



**2019 DIVISION II  
SOCCER  
CHAMPIONSHIPS**

**PITTSBURGH** • Slippery Rock University,  
SportsPITTSBURGH, Hosts

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

**2019 DIVISION II MEN’S AND WOMEN’S SOCCER CHAMPIONSHIP  
HOST OPERATIONS MANUAL  
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This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

### Definitions

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

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

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

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

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

### Role of Host

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.

For sites where the host has a team participating, every effort should be made to ensure consistent quality and experience of all participants, even if the host team is eliminated.

#### **Role of NCAA**

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

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

#### **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 sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the Division II Presidents Council.

#### **NCAA Committee and Staff**

#### **2019-20 DIVISION II MEN'S SOCCER COMMITTEE**

<b><u>Terence Beattie</u></b> Director of Athletics West Chester University of Pennsylvania Email: <a href="mailto:tbeattie@wcupa.edu">tbeattie@wcupa.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>Atlantic Region</i></b>	<b><u>Matt Cochran</u></b> Senior Associate Athletics Director Northeastern State University Email: <a href="mailto:cochranm@nsuok.edu">cochranm@nsuok.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>Central Region</i></b>
<b><u>Wade Jean</u></b> Head Men's Soccer Coach Saint Michael's College Email: <a href="mailto:wjean@smcvt.edu">wjean@smcvt.edu</a>  <b>Term Expires Aug. 31, 2022</b>	<b><i>East Region</i></b>	<b><u>Michael Koehler</u></b> Assistant Director of Athletics Rockhurst University Email: <a href="mailto:michael.koehler@rockhurst.edu">michael.koehler@rockhurst.edu</a>  <b>Term Expires Aug. 31, 2022</b>	<b><i>Midwest Region</i></b>
<b><u>Brian McMahon</u></b> Head Men's Soccer Coach Palm Beach Atlantic University Email: <a href="mailto:mac_mcmahon@pba.edu">mac_mcmahon@pba.edu</a>  <b>Term Expires Aug. 31, 2023</b>	<b><i>South Region</i></b>	<b><u>Claudio Arias</u></b> Head Men's Soccer Coach/Director of Soccer Operations Texas A&M International University Email: <a href="mailto:carias@tamiu.edu">carias@tamiu.edu</a>  <b>Term Expires Aug. 31, 2020</b>	<b><i>South Central Region</i></b>

<b><u>Mark McKeever</u></b> Head Men's Soccer Coach Young Harris College Email: <a href="mailto:mmckeever@yhc.edu">mmckeever@yhc.edu</a>  <b>Term Expires Aug. 31, 2022</b>	<b><i>Southeast Region</i></b>         	<b><u>Phillip Billeci-Gard</u></b> Associate Athletic Director of Internal Operations Dominican University of California Email: <a href="mailto:Phillip.billeci-gard@dominican.edu">Phillip.billeci-gard@dominican.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>West Region</i></b>         
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### 2019-20 DIVISION II WOMEN'S SOCCER COMMITTEE

<b><u>Gary Kagiavas</u></b> Head Women's Soccer Coach Edinboro University of Pennsylvania Email: <a href="mailto:gkagiavas@edinboro.edu">gkagiavas@edinboro.edu</a>  <b>Term Expires Aug. 31, 2022</b>	<b><i>Atlantic Region</i></b>         	<b><u>Chad Markuson</u></b> Deputy Athletic Director Minnesota State University Moorhead Email: <a href="mailto:chad.markuson@mnstate.edu">chad.markuson@mnstate.edu</a>  <b>Term Expires Aug. 31, 2023</b>	<b><i>Central Region</i></b>         
<b><u>James Moore</u></b> Head Women's Soccer Coach Georgian Court University Email: <a href="mailto:jmoore@georgian.edu">jmoore@georgian.edu</a>  <b>Term Expires Aug. 31, 2020</b>	<b><i>East Region</i></b>         	<b><u>Kelley Kish</u></b> Director of Athletics Lake Erie College Email: <a href="mailto:kkish@lec.edu">kkish@lec.edu</a>  <b>Term Expires Aug. 31, 2022</b>	<b><i>Midwest Region</i></b>         
<b><u>Larry Carpenter</u></b> Director of Athletics Lee University Email: <a href="mailto:lcarpenter@leeuniversity.edu">lcarpenter@leeuniversity.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>South Region</i></b>         	<b><u>Neil Piper</u></b> Head Women's Soccer Coach Texas A&M University-Commerce Email: <a href="mailto:neil.piper@tamuc.edu">neil.piper@tamuc.edu</a>  <b>Term Expires Aug. 31, 2023</b>	<b><i>South Central Region</i></b>         
<b><u>Jennifer Bell</u></b> Director of Athletics Converse College Email: <a href="mailto:jennifer.bell@converse.edu">jennifer.bell@converse.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>Southeast Region</i></b>         	<b><u>Jason Carmichael</u></b> Director of Athletics California State University, East Bay Email: <a href="mailto:jason.carmichael@csueastbay.edu">jason.carmichael@csueastbay.edu</a>  <b>Term Expires Aug. 31, 2021</b>	<b><i>West Region</i></b>         

### NCAA Staff

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## SECTION 1 – Alcoholic Beverages and Tobacco Products

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

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

## SECTION 2 – Americans with Disabilities Act

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

## SECTION 3 – Awards

### All-Tournament Team

***Finals.*** The respective soccer committees shall select an 11-person all-tournament team. The all-tournament team will consist of 11 players (irrespective of position). Of the 11, one player will be named the most outstanding offensive player, and one player the most-outstanding defensive player. The Division II Men's and Women's Soccer Committees will coordinate the ceremony with the public-address announcer.

### Awards Presentation

***Preliminary Rounds.*** Participant medallions for the **non-advancing team's squad size (24)** will be provided at each of the preliminary-round games. For the women's teams, the host institution should plan on distributing these awards during an on-field ceremony after each elimination game. For the men's teams, the host institution should plan on distributing these awards to the team's locker room or making arrangements with each team's respective administrator prior to its departure from the site. A Regional Champion team trophy will be presented to the winner of each 3<sup>rd</sup> round game for women and quarterfinal winner for men.

***Finals.*** Semifinalist mini-trophies will be presented to the non-advancing teams after each national semifinal match during an on-field ceremony. For men's teams, additional mini trophies for the official travel party shall be provided to the team prior to their departure from the venue. The host should work with the team administrator to make sure that these trophies are provided to the non-advancing team.

After the championship game, the awards ceremony shall begin with the announcement of the all-tournament team. Individual and team trophies will then be presented at center field. The runner-up team will be presented their individual awards on the field. After the presentation of the runner-up trophies, the national champions will be presented their individual awards on the field, followed by the presentation of the national champion team trophy. The national champion team watches will be shipped to the winning team after the championship by the NCAA.

Two (2) six-foot tables should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). Personnel should have all individual and team trophies set and ready on the tables prior to the conclusion of the championship game.

### Championship Awards Presentation Enhancement Template

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.

### Championship Awards

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

Hosts of 3<sup>rd</sup> and Quarterfinal rounds will also receive regional champion team trophies (one per region competing at the site) which should be provided to the winner of each of the 3<sup>rd</sup> round games at that site.

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. If they have not arrived by 4 p.m. on Friday prior to the first semifinal match, contact the appropriate NCAA representative.

<b>Men's Soccer Championship Watches</b> (27 watches shipped after the championship)	<b>1</b>
<b>Women's Soccer Championship Watches</b> (27 watches shipped after the championship)	<b>1</b>
<b>National Championship Team Trophies</b> (one per gender)	<b>2</b>
<b>Men's National Championship Team Mini-Trophies</b>	<b>28</b>
<b>Women's National Championship Team Mini-Trophies</b>	<b>28</b>
<b>Runner-up (silver) Team Mini-Trophies</b> (28 per gender)	<b>56</b>
<b>Semifinalist (bronze) Team Mini-Trophies</b> (56 per gender)	<b>112</b>
<b>Elite-90 Award</b> (1 per gender)	<b>2</b>

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

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

### Elite 90 Award/Presentation (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 his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award

is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships administrator 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 operations point person 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. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

#### **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](http://ncaa.com/elite-90).

#### **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.

- 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 administrator.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Top of the World for hats ([npokorny@towlicensed.com](mailto:npokorny@towlicensed.com)). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

#### **Participation Awards (Formerly Mementos)**

Preliminary. 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, **participation awards will NOT be permitted at preliminary rounds.**

Finals. 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(s).

