



*2021 DIVISION I*  
**ZONE DIVING**  
**CHAMPIONSHIPS**

***HOST OPERATIONS***  
***2020-21 MANUAL***

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## Section 1 – Introduction

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

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

### Definitions

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

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

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

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

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

### Role of Host Institution/Conference

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

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

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

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

### **Role of Governing Sports Committee**

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

### **Role of NCAA**

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

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

NCAA Division I Swimming and Diving Committee

<p><b>Porscha Tidwell</b> Compliance Coordinator/Assistant Commissioner Atlantic Sun Conference <b>Cell:</b> 443-739-1175 <b>Email:</b> <a href="mailto:Porscha.tidwell@asunsports.org">Porscha.tidwell@asunsports.org</a></p>	<p><b>Hollie Bonewit-Cron</b> Head Swimming and Diving Coach Miami University (Ohio) <b>Business:</b> 513-529-3113 <b>Email:</b> <a href="mailto:hbc@miamioh.edu">hbc@miamioh.edu</a></p>
<p><b>Randy Horner</b> Head Swimming and Diving Coach Florida International University <b>Cell:</b> 504-615-7629 <b>Email:</b> <a href="mailto:rchorner@fiu.edu">rchorner@fiu.edu</a></p>	<p><b>Jessica Hammond-Graf</b> Deputy Athletics Director/SWA University of Maryland, Baltimore County <b>Business:</b> 410-455-2090 <b>Email:</b> : <a href="mailto:hammond@umbc.edu">hammond@umbc.edu</a></p>
<p><b>Katherine LeGrand, chair</b> Associate Athletics Director Compliance Villanova University <b>Business:</b> 610-519-6607 <b>Email:</b> <a href="mailto:Katherine.legrand@villanova.edu">Katherine.legrand@villanova.edu</a></p>	<p><b>Tom Stebbins</b> Head Diving Coach <span style="border: 1px dashed black; padding: 2px;"><i>Diving</i></span> University of California Los Angeles <b>Business:</b> 310-387-5565 <b>Email:</b> <a href="mailto:tstebbins@athletics.ucla.edu">tstebbins@athletics.ucla.edu</a></p>
<p><b>Maureen Palchak</b> Associate Athletics Director Northwestern University <b>Cell:</b> 616-481-9981 <b>Email:</b> <a href="mailto:m-palchak@northwestern.edu">m-palchak@northwestern.edu</a></p>	<p><b>Yahya Radman</b> Head Diving Coach <span style="border: 1px dashed black; padding: 2px;"><i>Diving</i></span> North Carolina State University <b>Business:</b> 919-513-7833 <b>Email:</b> <a href="mailto:yaradman@ncsu.edu">yaradman@ncsu.edu</a></p>
<p><b>John Rasmussen</b> Senior Associate Athletics Director Indiana University-Purdue University Indianapolis <b>Business:</b> 317-274-5453 <b>Email:</b> <a href="mailto:jrrasmus@iupui.edu">jrrasmus@iupui.edu</a></p>	<p><b>Kevin Tyrell</b> Head Swimming and Diving Coach Harvard University <b>Business:</b> 617-495-2268 <b>Email:</b> <a href="mailto:tyrell@fas.harvard.edu">tyrell@fas.harvard.edu</a></p>

Diving Subcommittee

<b>Zone A</b>	<b>Katie Hazelton</b> , University of Pittsburgh <b>Rich MacDonald</b> , United States Naval Academy
<b>Zone B</b>	<b>Beau Bunn</b> , University of North Carolina Wilmington <b>Jesse Lyman</b> , University of Alabama
<b>Zone C</b>	<b>Susan Bromberg</b> , University of Illinois at Chicago <b>Ryan Rougeux</b> , University of Louisville
<b>Zone D</b>	<b>Darian Schmidt</b> , Southern Methodist University <b>Todd Waikel</b> , University of Iowa
<b>Zone E</b>	<b>Aaron D'Addario</b> , University of Denver <b>Richard Marschner</b> , University of Utah

