with the use of goals, should be available to teams in case of inclement weather.

Practice Balls (Preliminary). Each participating team shall provide its own practice balls in addition to the Wilson balls provided by the host institution.

Practice Balls (Women's College Cup). The NCAA ball supplier (Wilson) will provide practice balls.

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

Scout Video Coordinator

A scout video coordinator is permitted to film the game from an upper video position (a credential also may be issued to a team videographer; see **SECTION 23 – Media Services**). 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.

Security/Crowd Control

Crowd Control. Adequate uniformed security personnel must be provided for the team benches, teams' and officials' locker rooms, working press area, postgame interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. The committee liaisons will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

The responsibility for crowd control rests with the tournament director or designated representative of the host institution. The directors of athletics of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The stadium public address announcer should read the sportsmanship statement that will be provided to all host sites at least once during each championship session.

Spectators shall not be permitted to enter the field area before, during or after a contest.

Banners. Signs or banners are not permissible in the stadium.

Threats. In the event a threat is received and time permits, the games committee should meet to discuss the potential problem; a decision would be made to implement the host institution's or facility's predetermined plan; make announcements, if necessary, and implement plans.

Team Bench Areas. A uniformed security officer should be stationed in the bench area to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

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 any questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety. Every effort shall be taken to complete the game in the same day that it is regularly scheduled. 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.
- 45- to 60-minute delay – 15-minute warm-up.
- More than one-hour delay – 20-minute warm-up.

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

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Men's and Women's Soccer Rules. For NCAA championship competition, a game must be played for the full 90 minutes (as opposed to 70 minutes for the regular season) to be considered a complete game.

If a game is suspended or postponed, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA site representative and tournament manager shall contact Sharon Cessna (cell: 317-966-6451). Only after contacting Ms. Cessna may a game be suspended until the next day or moved to an alternate site. Teams should be prepared with footwear for any playing surface.

Travel Party/Squad Size/Bench SizeVideo Review

Per rule 5.7 in [NCAA Men's and Women's Soccer Rules and Interpretations](#), video review is permissible but not required. The use of video review must be agreed upon by both head coaches before the start of the game. In order to use video review, the review equipment must be provided by the home institution and available at the scorekeeper's table or field level. Planned use of video review must be discussed at the administrative meeting and officials' meeting. If a host plans to provide video review, it must be made available for all games at the site.

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 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 weather monitoring system so updates will be received. 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 or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

For additional information please refer to **SECTION 18 – Critical Incident Response/Emergency Plan**.

SECTION 13 – Championship Space Requirements

Athletic Training Room

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

Entrances

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

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

Locker Rooms (Teams)/Assignments.

Preliminary Rounds. Equitable, spacious locker rooms with showers must be available for all teams on-site. Be sure to double-check that hot water is available. Locker room space for a minimum of six game officials also must be available. Signs with the teams' names must be affixed to each respective locker room door. The host institution will determine the locker room assignments; the home team will be permitted to use its original locker room.

Finals Site. A minimum of four spacious locker rooms, with showers, must be available for teams. Locker room space for a minimum of eight game officials also must be available. Signs with the teams' names must be affixed to each respective locker room door. The soccer committee will determine the locker room assignments. Usually these assignments are made based on an institution's seed. The home team will be permitted to use its original locker room.

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

Locker Rooms (Officials).

Preliminary Rounds. Locker room space for a minimum of six game officials must be available.

Women's College Cup. At least one locker room for the game officials.

Media Workroom/News Conference

See **Section 23 – Media Services**

NCAA Committee/Games Committee Meeting Room

The room should be large enough to accommodate 15 people comfortably. This area needs to be close to the competition venue and not visible to the public.

Parking

Parking. A parking area for the participating teams and tournament officials (i.e., key game personnel, NCAA representative and officials) should be designated. Parking passes shall be provided by the host institution and distributed at the administrative meeting.

Media. Media parking is desired at each site, but the host must make this decision. If media parking is limited, "car pools" are encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

Officials. A maximum of four parking spaces (eight for the finals site) will be reserved for game officials. The location and access will be communicated to the officials by the NCAA.

Team. 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.

Security

Security personnel (police, ushers or other attendants) should be stationed at the entrances to the game field during both practice and competition sessions to screen personnel.

The only individuals with credentials permitted on the game field during actual competition will be the following:

- Game officials.
- Timers, official scorer, statisticians, etc.
- Official travel party.
- NCAA staff and women's soccer committee.
- Tournament director/event management staff/host personnel.
- Athletic trainers/physician.

Refer to **CREDENTIALS** for additional details.

Suites (Final Site Only)

If available at the stadium, the host institution may provide the NCAA the private use of a corporate suite or other designated area prior to and during the competition.

Videotaping

The host institution is responsible for videotaping all games and providing copies to the participating teams immediately after the game or uploading to a designated site (i.e., TeamXstream). The host also shall designate (in conjunction with the NCAA representative) a videotaping area for participating teams (preferred spot is centerfield; if centerfield not available the host will designate a space where all teams have equal access) and diagram the location on the facility map that should be included in the coaches' packet/participant manual. Teams may use one camera and videotape only their own games; videotaping for scouting purposes by any representative of athletics interests (e.g., parents, boosters, etc.) is not allowed.

Teams may videotape any game at the site of competition from the video truck if the game is being broadcast. Teams are not permitted to video from the bench area.

Contacts

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

Expectations

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

Marketing Plan

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

Marketing Collateral

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

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

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

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

- **PRINT**
 - Poster
 - Flyer
 - Print Ad
 - Table Tent

- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines

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

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

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

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

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

:30 Video/Television Spot

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

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

:30 Radio Spot

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

Social Media Guidelines

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

Applicable Marketing Bylaws

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

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

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

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

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

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

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

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

Administration

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

Availability

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

General Policies

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

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

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

- Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured WiFi network connection 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

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 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

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

Autograph Session

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship).
- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate.
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated.
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it.

Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.
- Select a time when the most fans can be accommodated, and student-athletes will be least inconvenienced.
- 30-60 minutes in length.
 - May be split so each team or different groups of individuals sign at separate 30-60 minute periods.
 - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes are discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.

- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person.
- No local sponsorship of student-athlete autograph sessions will be permitted.
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).
- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

Checklist

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpie's recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)
- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

In-Venue Entertainment

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

Break In Action Contests or Promotions

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

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

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

National Anthem Singers

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

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

Youth Sport Team Recognitions

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

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

Enhanced Team Introductions

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

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

Musical Entertainment

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

Affiliated Award Recognitions

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

Military Involvement

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

Guidelines

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

Student-Athlete Red Carpet Arrivals/Team Walks

At many NCAA championships, a red carpet arrival or team walk featuring the participating teams and their band and/or cheer squads can be a significant fan enhancement. A red carpet arrival/team walk allows fans to feel a greater connection with the student-athletes through brief personal interaction that provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes, if conducted properly. Listed below are some elements to consider before deciding to conduct a red carpet arrival/team walk, a list of guidelines for a red carpet arrival/team walk and a checklist of items needed for the event.

Elements to consider

- Number of fans – will there be an adequate number of fans to support a red carpet arrival/team walk and make it a positive experience for the participating student-athletes
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game)
- Equitable participation – will all participating teams have equal opportunities to participate (it is permissible to have a red carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day)
- Team's experience – this should be a positive experience for all participating student-athletes and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5 to 15-minute window between teams is needed. Depending on the schedule of the teams you can pre-determine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5 to 15-minute window of separation, giving them more control of their schedule and not interrupting their normal game-day routine
- Fan's experience – consider the location of the red carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate
- Visibility and promotion – is the red carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, NCAA.com, e-blast, signage? Ask each participating team to send out the red carpet arrival/team walk times to their ticket holders and on their social media platforms as well
- Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red carpet arrivals/team walk

Guidelines

- The host staff will have primary responsibility for coordinating and managing the red carpet arrivals/team walk, as well as, all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate
- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red carpet arrival/team walk area

- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive
- Student-athletes should wear game apparel or matching team issued warm-up gear
- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted
- A sound system which can be used in conjunction with the red carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics

Checklist

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event
- Stanchions or other form of a barrier between the student-athletes and fans
- Red carpet arrival/team walk sign or entrance way (e.g. balloon arch), if appropriate
- Staff or volunteers
- Security, if appropriate
- Lighting elements if it is going to be dark out, depending on the time of the arrivals
- Tents over the carpet if it is raining, unless the location of the red carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red carpet arrivals/team walk)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red carpet arrival/team walk location of the arrival time changes, if appropriate
- Other entertainment (e.g., dj/music, local drum line) to keep fans entertained before and in-between team arrivals, if appropriate

SECTION 17 – Commercialism/Contributors

Space Requirements

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

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

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

Premiums Guidelines

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

- **Laser Pointers.** Laser pointers of any kind.
- **Noisemakers.** Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.
- **Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.
- **Signs, Flags, Banners.** Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.
- **Video Camera/Still Camera Policies.** Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA Corporate Champion and Corporate Partner Program

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

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

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

For more information and a current list of corporate champions 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.