#### **SECTION 4 – Bands/Spirit Squads/Mascots**

A maximum of 25 band members, including the director, 12 uniformed spirit squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator must submit a typewritten list to the tournament manager and NCAA site representative at the administrative meeting prior to the competition.

A maximum of 12 spirit squad members and one costumed mascot shall be allowed on the field during the progress of the game. The spirit squad shall be seated on the apron of the playing area as designated by the tournament director. Spirit squads and mascots must stay on their team's half of the field and must stay out of spectator seating areas. **NO LIVE MASCOTS ARE PERMITTED.**

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Guidelines may be found at [www.aacca.org](http://www.aacca.org).

Band members are not permitted to leave their seating area and may only play during timeouts, half time, after goals, during their team's allotted music time and immediately after competition. Bands may not play when the game is in progress. Flags carried by institutions' representatives are permitted on the field during time outs, half-time, or between matches, but must not be used to taunt competitors or block spectators' views.

##### **Artificial Noisemakers**

NCAA rules allow for selected artificial noisemakers to 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 spectators ability to enjoy or watch the game will be removed.

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

The host institution shall provide appropriate pregame warm-up music for all games, all rounds. There shall not be a split between the host and the visiting team. Pregame music containing inappropriate or profane language is impermissible and any violation of this policy will be subject to a misconduct penalty.

If a team does not have a band present, it may provide a tape of the institution's fight song. Alternate band and electronic music (**if only one band and no team music, electronic music**). Only one band can play at a time.

##### **National Anthem**

The host institution is responsible for arranging the playing of the national anthem and shall be sung or played prior to the first game of each session. If an international institution is participating at a site their respective national anthem should be played or sung first followed by the national anthem of the United States. If the first anthem is a recorded version, then a recorded version of the Star-Spangled Banner should also be played. If the Star-Spangled Banner is sung, the international anthem should also be sung.

**Color Guard** (*finals only*). The host institution may provide a color guard for the championship. The color guard should be experienced at presenting the flags and old enough to understand the importance of the event.

**Flag Presentation.** The host must provide the United States flag for presentation during the event. For the finals, the NCAA will provide an international flag as necessary.

## **SECTION 5 – Student-Athlete Banquet**

**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 regional competition the same experience, **banquets will NOT be permitted at preliminary rounds of competition.**

**Finals.** 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 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. 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. In some circumstances, the host may be asked to secure footage and produce the banquet video.

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 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 should be respectful and inclusive of all.

### **SAMPLE**

#### **Run of show**

6:30 p.m.	Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)
	Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional)
6:45 p.m.	Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative
6:50 p.m.	Dinner buffet lines open or plated dinner served
7:20 p.m.	Guest Speaker (optional)

7:40 p.m.        Comments by Head Coaches or Q&A with selected student-athletes (optional)\*

1. Team 1
2. Team 2
3. Team 3
4. Team 4

7:50 p.m.        Comments by the NCAA committee chair and the presentation of Elite 90 Award  
Championship Video (if available)

7:55 p.m.        Closing Comments (emcee with talking points from NCAA or NCAA chair)

\* Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

During Division II Festival years, the student-athlete banquet is replaced by the opening ceremony. The NCAA liaison will coordinate with the host.

Timing. Arrangements should be made for a banquet to be held Wednesday night prior to the semifinals on Thursday.

Attendees. The guest list should allow for the official travel party of 28 persons from each of the eight (8) participating teams. Other individuals who should be on the guest list include members of the NCAA Division II Men's and Women's Soccer Committees (16), NCAA staff (4), additional host institution personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship) and community dignitaries.

Attire. Teams and other guests are **encouraged to dress business casual**; however, tennis shoes, flip flops, open midriffs, bare shoulders, T-shirts and/or torn jeans should not be worn. Absolutely no sweats or warm-up suits allowed.

Location. The banquet facility should be able to accommodate a minimum of 265 individuals with buffet style services. A large space is preferred as teams typically travel with more than the travel party of 28. Providing space is available, tickets can be made available for sale to institutional representatives of the participating teams. Any additional attendees shall be paid for by their respective institution.

General Seating. Rounds of eight or ten are preferred.

Participant Seating. Participating teams usually feel more comfortable sitting together, so designating team tables using school colors, team name and/or the team mascot may be preferred. Members of the NCAA Division II Men's and Women's Soccer Committees should have designated seats at a table near the front of the room, possibly sitting with other key university or community representatives. If a committee member is affiliated with a participating team, he or she may sit with their team.

Format. It is recommended that the agenda include short welcoming statements by representatives of the host institution, community and the men's and/or women's soccer committee chair. The format should be determined in concert with NCAA staff and will be described in the information packet sent to each participating coach.

Emcee. The host is responsible for identifying an appropriate emcee. The NCAA Division II Men's and Women's Soccer Committees must give final approval of the emcee.

Guest Speaker. The host may identify a guest speaker whose message provides added value to the event. Any speaker must be approved by the NCAA Division II Men's and Women's Soccer Committees.

Officials. **Officials shall NOT be included in any social event involving the participating coaches or players.**

Media. Members of the media should NOT be invited to the banquet, unless approved by the NCAA committee.

No Alcohol. Alcohol shall not be available for consumption in connection with an NCAA championship.

Banners. Provided NCAA championship signage should be hung at the banquet venue.

Showcasing of Awards. The host may want to have the team trophies or national champion trophies available for viewing at the banquet. If so, security measures should be taken.

Sponsorship. Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

#### **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

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#### **SECTION 6 – Broadcasting/Internet**

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

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

**Marketing Plan**

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

**Marketing Collateral**

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

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

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

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

**PRINT**

- Poster
- Flyer
- Print Ad

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

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

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

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

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

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

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

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

### **:30 Radio Spot**

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

## 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 <http://www.ncaa.org/socialmedia> for a listing of official NCAA social media accounts.

## Applicable Marketing Bylaws

### NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions:

**12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

**12.5.1.8 - Promotion of NCAA and Conference Championships.** The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

**13.4.4.2 - NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

- (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.

**NCAA Logos.** The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship.

All NCAA logos are available online at [www.ncaalogos.com](http://www.ncaalogos.com) to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this

site to ensure proper use. Please contact Sean Ward ([ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org)) with any questions concerning the NCAA Digital Library.

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 and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

#### **Materials Sent to High Schools**

Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide 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.

#### **Planning and Promoting Fan Enhancements**

Fan enhancement should be coordinated with and approved by NCAA staff prior to execution. The promotion of fan enhancement, including giveaways and ancillary events, are subject to the established Championships Marketing and Commercialism/Contributors guidelines outlined in the Host Operations Manual. Fan enhancement marketing should be included in the overall championship marketing plan with priority given to championship ticket sales and attendance.

### **SECTION 8 – Championship Merchandise/Licensing**

#### **Administration**

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

#### **Availability**

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

#### **General Policies**

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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.**

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## SECTION 9 – Championship Presentation/Fan Engagement

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### Branding

#### **Signage**

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

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

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

#### **Ancillary Events**

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

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

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

#### **Logos**

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

### **Public Address and Text Board Scripts**

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting. PA scripts will be sent directly from the NCAA. Hosts do not have to create their own scripts.

### **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 electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

### **Language for Local Organizing Committee Partnerships**

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

### **Student-Athlete Autograph Sessions**

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). If the autograph session is sponsored, please also check with your NCAA point person or the corporate relations contact for the championship for additional limitations that may need to be accommodated
- Photos with student-athletes 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 both the fans and student-athletes. Possible items to consider include: national anthem, singers, enhancements in team introductions and community engagement/recognition. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for suggestions and approval.

### **SECTION 10 – 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 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

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

**Noisemakers.** NCAA rules (soccer) allow for selected artificial noisemakers to 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 spectators ability to enjoy or watch the game will be removed.