**NCAA Staff**

<p><b>John Bugner (women’s)</b>          Championships and Alliances          P.O. Box 6222          Indianapolis, Indiana 46206-6222  <b>Business:</b> 317-917-6529  <b>Email:</b> <a href="mailto:jbugner@ncaa.org">jbugner@ncaa.org</a></p>	<p><b>Michelle Perry (men’s)</b>          Championships and Alliances          P.O. Box 6222          Indianapolis, Indiana 46206-6222  <b>Business:</b> TBD  <b>Email:</b> TBD</p>
	<p><b>Linda Godby (women’s and men’s support)</b>          Championships and Alliances          P.O. Box 6222          Indianapolis, Indiana 46206-6222  <b>Business:</b> 317-917-6507  <b>Email:</b> <a href="mailto:lgodby@ncaa.org">lgodby@ncaa.org</a></p>

The meet committee will consist of the NCAA diving subcommittee members available. Additional meet committee members may be selected from coaches attending the zone-qualifying meet. An effort should be made to select additional meet committee members so as to give geographical distribution and conference representation to the committee.

If possible, the meet referee shall be a member of the NCAA diving subcommittee. When more than one diving subcommittee member is present, meet referee responsibilities may be shared. The meet committee shall handle any unforeseen problems, disputes or protests. The diving subcommittee chair may be called to settle disputes or make decisions regarding tiebreaking votes, or in the case of a rule dispute in which a diving subcommittee member is out voted by a meet committee of non-NCAA diving subcommittee members.

**Section 3 – Alcoholic Beverages and Tobacco**

**Alcoholic Beverages**

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers, etc.) may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
  - Permissible types of alcoholic beverages;
  - Eligibility for the sale and distribution of alcoholic beverages;
  - Indemnity, warranty, and insurance obligations; and
  - Verification
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later

than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.

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

#### General

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

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

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

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

#### **Tobacco Products**

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

#### **Section 4 – American with Disabilities Act**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act

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

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#### **Section 5 – Awards**

No NCAA awards will be presented during or after the zone diving meets.

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#### **Section 6 – Banquet/Social**

No banquets or social events for student-athletes should be held at the zone diving meets.

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#### **Section 7 – Broadcasting/Internet**

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

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#### **Section 8 – Championship Marketing**

##### **Contacts**

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

##### **Expectations**

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

##### **Marketing Plan**

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



## Marketing Collateral

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

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

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

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

- PRINT
  - Poster
  - Flyer
  - Print Ad
  - Table Tent
- DIGITAL
  - Email blast
  - Banner
  - Social Media Graphics
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing Best Practices
  - Social Media Guidelines

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

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

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

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

### **Social Media Guidelines**

Host institutions/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [NCAA.org/social media](http://NCAA.org/social%20media) for a listing of official NCAA social media accounts.

### **Applicable Division I Marketing Bylaws – Pertaining to NCAA Championship Promotions**

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

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

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

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

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

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

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

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

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## Section 9 – Championship Merchandise/Licensing

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### Administration

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

### Availability

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

### General Policies

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% 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% commission fee:

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

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

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

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

**Reordering Process.** The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the

chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

## **Section 10 – Championship Presentation/Fan Engagement**

### **Ancillary Events**

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

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

### **Logos**

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

### **Public Address Scripts**

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

### **Video Boards**

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

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

**Fred Bowen – Senior Producer**

Van Wagner Sports & Entertainment, Inc.

Telephone: 574-807-5287

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

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

### **In-Venue Entertainment**

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

#### **Break in action contests or promotions**

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

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier)
- Must be appropriate and in good taste
- Must fit safely within given time constraints with no chance of interfering with the competition
- No links or resemblance to gambling
- Participants must be randomly selected
- No bias toward or against any participating team
- Campus and venue rules must be considered when developing the contest or promotion
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted

#### **National anthem singers**

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

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

#### **Musical entertainment**

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may

be appropriate for entertainment during pre-game, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

### **Affiliated award recognitions**

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

### **Military involvement**

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

### **Guidelines**

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

### Space Requirements

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

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

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

### Premiums Guidelines

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

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

### Local Contributor Program

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local



contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

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

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

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

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link – [NCAA Corporate Champions & Partners](#)

### **NCAA Trademarks**

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

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

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is

placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

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

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

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

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

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

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

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

The following conditions apply to this NCAA logo use:

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

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

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

**NCAA trademarked protection language:**

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

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

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

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

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 David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6835.sec

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

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

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

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

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

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

**NCAA Licensed Trademarks:**

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

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

**Helpful Links:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

**Official Championships/Licensee Suppliers**

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

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

For a list of NCAA licensees and official equipment suppliers please visit the following link – <http://www.ncaa.org/championships/marketing?division=d1>.