Identification of commercially-named venues on NCAA materials

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

NCAA logo use by commercially-named venues

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

The following conditions apply to this NCAA logo use:

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

NCAA trademarked protection language:

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

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

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

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

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

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

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, (www.ncaa.org/championships/marketing).

Advertising/Banners/Signs/Displays

- 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 tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The 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.

SECTION 18 – Critical Incident Response/Emergency Plan

Preparation

The facility liaison and NCAA championships administrator/site representative shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the competition. 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 student-athletes 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 terrorist actions.

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

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

Scorer's Table. Assure that the official time of the game along with all statistics, substitutions, fouls, time-outs, ball possession, score and on-field players at the time of suspension are accurately recorded.

Student-Athletes and Coaches. These individuals should proceed to their respective benches, on instruction from the NCAA staff, committee members or site representatives, retire to the locker rooms or to another locale 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 competition 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 student-athletes, 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 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 Competition. As soon as possible, competition shall be resumed from the point of suspension with adequate warm-up time allotted. 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 competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the necessary NCAA specifications.

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.

Safety and Security Plan

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

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

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

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

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

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

SECTION 19 – Drug Testing

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

Drug-Testing Expenses

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

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

Facility Specifications

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

Host Notification

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

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

Media Obligations

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

Next-Day Testing

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

Participant Notification

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

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

Seating

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

Site Coordinator's Responsibilities (Host)

The tournament 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 DCO. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.

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

Testing Area

1. The site coordinator is responsible for selecting the facility for drug testing. He or she should consult with the crew chief or Drug Free Sport to make sure the facility and location are adequate.
2. The site coordinator must ensure the security of the room(s). The testing area must have controlled access. Only those authorized by the crew chief will be allowed in the testing room. Do not hire security personnel for this task.
3. The space should be able to accommodate the movement of at least three crew members, student-athletes and the site coordinator.

4. The site coordinator shall supply the following materials for the testing area. The number of student-athletes being tested will determine the number of each item. Please discuss with the crew chief.
 - Six to eight foot tables
 - Chairs
 - Beverages
 - Large trash containers
5. The only access to the drug-testing area should be through the main entrance.
6. Fully equipped restrooms should be in the testing area or close by. These restrooms must be secure and closed to others.

SECTION 20 – Financial Administration

Audit

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the 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 reported on the host financial report.

Approval of the Budget

No changes are allowed to the proposed budget without approval from Sharon Cessna at the NCAA national office.

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

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

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

Drug Testing Expenses

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

Financial Report

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.

NCAA Staff Members

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

Officials

The NCAA officials' hotel rooms and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. The officials will be responsible for their own incidentals. All other expenses (i.e., game fees, per diem, travel) will be paid directly by the NCAA via ArbiterPay. The officials should be housed in the same hotel as the NCAA representatives/committee and may not be housed with the teams.

Transportation. Officials who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel Management. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Officials who use ground transportation will be reimbursed for up to 400 miles (800 miles round-trip) from their home to the site, not to include local mileage while at the site).

Participants

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

Site Representatives/Committee

The NCAA representative/committee hotel rooms and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. The site rep/committee member will be responsible for their own incidentals. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

Transportation

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

Local Transportation for Teams. The host institution can assist each team in arranging for local transportation. However, for teams' sports where ground transportation is paid for by the NCAA the school MUST book through GO GROUND. Reference NCAA travel policies www.ncaa.org/championships/travel/championships-travel-information.

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

SECTION 21 – Insurance

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

On-Campus Event

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).

Off-Campus Event

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.

SECTION 22 – Lodging

Preliminary Rounds. For all NCAA preliminary round competition, unless otherwise stated, the host institution shall make reservations for the participating institutions and at a headquarter hotel for the NCAA site representative, officials and drug-testing crew and advise them of the arrangements. It is strongly recommended that each hotel have its own full-service restaurant and catering capabilities.

- Participating Teams. The host shall secure 22 rooms (double/double at a full service property) for each visiting team for up to two nights (first-round and quarterfinals) and up to three nights (second- and third-rounds). The hotels contracted should be outlined during the bid process. The hotel contract shall state that the assigned team may cancel the rooms by a deadline prior to each round. This would allow a local team to bus over on game day without incurring lodging expenses. Hotel contracts shall confirm that the nonadvancing team may adjust its check-out date to Saturday based on the outcome of Friday's game without penalty after second-round play. A complimentary suite for the administrator and complimentary meeting room space also shall be secured for each team as part of the block.

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. Each participating institution is obligated to confirm or cancel the accommodations.

Each 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 is staying or is the 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.

- Officials. Officials' rooms should be reserved for each official that is not from the immediate area beginning the day before the first scheduled game through the evening of the last scheduled game. Officials will confirm their hotel needs with the tournament director.

The tournament director will be notified of the officials assigned to their site as soon as possible. The tournament director will notify each official of his or her lodging arrangements and where and when the officials' meeting is scheduled.

- NCAA Representatives and Officials. NCAA site representatives and officials should not be housed in the same hotel as the participating teams.

Women's College Cup. The NCAA and Anthony Travel have contracted team and headquarter hotel rooms at a negotiated rate for use during the championship.

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.

All-Tournament Team (Finals Only)

Please refer to **Section 6 – Awards**.

Championship Records

NCAA championship records are available in PDF format at NCAA.org - <https://www.ncaa.org/championships/statistics/ncaa-records-books>. If you have trouble accessing the information, please contact a member of the NCAA Media Coordination and Statistics staff.

Credentials

All media credentials are authorized and issued by the host or NCAA media coordinator

Credentials (Preliminary). Preliminary round hosts are responsible for creating credentials to be used on-site.

Credentials (Women's College Cup). The NCAA will print credentials for the Women's College Cup. No other credentials will be used. A list of individuals with specific game administration responsibilities must be provided to the NCAA in order to receive the proper credentials

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

It is up to the tournament director to determine which areas may be accessed with each credential type. The following is a sample of the types of credentials that can be produced/distributed, if applicable:

- All Access. For event management-type people who need access to every area, including game surface.
- Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office and to each conference office that has a team participating at the site. Staff members from other conferences will not receive credentials unless they are serving in a working capacity for the host.
- Drug-Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by Drug Free Sport staff. A minimum of 10 non-media seats will be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.
- Event Management. For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management staff and an all access pass).
- Media. For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only).

- Participant. For student-athletes, coaches, equipment managers (essentially anyone in the official travel party). The NCAA will print and distribute to the host institution credentials for the members of each official traveling party (28 plus four additional credentials to include the bench limit of 32). Of the 32, one must be the team administrator and one must be the team physician. These will be provided to each participating team's administrator or coach at the administrative meeting. Additional institutional personnel over the 32 will have to purchase tickets.

A pass list identifying the 32 individuals who will receive admittance to the game shall be provided to the NCAA committee at the administrative meeting. The NCAA must approve any exceptions to this list.

During all rounds, a maximum of 10 additional credentials may be issued (**not good for admittance**) to administrative staff, additional non-competing student-athletes, etc. This will allow access to the team pre- and post-game, the locker room area, the media area and hospitality (not for non-competing student-athletes). Schools are required to complete the official travel party roster form that lists the individuals who are to receive a credential.