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

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

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

#### **NCAA Corporate Champions/Partners**

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

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

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

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

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

### NCAA Trademarks

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

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

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

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

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

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

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

1. 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).
2. The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
3. 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:

1. The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the varieties 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.
2. The one-time logo use is limited to the site’s “home web page” or “event web page”.
3. 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).
4. The venue is not permitted to claim to be “the home”, a host or co-host of any session of the NCAA championship.

5. The logo provided by the NCAA championship staff cannot be modified in any way.
6. 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.

1. 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).
2. Printed items that are produced to be “used” by other business entities/organizations including NCAA members and host institutions.
3. Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters.)

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

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

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

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, visit the [Championships Marketing](#) webpage.

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

- a. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- b. Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.
- c. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. Commercially Named Venues. Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. Covering existing signage/product branding. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside

of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

#### **Temporary Promotional Displays**

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

#### **Commercial Identification, Signage and Official Marks**

The competition site agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the competition site during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the competition site, institution or sponsoring agency shall be covered by the competition site at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays at the competition site proper shall be covered by the competition site at its expense, as designated by the NCAA.

No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the facility during any session of the championship without the prior approval of the NCAA.

Banners Inside Competition Site. NCAA provided banners and signage are permissible inside the competition site and these may be used to cover non permissible signage.

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

### Competition Site Use/Equipment

The following items should be provided by the host and set up prior to the committee walk-through/day prior to practice.

Game Clocks. Game clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices. For all matches, a backup clock is mandatory and should be synchronized with the visible clock. The official clock must be operational from the scorer's table or press box. An air horn and secondary timepiece (for timeouts) also must be available at the scorer's table.

Barriers. A host whose competition venue does not have a permanent barrier separating the playing field from spectators shall create a barrier that is more secure than a rope separating the two.

Concessions. Food and beverage prices shall be no higher than similar events or primary tenants at the competition site.

Concessions Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas. During competition, selling is restricted to the competition site concourse and established selling locations.

Facility Availability (Finals). The competition site must be available to the NCAA from 9 a.m. Tuesday prior to the championships through 2 p.m. Sunday after the championships.

Field Specifications. The field must meet the specifications outlined in Rule 1 (Field of Play) of the 2018 and 2019 NCAA Soccer Rules and Interpretations book.

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 championship finals. If additional field markings are required (i.e. turf field), markings must be consistent and identifiable with other markings (water-based paint must be used on turf fields).

Miscellaneous Equipment. Ensure that the following equipment is at the game site: telephone (cellular acceptable), adequate public-address system, two watches, two compressed air horns, and an American flag (Canadian flag, if applicable) properly displayed. NCAA logos and seals must also be displayed.

Radios (Preliminary). The host should provide the NCAA staff/site representative with a handheld radio to use throughout the competition to communicate with the tournament director.

Radios (Finals). The host shall provide the NCAA staff with 4-8 handheld radios to use throughout the competition.

Scoreboard. If the scoreboard does not have the capability of displaying the teams' names electronically, it is preferred that signs with the names of the competing teams be printed and posted over "home" and "visitor" on the scoreboard during the preliminary rounds. Team names shall be required at the final site. A backup scoreboard should be available (e.g., flip cards) in case of a problem with the main scoreboard.

Scorer's Table. The table should be skirted and 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.** If possible, the table should be elevated or, at a minimum, be placed on pieces of plywood or tarping. All game personnel

should be appropriately dressed (no jeans) and report to the table no later than 30 minutes prior to game time.

*Preliminary Rounds.* There should be enough seats at the table and/or press box for at least eight (8) individuals, including the official scorer and recorder for cautions and substitutions, scoreboard clock operator, announcer, home team scorer, visiting team scorer, tournament manager, NCAA representative and alternate official.

*Finals.* Provide seating at the table and/or press box for the following 12 individuals: men's OR women's soccer committee representative(s); official scorer and recorder for cautions and substitutions; tournament manager; and alternate official. An exception to this may be approved by the men's or women's soccer committee. Only the official scorer should wear an official's striped shirt in order to be easily identifiable to players checking into the game.

Signage (Directional). Directional signs should be posted in all areas used by the participants and the media.

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

Spectators. Make sure seating or standing arrangements at the field allow spectators no closer than 20 feet from touch and goal lines. There must be a barrier separating spectators from the playing field.

Team Benches. Benches should be set up on either side of the scorer's table for 28 men's/32 women's people per team.

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

#### **Equipment Information**

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Information will also be requested of each host institution/conference such as a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance. The purpose of the equipment is to hydrate student-athletes for competition.

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

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

#### **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. The purpose of the program, the product and equipment provided, is to hydrate student-athletes for competition. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

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

All final and selected preliminary round sites will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA for the purpose of hydrating student-athletes for/during competition.

If a championship also receives POWERADE branded squeeze bottles, they should be provided to 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 purpose of the program, the product and equipment provided, is to hydrate student-athletes for competition. 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 as the purpose for this program, then as applicable in locker rooms, student-athlete hospitality areas and media areas (when applicable). POWERADE and water (approved Coca-Cola products) products received 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. Reoccurring institutions/conferences are strongly encouraged to utilize same equipment the following year unless otherwise notified by the NCAA.

#### **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, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-

athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

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

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

If you have any questions regarding any of this information, please contact Eric Breece (317-917-6781; [ebreece@ncaa.org](mailto:ebreece@ncaa.org)) or Molly Simons (317-917-6785; [msimons@ncaa.org](mailto:msimons@ncaa.org)).

#### **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. The head coach of each nonadvancing team should be given a game ball postgame. Any remaining game balls may be retained by the host after the games or may be donated to a local youth group.

Preliminary rounds. Each preliminary-round site will receive six soccer balls per match at each site. Practice balls should be made available, if needed, and hosts should be prepared to have game balls on hand in the event that the ball shipment arrives late. If inclement weather is expected (i.e. snow), then contrasting colored game balls should be requested through the NCAA championship manager. If you do request contrasting colored game balls and have already received the standard game balls, you will be asked to ship the standard game balls back to Wilson.

Finals. Thirty (30) balls per gender for a total of 60 will be shipped to host. NOTE: All balls should be properly inflated prior to team arrival.

**A six-ball rotation must 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 2018 and 2019 NCAA Soccer Rules and interpretations book stipulates that no fewer than five balls must be available for use in a game, and the balls shall be identical in size, make, grade and color. Otherwise, the official will not start the game. (As a reminder, one game ball should be presented to the head coach of the non-advancing team. The host will keep the remaining game balls.)**

Table Banner (generic for preliminary rounds and site-specific finals).

Preliminary rounds. The NCAA will provide one banner for the scorer's table/press box. No other ornamentation or signage is allowed.

Finals. The NCAA staff will consult with the tournament director to determine the dimensions for the banners.

#### **NCAA Space Requirements**

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

Backdrop (Preliminary Rounds). Institutional backdrops are not permitted, and a generic backdrop should be used.

Backdrop (Finals). The NCAA will provide a media back-drop with the NCAA logos to be hung behind the podium at the news conference.

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-ticket and band/spirit squad).

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

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

Locker Rooms. Provide a locker room for each team and one for the game officials. Provide security at the door of each locker room to accompany the teams and officials to and from the field. Ensure that the visiting teams are met on arrival at the competition site for practice and are shown to their locker rooms. Signs should be posted to identify the teams' and officials' locker rooms.

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

Decorations (Finals only). Hosts may decorate locker rooms. Often local school/club teams have been given this opportunity.

Media Area (Working Press). A table must be available for the working press at the field. In addition, a telephone and fax machine at the site should be made available for the media. Statistics should be distributed as quickly as possible to the media after each game.

Media Workroom. The media workroom should be equipped with an adequate number of telephones, electrical outlets, internet access and other necessary supplies. NCAA logos should be displayed appropriately.

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

NCAA Committee/Games Committee Meeting Room. Room should be large enough to accommodate 18 people (prelims – 7 people) comfortably. This area needs to be close to the competition field.

Parking. There should be enough parking spaces adjacent to the competition site for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

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

### **Videotaping**

Designate an elevated videotaping area for each team to videotape its own game and indicate its location on the competition site map included in the information packet. The host institution shall reserve space for four videotape cameras to shoot at one time.