**Advertising/Signs/Look and Décor**

- **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.

- **Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- **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).
- **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).
- **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.
- **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.
- The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- 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.
- 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.

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## **Section 12 – Competition Site Requirements**

### **Concessions**

Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations. Facilities that do not have a relationship with Coca-Cola may sell other products in the concessions area only.

### **Diving Well**

Be sure that the pool is measured and specifications are approved prior to the meet. The diving well should adhere to Rule 1-1-4, as follows:

For facilities (those with architectural plans dated after Sept. 1, 1996), it is preferred that the diving facility be 60 feet [18.29m] in length by 75 feet, [22.86m] in width. It should be equipped with two, one-meter and two, three-meter springboards and a diving tower, providing takeoff platforms at 5, 7.5 and 10 meters. Recommended dimensions for diving facilities are specified on pages 10 through 12 of the rules book.

For existing facilities, it is acceptable that the diving facility be separated from or incorporated with the swimming pool. Recommended dimensions for diving facilities are specified on pages 10 through 12 of the rules book.

Be sure to include a facilities specifications summary in the preliminary information mailed to the coaches.

### **Dryland Area**

An area must be designated for diving dry land activities. This area should be large enough to accommodate all divers, should be equipped with mats and should be on deck if possible.

### **Locker Rooms**

Participating teams have preferred to carry their own gear and supply their own towels. Locker assignments are not necessary, but adequate space for changing should be provided.

### **Pool Use**

The pool and diving well must be made available for practice two days before the first day of competition. Available hours must be communicated with the visiting institutions based on other events in the venue. The day prior to competition, the pool must be available from 8 a.m. to 8 p.m. Practice times should also

be made available before and after each day's competition. A warm-up and practice schedule for the use of the pool for diving must be developed and posted.

#### **Scoreboard**

Scoreboard(s) should have capability to interface with diving programs, score cards, or electronic pads in order to display diving scores.

#### **Signage**

The NCAA will provide a basic signage package for all hosts. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

#### **Videotaping**

Each participating team is permitted to tape competition with a single camera and one person for institutional purposes only. Filming/videotaping areas will not be reserved for participants and should be designated and communicated to all participating teams.

Films or videotapes of the championships procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own non-commercial purposes (not including television broadcast). Only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

### **Section 13 – Drug Testing**

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

#### **Drug Testing Statement**

The following statement will be read by the NCAA point person at the mandatory coaches meeting the day prior to competition:

“NCAA drug-testing is a possibility at any and all NCAA championship rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.”

#### **Drug-Testing Expenses**

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

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

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

### Facility Specifications

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the Doping Control Officer will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. Fully equipped restrooms must be adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and only available for drug-testing use.

### 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 30 days before the start of the competition as to whether testing will be conducted.

### Media Obligations

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing venue.

### 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.

Couriers will notify student-athletes of their selection for drug testing.

### Site Coordinator’s Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championships Drug-Testing Site Coordinator’s Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).



- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the DCO during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
  - **Doping Control Officer.** Contact the DCO assigned to the site to discuss logistics.
  - **Meet with DCO.** Meet with the DCO the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

#### **Section 14 – Equipment and Facility Specifications**

The host institution is responsible for equipment required to conduct the championships that is not provided by the NCAA. **Please refer to Rule 1 of the NCAA Swimming and Diving Rules Book to ensure compliance with facility and equipment specifications.** The rules book is located [here](#).

Although each facility is different, the following basic equipment must be available:

1. Electronic judging system;
2. Microphones for the officials’ table;
3. Computer for scoring and interface with dive meets;
4. Public-address system; and
5. Copiers(s)

#### **Diving Boards/Platforms**

Specifications (length and width) for diving boards and platforms and information regarding water depth and facility construction are outlined in the NCAA Rules Book. Diving boards must be of the highest quality. New boards (not older than one year) are recommended for championships competition. Ensure that diving boards' surfaces are adequate (i.e., not slippery) to prevent injuries to divers. Inspect diving boards for proper heights, level (i.e., must be level with fulcrum set at mid-point) and stability. Have extra bolts available in case of breakage. Lubricate slides on fulcrums regularly throughout competition.

The facility must have 1-meter and 3-meter springboards, two of each. The diving platform must include 5-, 7.5- and 10-meter levels. Platform must have the same “acceptable” non-skid surface on all levels. Steps heading up to platform must be safe and non-skid.