- Photo. For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.
- Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate games during the regular season. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship game must conform to the general broadcasting policies established by the Association.
- For the radio agreement form, and radio and Internet policy, refer to the NCAA Broadcast Manual ([ncaa.org/media & events/broadcasting](http://ncaa.org/media&events/broadcasting)).
- SID. For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Team Administrator. The Team Administrator must be part of the 32 bench credentials.
- Team Physician. If a team is bringing a team physician, he/she must be part of the 32 bench credentials.
- 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.
- Other Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.
- Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

Professional Soccer Organizations. Representatives of professional soccer organizations will not be provided complimentary tickets or issued working press credentials. If tickets are available in the stadium proper, tickets may be sold to these representatives or scouts.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Credential Qualification and Acceptance

Preliminary rounds. 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.

Women's College Cup. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). There will be training sessions for any SID who doesn't know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

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

Credential Boards (Finals Only)

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

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.

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.

Microphones

The placement of microphones on a team coach or in the team huddles and bench areas is prohibited at all NCAA championships.

News Film and Mini-Cams

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

If a game is televised, only the station that has purchased rights may film game action. Media coordinators will designate an area near the locker rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the NCAA Broadcast Manual.

News Conference

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.)

Press Interviews. Arrange for press interviews with both coaches and student-athletes. Immediately after the 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its dressing room), the interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation. ***For all games throughout the tournament, the non-advancing team will attend the press conference first, followed by the winning team.*** Team hosts will assist team SIDs in getting the requested individuals to the postgame press conference. Locker rooms shall be open to the media after the cooling-off period has expired.

Participants. Each coach and a minimum of two student-athletes are required to participate in each news conference. No more than three student-athletes should attend a news conference.

Facility Coordinator. Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in it.

Team Championships with a Formal News Conference.

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.

"Selected Media" Policy. Should a coach permit any single media agency to enter the locker room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

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).

News Conference Setup

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

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

The following is a checklist of suggested minimum requirements for the interview room, which should be set and prepared for Wednesday evening.

- Seating for a minimum number of media or VIPs (**finals site – set for 50**)
- "Dress" room to reflect the prestige of the event by (a) placing NCAA seals and logos on the podium and walls; (b) using draping on the tables and other areas as necessary
- Platform for the moderator and interviewees

- Microphone(s) for media questions
- Risers or an area with an unobstructed view for television cameras at back of room
- Table for a minimum of 4-6 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mult box
- Adequate TV lighting, sound equipment (microphones, amplifier, etc.)

Backdrop (preliminary). The area behind the media dais should be pipe and drape with an NCAA banner displayed.

Backdrop (finals). The NCAA will send a press conference backdrop with NCAA logos to be hung behind the media dais and microphone flags to the host institution.

Holding Area. An area adjacent to the interview room will 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.

Proximity. 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 the competition facility 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.

Quotes. Typed quotes shall be distributed to the media immediately after each news conference. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.

Security. A security officer should be stationed outside the room to check credentials; game officials should not be allowed in the interview room.

Officiating Questions

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

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

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

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

Personnel

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

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

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

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

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.

Photography Area Policies

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

Photographers/Videographers

1. 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.
2. Hand-held video cameras may be permitted in the stands as long as they do not obstruct the view of other spectators. Tri-pods and large video cameras may not be used by spectators.
3. At preliminary-round sites, team videographers are permitted to film from within the team bench area up to the start of the game. Once the game has started, they shall move to the opposite side of the field, across from the team benches.

4. At the finals site, on approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their competition/warm-ups/award ceremonies from designated areas. Those serving in dual roles will be issued a media credential and photographer armband.
5. Still photographers shall stay back from the sidelines across from the team benches so they do not interfere with either the officials or players running past them along the sideline. Photographers are **prohibited from being directly behind the goals**. In the event a photographer requests to place a camera inside the goal, the following procedures must be followed:
 - The camera must be placed inside the goal only.
 - The camera must sit back well inside the goal.
 - The camera must be in place early enough that it does not interfere with a team's warm-up time and must be available for the officials to check prior to the beginning of the game.
 - Once the game begins there will be no stoppage of the game to allow for camera adjustment. Adjustments that can be made during the normal timeout period or at halftime are allowed, but the restart of the game may not be delayed.
 - For the safety of the student-athletes, the camera or the container holding the camera must be padded. Officials and/or game management shall determine if the padding is sufficient.
 - If a ball that is rolled or tossed back into the goal circle by the defensive team hits the camera or its container and rebounds back out of the circle, the officials will stop play, call timeout and have the ball returned to the goal circle to restart play.

Championship Photographer

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 with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

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

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

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 then click "2017-18 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.

Social Media Guidelines

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary.

Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, cdion@ncaa.org.

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

Top 9 considerations when planning for social media event marketing:

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

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

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Statistics Reporting to the NCAA

Each host should make sure the XML file for each contest is uploaded into the NCAA system. On the final day, the 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. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

- E-mail the information to ncaa-content@turner.com
- 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 the 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.

Working Press Areas

Stadium Press Area (Field). Set up tables for the working press as close as possible to the field or in the press box without interfering with student-athletes and officials. Arrange facilities for two-person radio crews, if appropriate.

Working Press Area. 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.

1. Ethernet/Facsimile. At each site there should be a minimum of two Ethernet connections or wireless (preferred) access. A facsimile machine shall be available at each working pressroom. These machines should not be located in the interview area.
2. SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics, game notes, quotes and other updated information to place in the pressroom prior to the team's arrival.
3. Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the competition. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. Equipment operators and technicians also shall be provided and available for all days of competition as scheduled by the NCAA.
4. Telephones. At each site, telephones may be installed in the designated working pressroom at the stadium as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The media coordinator shall determine the number of telephones required by evaluating the number of press credentials.
5. Laser Printer. At least one high-speed printer shall be available in the media area.

SECTION 24 – Medical Procedures

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

Each scheduled practice and competition of the women's soccer championship should include the following:

1. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant.
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted.
4. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

5. 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. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel
6. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

It is the responsibility of the host institution to provide first aid personnel for the spectators.

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 through institutional funds. Competition site access can be secured by acquiring session tickets through 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 25 – 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 student-athletes on promotional materials and host institutional signage should not be used to create a "home" atmosphere. Further, there shall be no cheering in the press box or at the scorer's table. Those in any working capacity shall remain neutral.

SECTION 26 – Officials

All officials for all tournament games will be selected and assigned by the NCAA national coordinator of officials in coordination with the women's soccer committee.

Confidentiality

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

Travel, Lodging, Payment

Admittance. Officials will be provided credentials for field access and admittance to their locker room.

Arrival to Site. For preliminary-round sites, officials are required to arrive at the site two and one-half hours prior to game time. For the finals site, the head official is required to arrive at the championship site in time to walk the field prior to the administrative meeting. All other officials are required to arrive in time for the officials meeting prior to the first semifinal game.

Patches and Uniform

NCAA patches will be sent to the host institution by the NCAA national office for officials to affix to their uniforms. They shall be worn on the upper left front of the shirt. No other patches or emblems are permitted on the officials' uniforms. This policy includes officials' hand-held flags.

SECTION 27 – 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 ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Digital Program Promotion

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

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

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

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

Supplemental Handouts

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
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for donors, fans or corporate partners, they may purchase a bulk amount of programs (minimum of 25) from IMG College. Please make IMG aware of this interest no later than noon EST on the Monday prior to the championship.
- 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 as specified below:
- 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 non-profit 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.

Promotion of Digital Programs

The NCAA will provide to participating schools a PDF to be printed and distributed at the site; this document will feature a QR code and URL where the digital program can be accessed. The handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program. If you would like the QR code ahead of time, please feel free to 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>.

Questions

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

SECTION 28 – Tickets/Seating

Ticket Design/Printing

Ticket Design/Printing. The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

The committee, prior to the printing, selling or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squad.

Host Responsibility. Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section. Printing expenses are considered permissible games expenses. For on-campus hosts, processing and distribution expenses also are permissible.