Restricted Space. On completion of the match being videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

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## **SECTION 12 – Critical Incident Response/Emergency Plan**

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### **Preparation**

The tournament manager and NCAA site representative/championship manager shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the competition. Competition site 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 competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

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

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

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

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 the benches or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the competition site to await further instructions.

Power Source/Public Address. Competition site 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 competition site management and the senior law-enforcement officer at the site must proceed immediately to the press box with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately at the press box to assess the situation.

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed at the primary competition site. 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 competition site operations personnel. Also, the games committee has the authority to reschedule the game or session at a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA playing rules.

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

## **SECTION 13 – Safety and Security**

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

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

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

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

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

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

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

#### **Crowd Control**

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

#### **Personnel**

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

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

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

#### **Nonpermissible Items**

The tournament director and competition site staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The competition site shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the

checking and securing of such articles at the patron's expense.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Whistles, air horns and electric amplification used for distraction are not permissible.

Signs and Banners. Anything that cannot be held by one person and/or is offensive and unsportsmanlike in nature will not be permitted.

The competition site staff is responsible for confiscating prohibited items at the entrance points or removing such items from the competition site. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

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

Flash photography is prohibited; however, video cameras are permissible by spectators. Spectators must remain in their seats and not obstruct others' view and are not allowed on the field.

#### **Distribution of Materials**

No person or group may distribute the following materials at the competition site or adjacent areas that fall under the control of the competition site management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Review crowd control policies with the soccer committee representative. The tournament director is responsible for strict enforcement of these policies. The championship announcer should read the crowd control statement prior to the start of each half and when necessary.

#### **Weather**

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

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

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

New in 2019: The person designated for weather monitoring should adhere to the new soccer rule regarding hydration breaks.

#### **Suspended Games**

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 championships competition, a game must be played for the full 90 minutes (as opposed to 70 minutes for the regular season) to be considered a completed game.

## **SECTION 14 – Drug Testing**

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

### **Drug-Testing Expenses**

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

### **Facility Specifications**

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

### **Host Notification**

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

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

### **Media Obligations**

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

### **Next-Day Testing**

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

transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

### Participant Notification

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

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

### Seating

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

### Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-

testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.

- **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
- **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
- **Plans.** Meet with the tournament manager to finalize plans.
- **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
- **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew’s transportation and lodging but may request the assistance of the site coordinator.

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## SECTION 15 – Financial Administration

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### Audit

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

The NCAA will make 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

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

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

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

## Financial Report

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

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

## Drug Testing Expenses

The budget 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](http://NCAA.org/Student-Athlete Programs/Health and Safety)).

## Participants

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

## Transportation

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

Local Transportation for Teams. The competing teams shall be responsible for their local transportation; however, 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).

## Game Expenses

Game Officials. The host institution is **NOT** responsible for paying game fees, per diem or transportation expenses for the game officials. These expenses will be paid directly by the NCAA via ArbiterPay.

NCAA Site Representative. The host institution is **NOT** responsible for paying per diem or transportation expenses for the site representatives. The site representative will be reimbursed directly by the NCAA.

### Lodging Expenses

Game Officials. Lodging expenses (excluding incidentals) should be paid (via direct bill) by the host institution and submitted on the financial report. Include the charges (with a copy of the bill) on the NCAA financial report form that you submit within 60 days after the championship.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Site Representatives/Men's and Women's Soccer Committees. Lodging expenses (which should be at a team rate and should exclude incidentals) should be paid (via direct bill) by the host institution and submitted on the NCAA financial report form that you submit within 60 days after the championship.

## SECTION 16 – Game Management

### Ball Crew

Hosts must provide six ball persons and request that they arrive at the field 30 minutes prior to game time. These ball persons must be at least 10 years of age (NCAA Rule 6.5). 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 and one ball will be at the scorer's table.

Their clothing shall not have any commercial identification or institution's name or mascot (i.e., they are neutral parties and should be instructed to behave as such). Each person's duty is to act as a retriever to avoid delay of the game. All ball persons shall be instructed by and are under the direct supervision of the game officials. A committee representative will be appointed to assist. **They are expected to stay neutral (i.e., no cheering) and remain off the field during any part of the competition, including overtime and penalty kicks.**

### Competition Times

Please refer to the Pre-Championship Manual.

### Games Committee

The games committee will actively 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 soccer coaching staff), the NCAA representative (who shall serve as chair) and a designated administrator from the visiting teams. In some circumstances, the match referee and/or designated site weather monitor may also serve on the games committee. The NCAA Division II Men's and Women's Soccer Committees will designate the NCAA representative for each site. The NCAA representatives will be instructed to contact the host prior to their arrival. Please determine the representative's arrival and departure times and if they will need lodging; in addition, review the schedule of events, including meeting, practice and game times.

Finals. The games committee will be the NCAA Division II Men's and Women's Soccer Committees. The chairs of the men's and women's soccer committees will chair the games committee and the NCAA championship managers will work with the committee in an advisory capacity. The head official and host tournament director will be consulted as needed.

## Meetings

NCAA Tournament Manager/Site Rep Meeting. It is imperative for the NCAA representative and host tournament director to be in attendance the day prior to competition. The purpose of the meeting is to review tournament preparations and to finalize the coaches' administrative meeting agenda. The head official shall meet the games committee for at least a part of this meeting.

Administrative Meeting. A **mandatory** meeting of the head coaches and designated administrators of competing teams. **A fine will be assessed for noncompliance to the On-Site Administrator Policy found in the Pre-Championship Manual.**

The administrative meeting shall be held not later than two hours prior to the start of the first match at each site. If individuals that are required to be in attendance at the meeting (participating institutions representatives, site representative and tournament personnel) have arrived at the site the evening before competition, then the meeting may be conducted that evening. The host institution is responsible for communicating this information to all attendees in a timely manner so appropriate arrangements may be made.

The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. In addition, updated tournament packets should be given out at this time if the coaches still have not picked them up. The site representative should lead this meeting.

Officials Meeting. The officials meeting should take place no later than 90 minutes prior to the match to review NCAA policies and procedures, coordinate assignments and responsibilities, review collegiate rules modifications and to explain expense and reimbursement procedures. This meeting should include the officiating crew, site representative and tournament director. The NCAA representative and head official chair the meeting of all officials.

All officials must be on-site no later than two hours prior to the start of their assigned contest allowing time for the officiating crew (or local member of the assigned crew) to survey the field for any concerns and determine the goal for potential penalty kicks.

Sports Information Director Meeting. It is requested that the host sports information director (SID) hold a meeting with participating teams' SIDs immediately after the administrative meeting.

## Personnel

Public-Address Announcer. The public address announcer represents an important role in the administration and conduct of the championships. The announcer is responsible to the Division II Men's and Women's Soccer Committee representatives at the site.

- Other than player introductions and awards, game proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature; e.g., announcing that a car has left its lights on; (c) announcements that NCAA championship merchandise, game programs and concessions are on sale at the competition site; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to provide information pertinent only to the host institution's activities unrelated to the tournament.
- No special announcements shall be made without committee approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.

- The announcer shall be a "cheerleader" for all teams. 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.
- The announcer shall:
  - Identify the score, the fouler and all substitutes.
  - If a television timeout is called, announce "There is a timeout on the field."
  - Announce referee's timeout and injury timeout.
- If, because of technical difficulties with the scoreboard, the official game time is kept by the referee on the field, 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. (Rule 6.3.3.1)
- The announcer shall meet with the committee representatives prior to the games to review time schedules, coordination of the national anthem, starting lineups, the actual kick-off and the start of the second half, etc.
- The announcer shall also review crowd control procedures with the committee representatives and the tournament manager. (These may include notes regarding exits, seating, safety measures, first-aid stations and protection of the playing field after the game.)
- 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 championship sportsmanship they deserve."

- **An announcer shall not recognize corporate contributors or tournament sponsors.**
- All emergency calls and announcements must be approved by the committee representative at the site.

Recorder. Each site must have an individual seated at the scorer's table who is responsible for recording cautions and substitutions.

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

## **Practices**

All teams, including the host team, should be allowed access to practice facilities of **equal quality** beginning with the day immediately preceding the tournament and during the tournament.

Participating teams must be allowed a walk through (no balls) on the game field, **weather permitting**. In addition, a nearby practice site can be available for additional practice time. The NCAA representative will monitor practices (if applicable) and walk throughs on the competition field. If a team arrives early, it may take the field at that time but is still limited to the hour of practice time that it is allotted.

Be sure to build in transition time (approximately 10 minutes) into the practices. Practices and walk throughs are closed at the competition site (permitting) and may not be used for scouting purposes.

**Women ONLY:** Teams will be allowed 60 minutes of practice time. If a participating institution has a bye, the team may practice for 90 minutes up until the day before competition.

Administrative Responsibility. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for team (e.g., travel from institution to championship site, teleconferences, pre-administrator meetings, practices, competition and community engagement, where applicable). Please refer to the On-Site Administrator Policy in the Pre-Championship Manual.

Alternate Practice Site. The host institution is not obligated to arrange for an alternate practice site for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves. If teams choose to go to an alternate practice facility, out of site from game field, they are permitted to train as long as they would like.

### Stats Crew

The keeping of statistics is an integral part of the championship's success, and every effort should be made to provide an efficient crew. NCAA box score forms should be used.

All host sites should use Stat Crew programs to submit statistics for the contests. At the end of each game of day of competition, a packed file from each regional/championship contest must be sent to Mark Bedics ([mbedics@ncaa.org](mailto:mbedics@ncaa.org)) for women's soccer or Rick Nixon ([rnixon@ncaa.org](mailto:rnixon@ncaa.org)) for men's soccer. These files should be sent immediately following each contest or day of competition.

**Final site only:** The use of NCAA LiveStats for soccer is mandatory at the final site. While schools/hosts are not required to use software during the regular season, it is highly encouraged. The hosts shall make certain that the statistics crew is trained with the software prior to the championship by taking advantage of training opportunities provided by the NCAA and Genius Sports throughout the course of the regular season. For more information, please contact J.D. Hamilton at [jhamilton@ncaa.org](mailto:jhamilton@ncaa.org).

Recommendations. Usually, the sports information director or an appointed designee will complete the NCAA box score form, based on the official scorer's scorebook. **Copies of the form should be available within 30 minutes following the completion of each game.**

Every attempt should be made to provide live scoring from all tournament games. Links should be prominent on the host's tournament webpage. There shall be no charge for live scoring.

### Videotaping

Each participating team is permitted to tape only games at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during videotaping. Videotaping for scouting purposes by any representative of athletics interest (e.g., parents, boosters, etc.) is not allowed. Parents and spectators can videotape games from anywhere in the stands without signing a release form or obtaining prior approval from the NCAA. No videotaping from the field.

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed,

reproduced or distributed for television purposes or other commercial purposes.

#### **Video Review**

Per rule 5.7 in [2018 and 2019 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.

#### **SECTION 17 – Insurance**

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

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

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

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

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

#### **Notes:**

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

#### **SECTION 18 – Lodging**

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

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

hotel.

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

Room Rate. Room rates for the NCAA, media, officials and participating teams must be comparable in range.

Meeting Space. Every effort should be made to provide team-meeting space on a complimentary basis at the hotel.

The tournament director should have this information as part of the participant manual, including contacts, rates, approximate distances and directions to the competition site, and the telephone numbers to visiting teams, NCAA representatives, and officials. All rooms should be non-smoking.

**For final site competition, the NCAA championship liaison will work with Anthony Travel to secure all participating teams, officials, NCAA staff, NCAA committee and drug-testing crew hotel accommodations.**

**Officials and NCAA committee representatives should not be housed in the same hotel as the participating teams unless there is no other lodging available. At a minimum, they should stay on a different floor or wing of the hotel.**

#### **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.

#### **Headquarters (NCAA/NCAA Representatives).**

Preliminary Round. One (1) room for the NCAA site representative shall be secured. Please confirm the arrival date with the representative. The room and tax (excluding incidentals) should be direct billed to the host institution.

Finals. Reserve 18 single rooms for the members of the NCAA Division II Men's and Women's Soccer Committees and NCAA staff members who will be in attendance. The room and tax (excluding incidentals) for the committee members should be direct billed to the host institution. NCAA staff and affiliates will be responsible for their expenses.

#### **Drug-Testing Crew**

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

## Officials

Preliminary Rounds. The NCAA will assign four officials for each game and one (1) room should be reserved for each official that is required to stay overnight. The room and tax (excluding incidentals) should be direct billed to the host institution. Once the host receives the officials' game assignments, he or she should reach out to the officials to confirm whether they will need hotel rooms.

Finals. The NCAA will work with Anthony Travel to reserve hotel rooms for the officials and national coordinator of officials.

## Teams

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

- The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.
- The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

Preliminary Rounds. Visiting teams may arrive a day prior to practice, so availability of lodging in the area should be checked beginning with that date through the day after competition. Sixteen (16) double non-smoking rooms shall be secured for each participating team.

Finals. The NCAA will work with Anthony Travel to reserve team rooms for the championship.

The host institution or local organizing agency shall secure lodging for the competing teams in preliminary rounds of competition and advise them of the recommended property. Each competing institution is obligated to confirm or cancel the reservations.

## Media

The host media coordinator is responsible for media services at the headquarters hotel. Lodging for participating media shall be arranged by the media coordinator.

## SECTION 19 – Media Services

## Championship Records

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

## SECTION 20 – 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](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jroddgers@ncaa.org](mailto:jroddgers@ncaa.org)) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](http://NCAA.com/credentialterms), should also be visible at credential pickup.

The following are the types of credentials that can be produced for NCAA Division II competition, if applicable:

- *Administrator*
- *All Access* – For event management-type people who need access to every area, including game surface.
- *Bench* – For teams who are allowed four additional individuals on the bench (women’s soccer).
- *Coach*
- *Event Management* – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all access pass).
- *Host/LOC*
- *Media* – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only).
- *Medical*
- *NCAA*
- *NCAA Committee*
- *Official*
- *Participant* – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- *Photo* – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- *Security*
- *Sports Information* – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- *Team Personnel*
- *Television* – 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.
- *VIP*
- *Volunteer*

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

For all championships, the following individuals will receive complimentary admission to the championship (preliminary and final rounds. This admission may be in the form of a credential or pass list, depending on championship responsibilities of the individual):

- President (or designee) and guest.
- Director of athletics (or designee) and guest.
- Conference commissioner (or designee) and guest.
- Faculty athletics representative.
- Senior woman administrator.

### **Credential Qualification and Acceptance**

Final-Round Site – 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](http://NCAA.com/media), which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

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

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

### **Credential Boards**

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

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

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

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

### **Flip Cards**

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

### **Internet Policy**

The NCAA website, [NCAA.com](http://NCAA.com), serves as the official online resource for NCAA championships.

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

### **Internet Live Statistics**

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

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

Once it is determined that neither the NCAA nor 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 directed to the NCAA championship liaison.

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

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

### **Media Accommodations**

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

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

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

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

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

## News Film and Mini-Cams

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

## Officiating Questions

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgement 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 locker room is open and closed to the media.
- *Note Takers* – Compiles worthy notes during and after the game or day.
- *Photo Marshall* - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- *Press Conference Moderator* - Introduces players and coach; directs questions from media.
- *Quote Takers* – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- *Results Disseminator* – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).

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

### News Conferences

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

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

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

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

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

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

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

### **Moderator Duties:**

1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.

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

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

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

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

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

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

#### **Photographer**

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

#### **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.

### 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.

### Scout Video Coordinator

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

### 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.

### NCAA Social Media Guidelines for Championship Hosts

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

#### Host Promotion of Championships

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

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

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

**1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.

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

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

### Statistics Reporting to the NCAA

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

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

Institutions should send all information as follows:

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

### Strobe Lights

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be

used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

#### **Team Videographer**

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

#### **Telephones/Internet**

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, 800-, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

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

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

#### **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 <http://www.ncaa.com/broadcast>.

#### **Webcasting**

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host SID will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or webcasting must do all games at the site and not just the host team’s games.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.).