NCAA Approval. Based on the policies and procedures included in this section, the items noted below should be submitted to the NCAA national office prior to any advertisement or implementation. If at all possible, the following items should be submitted at the same time for review:

Ticket Plans. Specific plans for ticket sales and distribution (e.g., general admission, preferred seating, reserved seating, timetable, etc.) to all groups not determined by the NCAA (e.g., general public, host institution constituencies, etc.) shall be submitted for approval. Additionally, copies of order forms and ordering instructions should be submitted for approval.

Design/Printing. Printing of tickets is a permissible games expense for all sites. Proposed ticket designs (front and back) must be submitted for approval. Hosts should use the NCAA championship logo only in their ticket design. Host institution logos may be included only on the back of the ticket and only if the NCAA logo also is included. The host institution logo may not exceed the NCAA logo in size.

Ticket Backs

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

- Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.
- Coupons. Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).
- Ticket Back Disclaimer Language. See **Appendix G** for language that must be on the ticket back or be posted at the ticket box.

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.

Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval.

Preliminary Rounds. Minimum ticket prices are \$8 for adults and \$5 for students with ID cards. Children 12 years of age and younger may be admitted to any game for \$3; children 2 years of age and younger may be admitted free of charge with a ticketed adult to any game (if facility policy allows). Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval.

Women's College Cup. Minimum all-session ticket prices are \$30 for adults and \$20 for students/senior citizens. Children 12 years of age and younger may be admitted to any game for \$5; children two years of age and younger may be admitted free of charge with a ticketed adult to any game if institutional or facility policy allows.

Complimentary Tickets. No complimentary tickets shall be issued. 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.

Credit Card Payments. Credit cards may be accepted as a form of ticket payment, and commissions paid to credit card companies shall be submitted as a line item on the proposed budget.

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.

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

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.

Suites

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

LOC/Host Policies

Allocation. For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

Budget Relief. At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.

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

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

Competition Venue Responsibilities.

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

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

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

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

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

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.

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

Computerized Tickets

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

Service Charges for Mail and Telephone Orders. A maximum ticket agency service charge of \$2.50 per all-session ticket sold by mail or telephone, plus a \$1 per all-session handling fee, may be charged to the consumer. It is suggested that hosts negotiate a more favorable rate if possible, based on the rate charged for other sporting events in the locale.

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

Special Groups. The ticket agency service charge and handling fee shall not be applied to group ticket sales (e.g., participating teams, ESPN, NCAA corporate champions/partners). The host institution may negotiate with the ticket agency to exclude other groups from the charges.

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

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

Participating Institutions

Players/Coach Admittance. The 37 members of the participating institution's official party will be admitted via pass list provided at the mandatory administrative meeting.

Player/Guest Ticket(s) Purchase. Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for student-athletes' guests. Tournament directors should establish a "pass gate" for the involved individuals.

At preliminary-round competition, the host shall administer the player-guest tickets unless the participating institution wishes to take this responsibility.

At the finals site, a designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament director) at the site. The individuals will proceed through the pass gate to a nearby area (to be determined by the tournament director) with a table or booth that will accommodate one individual from each institution. At the table, each individual will be identified by a representative of the appropriate participating institution. Each individual will be given a ticket stub and directed to his or her seat.

Each institution shall be responsible for providing a person to staff the player/guest ticket area.

Bands/Spirit Squads/Mascots. Band members (including the director), not to exceed 25 in number, and spirit team members, not to exceed 12 in number, and one costumed mascot, shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. Each institution's administrator must submit this list to the tournament director and NCAA representative at the administrative meeting prior to the competition.

The host shall inform each participating institution of the location of seats that have been designated for band members and/or cheer squads.

Live animal mascots are not permitted.

Bands may use electronic amplification equipment only with the specific approval of the NCAA representatives.

Payment. Full payment for tickets must be forwarded to the tournament director within 30 days of the last date of competition at the site. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. If there are any outstanding payments on the 30th day after the competition at that site, the tournament director should notify the NCAA national office with details regarding this delinquency on the same date.

Scouting Seats. Scouting seats shall be reserved only for official members of the coaching staffs of the teams participating in the tournament. Press box (or other appropriate) seats (a minimum of two each for the two teams participating) shall be reserved during the semifinal contests for each of the participating institutions for the purpose of scouting potential opponents. These seats will be identified during the administrative meeting.

Access to Scouting Seats. The appropriate credential allows access for scouts to the designated seats.

Will Call. Will Call for the general public shall be in a location separate from the pass gate. Hard tickets may be distributed at Will Call.

Participating Institutions

The NCAA has contracted with GO Ground to provide ground transportation management for all 90 championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

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

Parking

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

Apparel – Finals Site Only

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 provider for all 2019-20 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.

Goal and Recruitment

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

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors; 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..

Recognition

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the host, the NCAA will prepare an appreciation certificate for each volunteer included on the host's list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Waivers

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

**NCAA Division I Women's Soccer
Preliminary Round Travel Roster**

Institution: _____

Please list each individual from your institution's travel party (limit of 28). **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk.** Student-athletes should be listed in alphabetical order using lines 1-22. Use lines 23-30 to list team personnel (coaches, athletic trainer, manager, video, etc.). Lines 36-37 are specifically reserved for the Administrator and Physician. Those two spots may not be used for any other person.

1. _____	20. _____
2. _____	21. _____
3. _____	22. _____
4. _____	23. _____
5. _____	24. _____
6. _____	25. _____
7. _____	26. _____
8. _____	27. _____
9. _____	28. _____
10. _____	29. _____
11. _____	30. _____
12. _____	31. _____
13. _____	32. _____
14. _____	33. _____
15. _____	34. _____
16. _____	35. _____
17. _____	
18. _____	36. _____ (Administrator)
19. _____	37. _____ (Physician)

Please list any additional individuals (additional non-competing student-athletes, administrative staff) who should have access to the team (limit of 10). **These individuals must have a ticket for admission.** These 10 will be provided with a credential to provide them access to the team pre- and post-game, the locker room area, the media area and hospitality (not for non-competing student-athletes).

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Individuals on this list will enter through the team entrance.

Please turn in this list at the administrative meeting.

**NCAA Division I Women's Soccer Championship
Game Roster**

Institution:	
Head Coach:	

Note: Indicate starters with an asterisk (*) by the uniform number.

	Uniform No.	Name	Position	Home Town
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

Copies of the **Lineup Form** with the 22 eligible participating student-athletes (with starters) should be given to the following as early as possible but no later than 30 minutes before the game:

- (1) Opposing team.
- (2) Alternate official (without listing cautions or ejections).
- (3) Public address announcer.
- (4) Official scorer.
- (5) NCAA site representative.

NCAA Postseason Pregame Schedule

60:00* Teams may begin warm-up on the field in front of their bench.

**Begin clock 60 minutes before game starting time.*

30:00 Game rosters exchanged.

Referee inspects game balls.

10:00 Teams clear field.

Captains and officials meet for coin toss.

Public-address welcome.

Introduction of officials, coaches and players.

1. Officials.(In center circle)

2. Visiting team nonstarters, followed by starters.

(All to midfield, in front of bench)

3. Home team nonstarters, followed by starters.

(All to midfield, in front of bench)

National anthem. Teams shake hands; designated away team moves to shake designated home team's hands.

0:00 Game begins.

45:00 Kickoff • First half

Halftime 15:00-17:00 – Start immediately when first half ends

0:00/45:00 Kickoff • Second half

Overtime Procedure

5:00 Intermission starts immediately when regulation time ends.

10:00 First overtime period (sudden victory).

2:00 Intermission starts immediately when first overtime ends.

10:00 Second overtime period (sudden victory).

5:00 Intermission starts immediately when second overtime ends.

Penalty-Kick Procedure (See Rule 7.1.1.)



A G E N D A

National Collegiate Athletic Association Division I Women's Soccer Preliminary Round Administrative Meeting

The administrative meeting shall be conducted by the NCAA site representative and include the respective head coaches (mandatory), directors of athletics or designees (mandatory), officials crew or center referee (mandatory if in town), and sports information directors (recommended).