Apply for NCAA Internet streaming rights online at [www.ncaa.com/rights-request](http://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to the NCAA championship manager. See APPENDIX P for additional statistics/webcasting guidance.

## SECTION 21 – Medical Procedures

Each scheduled practice or contest of any round of an NCAA 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. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured;
4. 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;
5. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan;
6. An inclement weather policy that includes provisions for decision-making and evacuation plans; and
7. Certification in cardiopulmonary resuscitation (CPR) techniques, first aid, and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices and contests. New staff engaged in these activities should comply with these rules within six months of employment.

### 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, emergency respiratory equipment).

**Floor Cleanup.** The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Kits should include 1:10 bleach-to-water solution, along with dedicated towels and gloves used for floor cleanup. 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 and a first-aid room 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.** 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.** The athletic training room shall be stocked with basic supplies, including:

- Immobilization splints
- Ice
- Blood-borne pathogen kit
- Immobilizer/knee stabilizer
- Crutches
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Ultrasound unit
- Spine board
- Gurney
- First-aid equipment/athletic training supplies
- Suture materials
- Emergency eye care and dental equipment

**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. (Refer to Section No. 15-3)

**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 22 – 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, flyovers, parachute teams, precision drill teams, eagle releases around the national anthem, 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. Flyovers 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.”).
- Some military organizations may request a booth or other small presence on-site in conjunction with their on-field performance. This may be permitted if the space is available, reasonably sized (e.g., 10’x10’ or 10’x20’), reasonably branded and any recruiting done out of the space is passive.
- Requests for larger spaces, 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.

## SECTION 23 – Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.) Should the host team be eliminated the host institution is expected to maintain a quality championship experience for all remaining teams.

## SECTION 24 – Officials

### Administration

As tournament director, you should notify all officials of the following:

1. Time and place of the officials meeting;
2. Schedule of events;
3. Location of and directions to the competition site; and
4. Officials attire. Please visit NISOA’s [website](#) for more information.

In addition, you must determine if any of the officials will need lodging. Prepare a tournament packet for each official. Packet should be sent prior to arrival, if possible. Otherwise, it should be waiting at the hotel when officials check in.

### Confidentiality

Participating teams will be advised of the officials assigned to their competitions the day of the match, or prior to if they are confirmed. The committee is responsible for the assignment of officials to tournament sites. The committee representative will meet with the officials (separately from the participants' meeting) to review their responsibilities and distribute the NCAA patches.

### Fees

All game officials’ fees, per diem and travel for preliminary and final rounds of competition will be paid directly by the NCAA.

### **Selection**

Officials for games shall be appointed by the NCAA National Coordinator of Soccer Officials with input from NCAA regional advisors. Final approval of all assignments rests with the Division II Men's Soccer Committee and Division II Women's Soccer Committee. Officials for preliminary rounds must be within driving distance of the host site. The tournament director will receive an email containing the contact information for the officials as soon as the information is available.

### **Uniform**

Officials shall wear uniforms outlined in the NCAA Soccer Rules and Interpretations book. Game officials shall wear an NCAA patch (sent to host from NCAA) placed over the left breast of their uniforms or jackets while officiating in NCAA tournament play. No other patches will be permitted.

## **SECTION 25 – Participating Teams**

### **Admittance to Competition Site**

Participating institutions must submit a travel party list to the men's and women's soccer committees at the mandatory administrative meeting. This list will provide the names of the teams' traveling parties who should be admitted into the competition site. This list is limited to 28 individuals.

### **Participant Manual**

The tournament director shall compile a participant manual for the visiting team. The tournament director shall notify participating institutions of key, time-sensitive information (e.g., hotel contacts, ticket information, practice times, etc.) immediately after selections/qualification.

Contents. This standardized manual should be "personalized" with the information specific to your situation. It is not necessary to repeat the pre-championship manual policy statements applicable to each heading; the appropriate manual sections are referenced for the reader's convenience, and repeating them would be an unnecessary duplication of effort and could result in inconsistency and errors.

Preliminary Rounds. This manual should go to the NCAA site representative and NCAA championship manager for review prior to distribution. Following approval, the manual must be electronically distributed to participating teams not later than noon on Tuesday following selections.

Final site. The championship tournament director will send a draft of the participant manual to the NCAA for review by mid-Oct. The NCAA shall provide comments shortly thereafter.

### **Squad Size/Team Benches**

Teams are limited to 24 players in uniform. Anyone above the bench size limit (28 for men's soccer and 32 for women's) must be in the general spectator area.

Chairs or bench area shall be provided for 28 men's/32 women's personnel (plus team physician). Extra student-athletes not in uniform beyond the 28 men's/32 women's limit should not be permitted on the bench and may not be in uniform. One additional credential for a team's doctor shall be provided and is not included in the bench personnel limit.

Station a security officer behind or at the end of the visiting team's bench to protect players from spectators if necessary and to accompany the team to and from the locker room.

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.

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

**Content/Editorial****IMG College Responsibilities**

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

**Host Responsibilities**

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

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

**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.

**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.

## Questions

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

## SECTION 27 – Tickets

### Email Databases

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

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

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

### Promotions

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

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

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

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

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

- Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”

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

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

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

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

### Attendance

Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the proposed budget and financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a “turnstile” count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

### Printing Tickets

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

### 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 D** for language.

### Ticket Allocations

Drug-Testing Crew. Reserve 10 seats for members of the drug-testing crew, in an area approved by the NCAA. Members of the drug-testing crew will have a special credential [provided by The Center for Drug Free Sport, Inc. (The Center)] that will admit them to the competition site, locker rooms and drug-testing site.

Non-Participating Teams. Seating should be provided to institutions during contests they are not

participating in.

Officials. Reserve seats for the nonworking officials.

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

Public. Any spectator entering the competition site must have a ticket (children age two and under are admitted free with a paying adult).

#### **Ticket Sales/Pricing**

All members of the general public must have a ticket in order to enter the competition site. Therefore, a minimum number of ticket windows must remain open until the conclusion of the event.

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

Ticket Prices. Minimum ticket prices are as follows (tickets must be purchased as a package until the day of the first match); the host institution may charge more if appropriate for the particular market:

Preliminary Round. Minimum ticket prices for preliminary rounds are \$4 general admission, \$2 for student and senior citizens and \$1 for children three to 12 years of age, children two years old and under are admitted free with a paying adult.

Finals. Minimum ticket prices for semifinals and finals are \$10 general admission, \$5 for student and senior citizens and \$2 for children 3 to 12 years of age, children two years old and under are admitted free with a paying adult.

### **SECTION 28 – Transportation**

#### **Participating Institutions**

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

#### **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.

### 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.
- To assist the LOC with championship operations.

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

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

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

### Apparel

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 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.

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

### Waivers

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

## SUGGESTED CHECKLIST

### Tournament Director of Championship

#### WEEK OF GAME (not later than three days before the first match)

- \_\_\_\_\_ 1. Make sure seating or standing arrangements at the field allow spectators not closer than 20 feet from touch and goal lines.
  
- \_\_\_\_\_ 2. Field arrangements.
  - a. Proper markings, including coaching and photographers' boxes, in accordance with NCAA rules (see 2018-2019 NCAA Soccer Rules and Interpretations).
  - b. Check goals and nets to make sure they are properly secured.
  - c. Place appropriate NCAA logo stencils on field. (Finals only)
  
- \_\_\_\_\_ 3. Arrange for the following equipment at game site:
  - adequate public-address system;
  - two stopwatches;
  - two compressed air horns;
  - scoreboard (confirm it is in working order);
  - pencils;
  - American flag properly displayed;
  - NCAA logo or seal also should be displayed, if available;
  - Game balls (shipped from Wilson). NOTE: If inclement weather is expected, request contrasting colored game balls from the NCAA championship manager.
  - Linesman flags (finals only)
  
- \_\_\_\_\_ 4. Arrange for halftime refreshment for teams and officials.
  
- \_\_\_\_\_ 5. Arrange for drinking cups, ice and water for players at each bench and scorers' table.
  
- \_\_\_\_\_ 6. Have names of teams on scoreboard, not home and visitor.
  
- \_\_\_\_\_ 7. Assign and identify dressing rooms for the teams and have blackboard and chalk (or a dry-erase board and markers), soap and towels in each room.
  
- \_\_\_\_\_ 8. Assign and identify dressing rooms for the officials for pregame, halftime and postgame purposes; supply soap and towels.
  
- \_\_\_\_\_ 9. Arrange for the following security needs:
  - a. Officials;
  - b. Teams;
  - c. Bench area (pregame and postgame);
  - d. Spectator areas; and
  - e. All entry gates.
  
- \_\_\_\_\_ 10. Arrange for medical assistance. A physician should be in attendance and positioned at the scorer's table. An ambulance must be on-site during competition.
  
- \_\_\_\_\_ 11. Assign student manager or volunteer to the visiting teams.

- \_\_\_\_\_ 12. If possible, arrange for a team host to meet the teams and furnish transportation to hotel(s).
- \_\_\_\_\_ 13. Have a practice field available the day prior (or night, if game is under lights). Visiting teams should be allowed to practice on the game field, if at all possible. NOTE: Practice and game fields should be cleared of snow prior to practice and game times.
- \_\_\_\_\_ 14. Have practice balls available, if needed.
- \_\_\_\_\_ 15. Advise teams of the training supplies, equipment and facilities that will be available or provided.
- \_\_\_\_\_ 16. Provide adequate elevated area for videotaping.

#### **GAME DAY**

- \_\_\_\_\_ 1. Meet with soccer committee representatives, coaches and other key personnel at least two hours before the game. Choice of uniform is to be decided earlier in the week in consultation with the committee representative. If applicable, the home team retains the right to sit at its usual team bench.
- \_\_\_\_\_ 2. Provide team roster form and distribute as indicated.
- \_\_\_\_\_ 3. Make available new Wilson balls; balls to be sent from NCAA office.
- \_\_\_\_\_ 4. Administer request form for films, videotapes, still photographs.
- \_\_\_\_\_ 5. Distribute a game timing sheet including pregame timing, assignment of officials, method of introduction, time between games, color of uniforms, benches, etc. Distribute to coaches, press, and radio and television personnel.
- \_\_\_\_\_ 6. No complimentary tickets allowed (however, a child, age two years or younger, may be admitted free of charge when accompanied by a ticketed adult, if facility policies permit); suggest use of pass gate for team personnel.
- \_\_\_\_\_ 7. At the conclusion of the championships, the NCAA soccer committee will select the all-tournament teams. (See ballots at the back of this appendix.) (Finals only.)
- \_\_\_\_\_ 8. Have awards staged and ready for presentation post-match. (Preliminary rounds will distribute participant medallions to non-advancing teams. Regional champion trophies will also be presented after 3<sup>rd</sup> round competition for women, after quarterfinal round for men; final site will present team and individual awards). At preliminary round sites only, game balls should be distributed as follows: non-advancing team – 1.

- \_\_\_\_\_ 9. If scheduled at your site, implement postgame drug-testing procedures as instructed by the NCAA national office and the on-site crew chief.

#### **POST EVENT**

- \_\_\_\_\_ 1. Submit financial report to the NCAA within 60 days, using the online system.
- \_\_\_\_\_ 2. Conduct game within expenses indicated on your proposed budget. Expenditures in excess of your budget must be approved in advance by the national office.
- \_\_\_\_\_ 3. At the completion of the championships, one ball each shall be given to non-advancing team. The remaining balls may be given away to the other participating team, be used as promotional giveaways or be donated to youth groups.

#### **RESULTS.**

At the conclusion of each game, the host institution is required to report results to the official NCAA website. Please email a copy of the final results to [ncaa-content@turner.com](mailto:ncaa-content@turner.com). Be sure to submit all information in the following manner:

- Send the information to [ncaa-content@turner.com](mailto:ncaa-content@turner.com), [ebreece@ncaa.org](mailto:ebreece@ncaa.org) (men's soccer) and [msimons@ncaa.org](mailto:msimons@ncaa.org) (women's soccer).
- Specify the sport (division, championship, round) in the SUBJECT area.
- Paste the text directly into an e-mail **or** send e-mail as an attachment in a Microsoft Word document or Windows Notepad text document.

For the NCAA Division II Men's and Women's Soccer Championships, the following information **must be sent** at the appropriate times:

1. Final game score (phone in immediately after game);
2. Score by half (phone in at the half) – also including any overtime(s);
3. Box score; and
4. Recap stories (with quotes, if available).

2019 NCAA Division II (Men's/Women's) Soccer Championship

All-Tournament Team Ballot

An 11-person all-tournament team, including the most outstanding offensive and defensive players, is selected by the all-tournament team selection committee.

The most-outstanding players must also be members of the 11-person all-tournament team.

SELECT PLAYERS IRRESPECTIVE OF THEIR POSITION

PLAYER	TEAM

MOST OUTSTANDING  
DEFENSIVE PLAYER

MOST OUTSTANDING  
OFFENSIVE PLAYER

## CONDITIONS PLACED ON USE OF CREDENTIALS

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

**General**

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

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

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

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

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

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

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

**Media**

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed

herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

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

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

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

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

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the [Bearer](#) may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

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

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

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

**2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE**  
**Updated 07/02/2018**

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

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

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

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

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

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

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**

## AWARDS RECIPIENT FORM (Finals Only)

INSTITUTION \_\_\_\_\_

Please list the 28 individual award winners who will receive awards at the awards ceremony.

	Position	Year	Name	Phonetic (Name)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.	Head Coach			

Designate person(s) to accept the team award \_\_\_\_\_

Please return to the  
 Division II Men's/Women's Soccer Committee  
**Wednesday, November 28, 2019**

## AWARDS CEREMONY SCRIPT –ALL-TOURNAMENT TEAM

LADIES AND GENTLEMEN, YOUR ATTENTION PLEASE. IT IS OUR PLEASURE TO INTRODUCE THE 2019 NCAA DIVISION II (MEN'S/WOMEN'S) SOCCER CHAMPIONSHIP ALL-TOURNAMENT TEAM. [ANNOUNCE PLAYERS AND THEIR INSTITUTIONS.]

AT [POSITION] FROM [INSTITUTION] [YEAR] [NAME].

	<u>Position</u>	<u>Institution/Year</u>	<u>Name</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

THE MOST OUTSTANDING DEFENSIVE PLAYER IS

\_\_\_\_\_ 's \_\_\_\_\_.  
INSTITUTION NAME

THE MOST OUTSTANDING OFFENSIVE PLAYER IS

\_\_\_\_\_ 's \_\_\_\_\_.  
INSTITUTION NAME

LET'S GIVE ALL OF THESE OUTSTANDING STUDENT-ATHLETES A ROUND OF APPLAUSE.

LADIES AND GENTLEMEN, THANK YOU FOR YOUR SUPPORT OF NCAA (MEN'S/WOMEN'S) SOCCER.

## PREGAME SCHEDULE FOR THE CHAMPIONSHIP

The following schedule should be used for all sessions during the championship:

First Game of Session	
Game Clock	
120:00	Field must be cleared and checked for match.
60:00*	Teams may begin warm-up on the field in front of their bench. <i>*Begin clock 60 minutes before game starting time.</i>
30:00	Game rosters submitted and exchanged.
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.
00:00	Game begins.
45:00	Kick-off (First half).
15:00 – 17:00	Halftime. Start immediately when first half ends.
00:00/45:00	Kick-off (Second half).

Second Game of Session (if applicable)		
Game Clock	Time of Day	
38:00		Teams for second game may begin warm-up at the conclusion of the first game. If first game goes into overtime, teams will be guaranteed a 30-minute warm-up on the game field.
8:00		Teams clear field.
7:00		Introduction of officials and players (international format).
		1. Officials.
		2. "Visiting team" nonstarters followed by starters, assistant coach(es) and head coach.
		3. "Home team" nonstarters followed by starters, assistant coach(es) and head coach.
2:00		Teams shake hands.
		Captains and officials meet.
		Coin toss.
0:00		Kickoff.