1. Welcome and introductions.
2. Identification of games committee.
 - a. NCAA site representative.
 - b. Representative from each participating institution.
3. Drug-testing statement.
4. NCAA misconduct policy and sportsmanship.
5. Official ball.
 - a. Wilson FORTE Hybrid II balls will be used during the championship.
 - b. Six (6) balls shall be used per game.
6. Confirm home and visiting team uniform colors.
 - a. Goalkeeper colors.
 - b. Adherence to the NCAA logo policy.
7. Scorers and timers.
 - a. Scorers are to keep a record of the number of players who participate in the game (22 maximum for each team).
 - b. Determine official timer (scoreboard or referee).
8. Rosters.
 - a. Review team bench limits.

- b. Copies should be given to the following:
 - (1) Opposing team.
 - (2) Alternate official (without listing cautions or ejections).
 - (3) Public address announcer.
 - (4) Official scorer.
 - (5) NCAA site representative.
 - c. Rosters with the 22 eligible participating student-athletes (with starters) are to be given to press box personnel and the announcer as early as possible but not later than 30 minutes before the game.
 - d. Game ejection policy.
9. Host institution – Tournament Director.
- a. Distribute and review pregame timing schedule.
 - b. Determine how teams will enter the field, line up and be presented during pregame introductions (starters only).
 - c. Designate team bench and warm-up areas.
 - d. Halftime shall be 15 minutes. The interval may be shortened to 10 minutes or less by mutual consent of the coaches and officials (discuss in the event of inclement weather). Determine if teams will retire to the locker rooms or another location.
 - e. Security Personnel – The host will provide security for the bench areas before, during and after the game. In addition, the security staff shall prevent the consumption of alcohol at the stadium.
 - f. Review facilities layout including locker room and interview room locations.
 - g. Medical and athletic training procedures.
 - h. Videotaping.
 - i. Credentials and parking.
10. Postgame.
- a. Ensure security personnel are present to secure the bench areas and escort officials from the field.

- b. Under no circumstances should fans be permitted to access the field postgame.
 - c. Remind coaches that, according to NCAA interview policies, they must make themselves available to the media 10 minutes after the game.
 - d. Participation awards (medallions) will be presented to a maximum of 22 (squad size) student-athletes participating in preliminary-round competition. These awards will be sent to the preliminary-round tournament director to be distributed to the non-advancing team at the conclusion of each match. Additional participation awards may be ordered after the championship by the non-advancing teams.
11. Officiating – Center Referee (or site representative if center referee is not in attendance).
- a. Inspection of equipment and facilities (field, goal areas, coaching boxes, etc.).
 - b. Yellow- and red-card system.

For NCAA Division I women's soccer tournament games, an ejected player, coach or other bench personnel is required to leave the venue and be out of sight and sound. The athletic trainer is permitted to be in the designated spectator area if he/she is ejected.

A player serving a game suspension is allowed to be in the team area, provided she is not in uniform. This person would be one of the 37 personnel for the bench size. A coach serving a game suspension shall not appear in the venue from 60 minutes before the scheduled start of the game until 30 minutes after the game ends. The coach shall remain in an area out of sight and sound.

- c. Players involved in a substitution are to report to the scorer's table and remain there until permission is received from the referee to enter the field of play.
 - d. Assistant referees must notify teams three minutes before the end of the halftime interval.
 - e. Handling of rules interpretations requested by head coaches (e.g., encroachment).
 - f. Refer to NCAA Men's and Women's Soccer Rule 7.1.2 regarding overtime procedures.
 - g. Alternate official's duties.
12. Officials' assignments (announced by site representative).

13. Advancing team reminders.

- Mandatory videotape exchange is in effect for the championship, beginning with the third-round opponent. For the third round, quarterfinals and semifinals, the video must be received by 5 p.m. Eastern time the Tuesday before the next round of competition. The videos exchanged between the two teams shall be in a DVD format or agreeable online exchange. All videos must be of high quality, include audible sound and be in good working order. All video must be the full match, unedited and include any overtime periods and penalty kicks. Any institution that does not follow the procedures for the exchange of its tape to its opponent may be subject to a financial penalty.

14. Questions.

15. Adjournment.



A G E N D A

National Collegiate Athletic Association
Division I Women's Soccer Championship Officials' Meeting

This meeting should be conducted at least 2½ hours prior to the start of the game and the NCAA site representative will lead. The tournament director, committee/site representative and the head official should inspect the field prior to this meeting to ensure that it is properly marked.

1. Welcome and introductions.
2. Walk-through of field – any issues/concerns.
3. Schedule of events and timing sheets.
4. Officials.
 - Game assignments.
 - Officials' uniforms/NCAA patches (worn over left breast of uniform).
 - Credential distribution.
 - Review parking/facility access, locker rooms, hospitality and security arrangements.
 - No fraternizing with coaches or student-athletes/conduct.
 - ArbiterPay reminder.
5. Participating teams.
 - Determine home/visiting team.
 - Determine team and goalkeeper uniform colors.
 - Bench assignments.
 - Team lineups.
 - Procedures for introductions.
6. Game management.
 - Scorer's table/alternate official.
 - Official clock – scoreboard or officials.
 - Use of headsets (provided by NCAA).
 - Identify goal to be used in the event of overtime and penalty kicks.
 - Review inclement weather policy.
 - Review television procedures (if applicable).
 - Halftime and timeout length
 - Red hat.

7. Rules.

- a. 12.5.5 Engaging in other acts of unsporting behavior, including taunting, excessive celebration, simulating a foul, exaggerating an injury, baiting, substituting illegally or ridiculing another player, bench personnel, official or spectators – may receive a caution.
- b. 12.14.3 No coach player or team representative other than the team captain shall approach or speak to the center referee during an interval between periods, unless summoned by the center referee. This does not prohibit the coach from approaching an assistant referee or the fourth official on the sidelines in a sporting and timely manner.
- Different than what is in the Rules Book - A coach, student-athlete or other bench personnel who must sit out the next tournament game due to a red card or serving a game suspension cannot be on the team bench or the field at any time; however, he or she may join the team in the locker room postgame. Further, a coach, student-athlete, or other bench personnel removed from a game shall be escorted from the playing field to a predetermined location away from the spectator area and field of play that is not in view of the game (i.e., locker room or team bus) in both instances the coach, student-athlete or other bench personnel is prohibited from any communication or contact, direct or indirect, with the team, coaches and /or bench personnel from the start of the pre-game warm-up to its completion, including all overtime periods and penalty kicks.

NCAA Division I Women's Soccer Championship
Alternate Official - Responsibilities and Duties

A conference or an institution may elect to assign an alternate official to a competition in order to assure game officiating continuity in the event one of the assigned officials is unable to perform his or her duties. When an alternate official is assigned, the governing sports authority (see Page 7 in Soccer Rule Book) shall clearly state the officiating position he or she will assume in the event that one of the referees or assistant referees is unable to officiate.

The alternate official is under the assigned referee's jurisdiction and performs duties that include: supervising the timekeeper and scorekeeper; managing substitutions and treatment of injuries; halftime checks; and assisting in the control of bench personnel. The alternate official shall remain near the halfway line between the coaching and team areas during play.

2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 07/02/2018

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

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

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

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

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

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

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

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

DATES AND TIMES ARE SUBJECT TO CHANGE

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

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

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

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

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

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

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

Signature of Participant Date

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

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

BEST PRACTICES FOR NCAA CHAMPIONSHIPS COMPETITION VENUE SAFETY AND SECURITY

Non-Event Day Security Operations. (NOTE: It is recommended that these practices commence a minimum of thirty days prior to the start of the Championship and also apply to move-in, move-out and other times during the Championship when the competition venue is not open to teams, media or guests).