Overtime Procedure	
Game Clock	
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.
	<b>Penalty-Kick Procedure (See Rule 7.1.1)</b>

## MEDIA POLICY

### CREDENTIALS

Although demand for press credentials for the championships may be limited, the following may be helpful in understanding the NCAA's requirements in this area:

Press Criteria. A press agency for purposes of these press criteria shall mean an authorized representative of a single daily, weekly, monthly or Web-based publication. More than one representative per publication may be authorized by the host sports information director. Subject to limitations of space, credentials shall be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or the sports information director of each participating and host institution, who will represent all campus-related publications and departments.
2. A press agency at the site of competition that has staffed the matches of the host institution on a regular basis throughout the season.
3. A press agency in the geographical area and/or locale of a participating institution that has staffed its competition on a regular basis throughout the season.
1. A press agency that specializes in the sport of soccer.
2. The designated representative of a national television, cable system, radio network or a radio station that originates a daily "sports talk" program and daily circulation newspapers that do not otherwise met the aforementioned criteria.

Representatives of other weekly or college newspapers, telephone reporting services, professional sports organizations and personnel, and public television stations will not be issued media credentials.

NCAA regulations prohibit the issuance of press 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 Championship competition are subject to the Association's enforcement procedures if this regulation is disregarded.

Photo Credentials. Subject to limitations of space, photography credentials shall be assigned in accordance with the following priorities:

1. One photographer, certified by the director of athletics and/or the sports information director of each participating and host institution, who will represent all campus-related publications and departments.
2. A press agency or a television station at the site of the championships.
3. A daily press agency or television station from the locale of a participating institution that has staffed its competition on a regular basis throughout the season and tournament.
4. Other press agencies or an individual or crew designated by a national television network or cable system.

Sports editors or directors shall request all photography credentials. It is best to have bright specific credentials (such as arm bands) for photographers.

## NCAA DIVISION II SOCCER

### Officials' Pre-Championship Meeting Agenda

Conducted by NCAA Site Representative

*This meeting is mandatory and shall include the NCAA site representative, the tournament director and the officials.*

- Introduce, congratulate.
- Review game times and assignments.
- Remind officials to avoid fraternizing with coaches and participants.
- Review officials' uniforms.
- Distribute NCAA patches, if needed.
- Review the Code of Conduct/misconduct statement. (Site Rep Manual)
- Inform officials that the NCAA site representative is the liaison between officials and coaches.
- Review alternate official's responsibilities:
  - Timing problems
  - Fouls assigned to correct player
  - Media timeouts
  - Bench misconduct
  - Other

The tournament director will:

- Review officials' fees and transportation/per diem requirements.
- Provide officials with an NCAA patch.
- Remind officials that all payments will be distributed through Arbiter, not the host.
- Questions?

[illegible][illegible]

---

Coach

## **NCAA DIVISION II SOCCER**

### **Pregame Meeting Agenda Conducted by NCAA Site Representative Onsite**

The pregame meeting shall be conducted by the NCAA site representative. This meeting is mandatory and shall include the respective head coaches, athletics directors or designees, sports information directors (recommended), officials (recommended), host institution personnel and games committee. Please use the Division II Men's and Women's Soccer Pre-Championships Manual and Host Operations Manual as references.

- Introduce, congratulate.
- Identify games committee and its responsibilities.
- Exchange signed game roster forms, to include correct jersey numbers. Bench personnel must be indicated in accordance with NCAA Men's and Women's Soccer Rule 3.2.1.
  - Roster forms shall be distributed as follows:
    - NCAA Site Representative
    - Officials (No card accumulations)
    - Opposing Team
    - Official Scorer
    - Drug-Testing Crew Chief, if applicable
- Review suspended games policy.
- If appropriate, allow the head official to address appropriate issues with the group. The official(s), upon completion, shall then be permitted to leave.
- Review the Code of Conduct/misconduct statement. (Code of Conduct may be found at [www.ncaa.org/dii](http://www.ncaa.org/dii). Click the National Championships link on the left side of the page and click the Code of Conduct link.)
- Review logo policy, identifying that logo restrictions apply to practice apparel and game apparel.
- Review the schedule of events and practice schedules (include pre-game protocol format: player introductions, national anthem and timing).
- Review bench/warm-up areas official party policy
  - Designate team bench and warm-up areas.
  - The squad size shall be 24 players in uniform; bench limit is 28 men's/ 32 women's.
  - Extra players not in uniform shall not be permitted on the bench unless they are counted in the team bench limit.
  - The site doctor, as assigned by the host institution, shall not be included in the team bench area personnel for any team.
  - Teams may take the field no more than 60 minutes prior to game time. Only those 24 players, as designated by the head coach, may warm up on the pitch.

- Review official ball and ball person policy.
  - Wilson balls shall be used during the pregame warm-up sessions and during each contest. No other balls shall be used on the game pitch
  - A minimum of four (4) and a maximum of six (6) ball persons, each at least ten (10) years old shall be provide for each game at the host site.
- Confirm home and visiting team uniform colors (to include goalkeeper colors).

If needed, refer to the NCAA team uniform policy in the Pre-Championships Manual.

	Home field player	Home goalkeeper	Visitor field player	Visitor goalkeeper
Shirt color				
Shorts color				
Sock Color				

- Review medical procedures. If appropriate, introduce the drug-testing crew chief who will review the drug-testing procedures.
- Review videotaping policies and procedures.
- Review cheerleaders, bands and banners policies.
- Review credentials and parking policies and procedures and, if appropriate, distribute same.
- Review scorers' and timers' policies and procedures.
- Review postgame media responsibilities.
- Review appropriate policies for awards and honors.
- Questions?

## CHAMPIONSHIP PHOTOGRAPHY

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

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

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

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

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

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

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

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)



# CHAMPIONSHIPS

APPENDIX N

## NCAA® CHAMPIONSHIPS HOST MARKETING PLAN

### **Host Information.**

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Host Institution/Entity: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Host Marketing Team.**

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles and contact information for all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

### **Championship Information.**

Division: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ National Collegiate \_\_\_\_\_

Gender: Men's \_\_\_\_\_ Women's \_\_\_\_\_ Mixed \_\_\_\_\_ Sport \_\_\_\_\_

Championship Date(s): \_\_\_\_\_

Venue Name: \_\_\_\_\_ Event Capacity: \_\_\_\_\_

### **Ticket Sales Information.**

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			

**Point of Sale Opportunities.** Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

**Target Markets.** Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

1.

2.

Specific target markets:

1.

2.

**Marketing Plan Objectives.** Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

**Host/LOC Resources:**

<b><u>Resources:</u></b>	<b><u>Host</u></b>	<b><u>LOC</u></b>	<b><u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u></b>	<b><u>Venue</u></b>	<b><u>Other</u></b>
<b>Database Name &amp; Size:</b>					
<b>Website Address:</b>					
<b>Video/LED Board:</b>					
<b>Print Publications:</b>					



<b>Online Marketing Website Budget:</b>	<b>Budgeted</b>	<b>Actual Cost</b>
<b>Trade</b> (List all trade and value below):		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

**Host Marketing Timeline.** Please identify specific marketing activations, key milestones and target dates below.

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		

**Thank You!**



## **NCAA Championships Microsite Guidelines**

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

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

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

The following topics are permissible to house within your microsite:

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

### **Local News**

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

### **Venue and Transportation Information**

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

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

### **Volunteer Information**

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

### **Travel Information**

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

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

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

### **Email Sign Up**

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up:

<http://www.ncaa.com/newsletter-signup/sports>

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at:

<https://sportgraphics.widencollective.com/t5/login>.

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

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

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

### **Social Media**

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

### **Mobile Version**

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

### **Metrics**

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

- Referral Pages
- Page Views
- Time spent on site
- Click thru information

- Unique Visits/Traffic Numbers

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

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

Should you have any questions, please contact:

Anne Clendenin

Assistant Director, Championships & Alliances

317-917-6643

[aclendenin@ncaa.org](mailto:aclendenin@ncaa.org)



## 2019-20 Host Site Stats Document

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

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

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

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

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

### **NCAA LiveStats Integration**

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

### **Downloading NCAA Broadcast 10**

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

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

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

## Streaming Requests

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

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

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

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

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

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

### Turner Contact Information

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