1. Establish a secure inner perimeter around the competition venue (normally, this will be the walls of the competition venue structure) with limited and controlled vehicle and people access points into the facility;
2. Utilize internal and external digital cameras (with pan, tilt and zoom, and monitoring capabilities) as appropriate, covering the seating bowl, concourses, perimeter and all other vulnerable areas. Monitor the system twenty-four hours a day, seven days a week. Maintain sufficient video storage capacity to retain images for a reasonable period of time;
3. Provide sufficient security staff twenty-four hours a day, seven days a week;
4. Limit deliveries as appropriate:
 - a. Limit daily or weekly delivery times;
 - b. Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;
 - c. Accept deliveries by appointment only and/or authorized by the appropriate competition venue supervisor;
 - d. Reserve the right to inspect any delivery;
 - e. All check-ins and deliveries should be received by the person or department to which it is addressed;
 - f. Do not leave deliveries unattended on the loading dock.
5. Keep a record of each vehicle, driver and helper(s) entering and leaving the secured area by use of a log or permit system. Identify driver and helper(s) by photo identification;
6. Issue badges with photographs for regular employees, staff and subcontractors. Identify, log-in/out and issue self-expiring day passes to all authorized visitors. Escort visitors into and out of the competition venue with appropriate departmental staff;
7. Inspect large items brought into the competition venue;
8. Provide detailed training on inspection procedures to all security staff;
9. Secure and protect with locks and/or tamper proof seals on all HVAC, mechanical, gas, and fuel systems. Test backup systems in compliance with local codes to ensure they are properly maintained and functional. Secure flammables and combustibles in an approved secure area;
10. Be aware of chemicals, fertilizers and propane cylinders stored in the facility area that could be used as a component in an explosive device. Ensure proper storage of all combustibles and gases. Store and handle in compliance with state regulations;
11. Patrol the competition venue to ensure there are no unauthorized vehicles or personnel on the grounds. Do not allow unauthorized vehicles to remain and limit public access to the greatest extent possible. Be alert for any suspicious activities and work with police in conducting periodic unscheduled police patrols around the competition venue;

12. Keep competition venue clear of clutter and debris. Store equipment and materials in an orderly manner. Check and empty dumpsters and trash receptacles regularly. Do not place dumpsters under structural supports when and where possible.

Event Days Security Operations. (NOTE: This includes days and times when teams, media, and/or guests are permitted in the competition venue. Event Day security operations should be an extension and enhancement of security procedures already in place during non-Event Day security operations.)

1. Inside the Competition Venue Walls (inner perimeter).
 - a. Ensure a complete and thorough inspection of the competition venue is conducted. Secure gates and remove all unauthorized vehicles and personnel, creating a secure inner perimeter. Identify inspected remaining vehicles with a visible permit or decal. Ensure the facility works with local law enforcement agencies to determine the times to conduct sweeps of the facility with trained dogs prior to the event;
 - b. ALL HVAC, mechanical and gas/fuel systems and other critical systems should be inspected and protected with locks and/or tamper proof seals. Security should be assigned to guard vulnerable systems, including air intakes. If local fire codes allow, consider installing a central emergency shut-off switch for the HVAC system;
 - c. Ensure food dispensing and handling procedures are reasonably secure to prevent tampering and contamination;
 - d. Establish access control gates for all vehicles, employees, event staff, police, media and all others credentialed by the NCAA. Ensure those authorized go through a pat-down procedure and identities verified;
 - e. Provide adequate private security and uniformed police officers staffing inside the inner perimeter, to include all concourses throughout the seating bowl, in and around the playing court, and all NCAA related back-of-house space;
 - f. Accept only authorized, scheduled and identified emergency or highly perishable deliveries on event days. To the extent practical, consider not allowing any deliveries within two hours prior to the opening of the admission gates for the event. Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;
 - g. Only ticketed guests, individuals with proper credentials/badges/wristbands or players in uniform shall be allowed inside the competition venue walls. All must undergo a security inspection.
2. Hardened 100-foot Perimeter. Establish a secure hardened vehicular perimeter area around the competition venue at least 100-feet from the walls of the competition venue to the maximum extent possible. Protect areas on the perimeter vulnerable to forced vehicle entry with substantial barricades. Include the use of Jersey barriers, reinforced concrete decorative planters, bollards and/or large trucks or buses. Configure the barriers in such a manner as to prevent any type of forced vehicle entry. Close roads and streets adjacent to the competition venue, where feasible. Inspect and label all vehicles allowed inside the 100-foot perimeter.
3. Credential Procedure.
 - a. The NCAA will maintain a record of persons issued credentials for control purposes and provide the list to the appropriate competition venue point of contact;

- b. To the extent practical, all personnel submitted for credentialing should undergo a criminal background check prior to submittal for credentialing.
 - c. Any supplemental wristbands or other non-ticket admission devices must be submitted to the NCAA for approval. All proposed devices shall be of a design and color code substantially different from any other event;
 - d. Require that all credentials be worn at all times and clearly displayed. All members of the official travel party, bands and cheerleaders must wear a credential or other authorized device, except for uniformed players of the competing teams. To assist with access control, display credential boards at all access control points;
 - e. Train access control personnel in credential recognition and access. Provide credential boards to key staff and post in critical locations.
4. Gate Access and Management.
- a. Public Gates.
 - (1) Post uniformed police officers at each public entrance gate trained to observe for suspicious behavior (i.e., surveillance by individuals who may be looking for weak security; clothing inconsistent with weather) and to backup inspections; maintain law enforcement presence around the gates and the perimeter of the facility throughout the event;
 - (2) Establish security patrols (security vehicles, bicycles, roving personnel, etc.) in the parking lots and perimeter of the facility;
 - (3) Prohibit coolers, large backpacks, large bags, explosives and weapons. Consider the use of templates at each public access gate to show allowable package size. Inspect all items prior to being permitted into the competition venue. Use search sticks or pen lights to assist in the inspections;
 - (4) Pat-downs must be done by like gender security personnel, lightly touching/patting the full circumference of the waist – at the belt line. The center of the back from the belt line to the collar line must also be patted down;
 - (5) Ensure adequate staff, trained in conducting bag searches, pat-downs, recognition of suspicious behavior and other critical activities, is available at public gates to handle security checks efficiently;
 - (6) Publicize the policy concerning inspections and identify prohibited items (Note: Signage, notices and announcements should inform patrons that they will be subject to inspection as a condition of entry into the competition venue);
 - (7) Send press releases to the media and notices of policy to mass transit system operators, participating hotels and taxi operators; Post signage and distribute leaflets in the competition venue and satellite parking lots, and at logical transit sites;
 - (8) Use loop announcements and staff at key locations to provide information concerning allowable/prohibited items;
 - (9) Open all public gates at the same time;
 - (10) Keep ticket taker responsibilities separate and distinct from those having security responsibilities;

- (11) Personnel that are properly trained and equipped constitute the primary element of a successful security program. Schedule frequent periodic training for security personnel, maintain a record of training; including gate staff, in what to look for and proper inspection procedure; Provide periodic security awareness training for non-security staff such as ushers, food service personnel and others. Maintain a record of training.
- b. Media and Staff Gates.
 - (1) Conduct visual inspections and pat-downs of all guests, employees, vendors and game production personnel after lockdown of the competition venue on event days. At a minimum, the same inspection criteria applied to guests should be consistently applied to all other individuals entering the competition venue on event days including employees, staff, contractors, vendors and media.
 - (2) Competition venue management should be prepared to implement additional security and screening measures should the Department of Homeland Security elevate the alert level;
 - (3) Use search sticks and pen lights to assist in the bag inspections. After being inspected, apply color coded tags to all media and staff bags allowed into the competition venue.
5. Integrated Operations Center (IOC).
 - a. To facilitate decision making, the IOC should have a direct view or video monitoring capabilities of the seating bowl and playing court. NOTE: As part of the NIMS Incident Command System, a multi-agency Forward Command Post may be established which will serve the function of Incident Operations Center;
 - b. Staff IOC with the following: police, fire, EMT, competition venue management, NCAA representative, private security, and other key individuals such as public works, department of transportation, FAA, etc. The competition venue should designate an experienced employee as the security director/incident commander to lead and coordinate all emergency related activities until the situation can be turned over to the appropriate public safety commander;
 - c. The IOC should include a Public Information Officer (PIO). The PIO advises the incident command on all public information matters relating to management of the incident. The PIO handles inquiries from the media, the public, and elected officials; emergency public information and warnings; rumor monitoring and response; media monitoring; and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident.
 - d. Provide a secure incident room designated for decision-makers. Monitors in the IOC with feeds to monitors in the incident room are beneficial;
 - e. Designate a backup IOC in the event the primary IOC has to be evacuated. Locate the backup outside the competition venue with good communications and sufficient staff/equipment to serve as an IOC. A mobile police command vehicle may be considered;
 - f. Ensure reliable communications with backup systems are in place and tested. Include outside lines, competition venue extension phones, police, fire, and EMT radios, ring downs and contact with NCAA and its public relations designee.
 - g. There must be reliable communications between the IOC and the PA/video board staff in order for the IOC to authorize and direct the broadcast of emergency scripts and messages. Issue satellite phones to key competition venue and emergency personnel;
 - h. Prepare and maintain an integrated event day incident log.

6. Threat Assessment and Emergency Plans.

- a. Protocols for threat assessment including (but not limited to) bombs, persons with firearms, chemical/biological threats, threats against specific persons, severe weather/natural disasters:
- b. Document the conduct of any Joint Terrorism Taskforce (JTTF) Threat Assessment and any additional competition venue threat analysis, vulnerability assessments, consequence analysis and security audits. This information should assist in the development of the competition venue security and emergency plan;
- c. Establish protocols for both Event Day and Non-Event Day situations;
- d. Conduct at least one discussion-based exercise 30 days before the NCAA license period and record the results, findings, recommendations and agreements. This exercise should validate and assess all key personnel's understanding of the following:
 - (1) Review the competition venue's emergency procedures and protocols;
 - (2) Coordination between the IOC and the Unified Command Center during an emergency incident and a non-emergency situation;
 - (3) Flow of communication between the NCAA personnel, facility management and the first responders (police, fire, EMS, EMA and public works);
 - (4) Management and decision-making processes for emergency situations and Event-Day related incidents (command and control);
 - (5) Review all Crisis Management Team (CMT) members' roles and responsibilities.
 - (6) Provide checklists and training for phone operators in the case of phone threats. Install caller identification and/or coordinate phone call trap capability with the phone company for publicly accessible numbers;
 - (7) Specify persons to be notified and order of notification (NOTE: the notification list should be updated within thirty days prior to the beginning of the Championships Period. Provide critical management personnel with written and electronic copies of the updated list.);
 - (8) Clearly establish protocols for investigating and reporting a given threat or suspicious package. All threats should be considered serious and will be forwarded to the appropriate law enforcement agencies;
 - (9) Establish a "Major Incident Briefing" prior to each of the designated rounds of competition hosted at the venue.
- e. Emergency Plans.
 - (1) The NCAA strongly recommends that the regional, state, county and local agencies having jurisdiction at the competition venue adopt NIMS in planning and managing their activities related to the Championships. Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance.
 - (2) The competition venue, in conjunction with the Department of Homeland Security (DHS), JTTF, and other federal, state and local officials shall submit a coordinated plan for emergency preparedness and response, including all aspects of public safety including but not limited to:

- traffic control, threat assessment, emergency preparedness, command and control, and communication. The competition venue shall be required to integrate the activities of law enforcement, public health, public safety, emergency medical services (EMS), emergency management organizations and health care organizations. This plan shall be consistent with national standards, industry best practices, takeaways for similar events and observation/evaluation of previous championships in the respective sport;
- (3) Identify the CMT and alternates and designate their authority and responsibility;
 - (4) Establish a clear Chain-of-Command Authority for both normal operations and particularly in case of an emergency;
 - (5) Ensure that the agencies having jurisdiction over the competition venue has established and equipped a Unified Command Post (UCP) using NIMS protocol. Designate an alternate operations center for continuity of operation should the competition venue become unusable;
 - (6) Establish a system for rapid emergency notification of essential personnel. Include contact numbers for personnel identified above and give sequence of notifications. This information may be provided in an appendix to the plan and updated when changes are made but no later than thirty days prior to the Championships Period. This contact information should be distributed to the NCAA, LOC and other essential personnel;
 - (7) Develop an emergency communications plan designating how information will flow both internally and externally. Establish primary and backup communications systems;
 - (8) Develop procedures for emergency public information and media management, including pre-scripted media and public address announcements for anticipated incidents, to include, but not limited to natural disasters, weather, bomb threats and other potential disasters. Establish a remote media briefing area and adhere to NIMS protocol in media relations;
 - (9) Include detailed disaster plan and establish protocols in advance for game delays, cancellations, bomb threats, partial and full evacuations, shelter in place and other emergencies;
 - (10) Prepare an evacuation video including specific instructions and evacuation routes for all patrons. Display the video on the competition venue video at the time designated by the NCAA;
 - (11) Subscribe to private local site-specific weather forecast service and consider obtaining a NOAA weather warning radio;
 - (12) Include an emergency medical plan or write a separate plan. Include clear procedures for a catastrophic event, requiring primary and secondary triage. Designate triage and transport sites. Identify and secure emergency routes in and out of the competition venue (in the context of local area emergency plan);
 - (13) Conduct at least one emergency drill within the quarter preceding the Championships Period. Include incident management training for CMT members and UCP personnel. Key NCAA staff should be included in the drills. Prior to the drill, key parties should familiarize themselves with the procedures and communications protocols;
 - (14) All emergency equipment should be tested for operability prior to the exercise. The emergency equipment includes but is not limited to: PA systems, alarm systems, emergency announcements, alternate command sites, back-up communication and any other emergency assets;

- f. After Event Review (Lessons Learned). The NCAA Championships *Best Practices* guide is an evolving document. Based on changes in technology and practices we recommend an After Event Review report to be completed no later than 30 days after the commencement of the NCAA license period. This report should include: copy of the incident log for the entirety of the event, detailed security concerns and actions (ejections, arrests, scalping, fraudulent tickets and any other security breaches) and medical emergencies. Most importantly, included in this report should be lessons learned and any suggested best practices that could assist a future Championships competition venue.
7. Special Considerations.
- a. Seating Bowl and Spectator Areas. Where applicable:
 - (1) Ensure ushers are trained to maintain constant vigilance on their area of responsibility or "zone" at all times;
 - (2) Ensure a system is in place where an usher can summon assistance (medical, security, cleaning, etc.) without leaving their area of responsibility;
 - (3) Encourage guests to remain on their assigned levels of the competition venue;
 - (4) Utilize PA announcement/video board to reinforce restrictions on ticket resale;
 - (5) Ensure that ushers are staffed at each seating section entrance, especially those seating sections with direct access to the competition area;
 - (6) Utilize cameras and observers to manage guests and identify incidents;
 - (7) Any non-essential staff and equipment should be removed from aisles and concourses;
 - b. Competition Area. The Competition Area should be protected from unauthorized access by a combination of physical barriers, security guards, ushers and law enforcement officers. A plan appropriate to the competition and the venue should be developed and submitted to the NCAA no later than 30 days prior to the commencement of the Championship.
 - c. Competition Area Altercation.
 - (1) During any altercation in the competition area, the game officials are responsible for determining if the assistance of security is required. The venue's security supervisor must identify him or herself to the game officials and indicate his or her normal location in the competition venue.
 - (2) During a competition area altercation, the assigned security supervisor should move to a designated location that is nearest the incident to facilitate communication with the game officials, if necessary.
 - (3) Implement necessary security if a participant leaves the competition area and attempts to engage a fan. In recognition that each competition venue is aware of its own capabilities and applicable law, the competition venue must develop its own best practices for implementing "necessary security" in these circumstances. Necessary security may include a combination of internal security, retained external security, local police, or any combination thereof.
 - d. Locker Rooms.
 - (1) A minimum of one competition venue security person must be positioned at each access point to the participating institutions' and officials' locker rooms before and during the game, and until all participating institution personnel and game officials have departed the competition venue.
 - (2) Each security staff member positioned at the door to the officials' locker room must be directed to permit access to the locker room to **only** the following individuals: a) the game officials working the game; 2) NCAA personnel (after the presentation of an NCAA photo credential); and 3) the individuals on the officials' locker room access list.

- (3) No one else is allowed to enter the officials' dressing room. Unauthorized individuals attempting to enter the locker room must be told that they cannot enter the locker room because they are not authorized to have access.
- (4) If an individual insists that he or she needs access to the officials' locker room, the security staff member should locate the NCAA in the competition venue and explain the situation to him or her. The NCAA will make the final decision as to whether the individual should be provided access to the locker room.
- (5) Provide a procedure (e.g., dedicated safe, secured locker) to facilitate safeguarding the valuables owned by the participating institution student-athletes while at the competition venue. This procedure must be such that the valuables are only accessible to the participating institution and the competition venue security director and his/her designee. The details of this procedure must be reported to the NCAA.
- (6) Consideration should be given to conducting an electronic sweep of the locker room areas to insure there are no audios listening devices or cameras located in these areas.
- e. Fans in Competition Area. Should a fan enter or attempt to enter the competition area, venue security must immediately take the necessary means to remove the fan from the court and the competition venue consistent with the competition venue's Court Intrusion Plan.
- f. Dignitary Movement.
 - (1) Identify and maintain a list of all dignitaries with their arrival times and seat locations. National protectees and elected officials with security details attending the event should be contacted in advance to review the NCAA admissions policies, the venue's requirements and any special requests;
 - (2) Consideration must be given to the movement of dignitaries to and from their designated seating location to any special recognition locations, as determined and approved by the NCAA;
 - (3) Movement of such dignitaries must be scheduled and planned in advance in consultation with the NCAA.
- g. Pre- and Post-game Ceremonies. There may be several activities which require special security, crowd and transportation management. These include but are not limited to the Anthem talent, Hall of Fame inductees, special service recognition, MVP presentations and entertainment presented by the competing institutions. When practical, rehearsals for these activities should occur and include the security personnel assigned to these events.
- h. Fan Behavior Notification. Utilize a text messaging system to receive, manage and track complaints from fans reporting violations of the Code of Conduct. Static signage inside the stadium seating area that clearly describes how to send a message requesting assistance should be employed.

NCAA CHAMPIONSHIPS SAFETY AND SECURITY TEAM CONTACT INFORMATION

Championship: _____ Division _____

Host Institution/Conference: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SAFETY AND SECURITY TEAM

NAME	POSITION	CELL:	HOME:
	NCAA Championship Manager		
	NCAA Secondary Championship Manager		
	NCAA Site Representative		
	Tournament Director		
	NCAA Media Coordinator (if applicable)		
	Sports Information Director (SID)		
	Athletic Trainer		
	Tournament Physician		
	Facility Manager		

LOCAL EMERGENCY NUMBERS

Local Police			
Local Fire			
Local EMS			
State Police			
State Health Office			
	Name	Cell	Email
County Health Office			
	Name	Cell	Email
Poison Control			

LOCAL HOSPITALS

NAME	ADDRESS	PHONE NUMBER

NCAA Championships Fan Code of Conduct

The National Collegiate Athletic Association (NCAA), the host institution and the host venue are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience. Fans have a right to expect an environment where:

- Student-athletes respect and appreciate each and every fan.
- Guests will be treated in a consistent, professional and courteous manner by all venue and NCAA personnel.
- Guests will enjoy the sporting experience free from disruptive behavior and will be treated with dignity and respect by other spectators attending the game. Obscene or indecent messages including foul, sexist, racial, obscene or abusive language or gesture on signs or clothing will not be permitted.
- Guests will sit only in their ticketed seats and show their tickets when requested.
- Guests who engage in behavior that is reckless, dangerous, disruptive, or illegal in nature, including but not limited to fighting, throwing objects or attempting to enter the court will be immediately ejected from the arena.
- Guests will comply with requests from the facility staff regarding venue operations and emergency response procedures.

The venue staff has been trained to intervene when necessary to help ensure that the above expectations are met, and guests are encouraged to report any inappropriate behavior to the nearest usher, security guard, or guest services staff member. Guests who choose not to adhere to these provisions will be subject to ejection without refund, and may also be in violation of local ordinances resulting in possible arrest and prosecution.

The NCAA, the host institution and the host venue thank you for adhering to the provisions of the Championships Fan Code of Conduct.

DEFINITIONS

Major Incident Briefing: A security briefing should be conducted prior to each day of actual competition. The briefing should include the sport committee representative, NCAA staff, tournament manager, table crew, timeout coordinator, game official, security representative(s), representatives from each participating team, broadcasting network representative, medical support and other personnel deemed appropriate. The purpose of the briefing is to provide information on facility procedures for evacuation student-athletes, coaches and officials from the playing surface in the event of an emergency. General emergency procedures should also be discussed. A clear method to communicate an emergency should be established between the designated facility representative and the referee. These briefing(s) may be included as part of other game-day scheduled meetings or be held not later than the start of each game.

Event Day: The times the NCAA conducts events in the competition venue and is open to teams, media and/or guests.

Championship Period: The time period that the competition venue is under the control of the NCAA.

Joint Terrorism Taskforce (JTTF): Small cells of highly trained, locally based, committed investigators, analysts, linguists, SWAT experts and other specialists from dozens of U.S. law enforcement and intelligence agencies. The JTTF is a multi-agency effort led by the Justice Department and FBI designated to combine the resources of federal, state and local law enforcement.

Lockdown Period: The time period in which credentials are needed to access the competition venue.

National Incident Management System (NIMS): Provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NCAA Security Advisory Group: A group of individuals working in the profession who were selected because of their knowledge and expertise in the areas of facility management, guest services management, security and/or emergency management.

Non-Event Day: Beginning 30 days before the Championships Period during which time the competition venue is not open to teams, media or guests.

EMERGENCY EVACUATION PLAN (EEP) DEFINITIONS

Purpose: The purpose of an EEP is to facilitate and organize actions during an emergency. This document must be developed by the host within 30 days in advance of the championship.

Guidelines for Developing an EEP

1. Designate an Emergency Coordinator and Alternate Emergency Coordinator (e.g., NCAA championship manager, NCAA site representative, tournament director, facility managers).
 - a. Who is making the decision to evacuate?
 - b. What local response team members need to be contacted?
2. Designate Safety Monitors and Alternate Safety Monitors (e.g., usually ushers, security personnel, etc.).
 - a. Confirm that ushers and other event staff personnel are aware of both primary and secondary exit routes for their specific areas of responsibility.
 - b. Who is going to assist spectators, teams, administrative personnel, etc. during the evacuation?
 - c. How many monitors are necessary to complete the evacuation in a safe and efficient manner?
3. Obtain and post floor plans and evacuation route. Make sure fans know what to do before an emergency happens.
4. Establish an evacuation plan for all groups (e.g., fans, teams, etc.) as well as from all areas of the facility (competition floor/field, practice areas, locker rooms, etc.).
5. Establish designated meeting sites at a safe location away from the danger. This is particularly important when trying to account for everyone.
6. Disabled occupants.
 - a. Ensure that the facility's Disability Evacuation Plan includes procedures for the evacuation of individuals with disabilities (including blindness or visual impairments, cognitive or emotional impairments, deafness or hearing impairments and mobility impairments). The facility's Disability Evacuation Plan needs to also include a strategy for communicating with emergency response personnel so that disabled occupants can be safely evacuated.
 - b. Ensure that specific areas of rescue (a designated safe area where individuals with disabilities can await rescue if paths of exit are unavailable) are identified within the venue.

- c. If a disabled occupant is unable to exit the facility unassisted, the safety monitor must notify the emergency response personnel of the person's location. Transporting disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a nonambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.
- 7. Review operations to determine which critical operation systems (if any) may require continuous attention or shutdown during the evacuation or other emergency condition.
 - a. Review who is responsible for those directions.
 - b. Review who is responsible for shutting down operation systems.
- 8. Train evacuation coordinator and other safety monitors.
- 9. Educate and train all personnel expected to be of assistance in case of an evacuation.
- 10. Prepare public address announcements with specific instructions in case an evacuation is necessary.

The Emergency Coordinator is responsible for:

- 1. Overseeing the development, communication, implementation and maintenance of the overall EEP.
- 2. Ensuring the training of safety monitors, critical operations personnel and notifying all personnel of changes to the plan.
- 3. Maintaining up-to-date lists of critical operations personnel and any other personnel with assigned duties under this plan.
- 4. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and safety monitors.
- 5. Establishing designated meeting sites for evacuees.

The Safety Monitor is responsible for:

- 1. Familiarizing personnel with emergency procedures.
- 2. Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.
- 3. Knowing where their designated meeting site is and for communicating this information to occupants. Ensuring that disabled persons and visitors are assisted in evacuating the building.
- 4. Evaluating and reporting problems to the emergency coordinator after an emergency event.

Championship Host Guide to Live Video and Stats

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