The host must have all diving equipment and areas previewed by a qualified diving specialist prior to the arrival of the NCAA committee/staff, and will be responsible for any necessary adjustments, which must be made prior to the championships week.

#### **Diving Table/Judges Determination**

Comfortable seats for the diving judges, as well as a diving table for workers recording the diving scores, must be provided for the diving events. The host is responsible for securing the following diving table personnel:

- Head scorer;
- DiveMeets operator;
- Announcer(s); and
- Five to seven coaches for judging panel as determined by zone.

Panels of judges shall be drawn by the NCAA Diving Sub-Committee members in attendance and the meet director prior to the coaches meeting. Panels should be drawn so that all conferences are equally represented, if possible. The panels of judges shall then be presented to all coaches for final approval at the coaches meeting. Any coach wanting to observe the drawing of panels may do so.

An announcer is needed for diving events, and two announcers are needed if simultaneous events are running. The host is responsible for securing two tables for the announcers, and it is recommended to have a competition monitor (two preferred) for student-athletes/coaches to keep up with scores especially if two events are being conducted simultaneously.

The host institution will work with the NCAA to secure DiveMeets as the acceptable computer program to run the competition. The host is responsible for securing someone to operate the diving computers and run the DiveMeets program. Scoreboard(s) should be available for displaying diving scores.

#### **Hydration Product and Equipment**

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

**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 Drug Free Sport 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](http://www.ncaa.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

#### **Participants**

Transportation expenses and per diem shall be paid only for the men's and women's finals competitions and not for attending the zone diving championships. All NCAA Championship travel information is located at <http://www.ncaa.org/championships/travel/championships-travel-information>.

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### **Section 16 – 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.

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

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### **Section 17 – Media Services**

The host media coordinator should become familiar with the NCAA media policies, all of which are outlined at [www.ncaa.com/media](http://www.ncaa.com/media). Media coordinators should work closely with the national office staff and the

sports information directors (SIDs) of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The SID/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.

### Championship Records

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

### Credentials

The host institution SID is responsible for issuing media credentials and parking passes. It is recommended that the host institution SID/media coordinator send a mailing to member institution SIDs explaining the media credential policy and credential application procedure.

All media credentials are authorized and issued by the host. **PDF templates are available for preliminary-round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jroddgers@ncaa.org](mailto:jroddgers@ncaa.org)) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](http://NCAA.com/credentialterms), should also be visible at credential pickup.

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

- *All Access* – For event management-type people who need access to every area, including game surface.
- *Event Management* – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce a staff and an all access pass).
- *Media* – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- *Participant* – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- *Photo* – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- *SID* – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).

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

### Credential Qualification and Acceptance

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

\*\* 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.

### **Distribution of Information**

The SID/media coordinator should ensure that the media is included in the timely distribution of programs, heat sheets and results.

### **Internet Policy**

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

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

### **Internet Live Statistics**

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

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

Once it is determined that neither the NCAA 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 sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

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

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

### **Photographer**

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

### **Photography Area Policies**

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

### **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 to limit access in all restricted areas to individuals wearing credentials.

## Social Media Guidelines

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

### Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, 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 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).

### **Strobe Lights**

The need for strobe lights for photography will be determined, administered and pooled as a result of discussions with the host tournament manager and media coordinator and at the discretion of the NCAA.

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 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.

### **Internet**

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.

### **Webcasting**

The NCAA strongly encourages hosts to webcast the meets.

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

### **Working Press Area**

Adequate seating should be designated for media, with limited deck access. A working media room must be available, equipped with facsimile machines and telephones; a copier also may be a necessity if another copier is not available in the facility. Internet access for the media is required. An interview area should also be established.

## **Section 18 – Medical Procedures**

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



An athletic training area immediately adjacent to the deck should be designated and should be equipped with towels, hydration product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open two hours prior to the start of competition through at least one hour after the conclusion of the last event.

Each scheduled practice or contest of any round of an NCAA championship should include the following:

- The on-site presence of a person qualified and delegated to render emergency care to a stricken participant.
- The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted. The host institution should work with NCAA staff to determine needs of an ambulance on site.
- Planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, when warranted.
- Access to a working telephone or other telecommunications device.
- 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.
- An inclement weather policy that includes provision for decision-making and evacuation plans.
- A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques.
- Certification in cardiopulmonary resuscitation techniques, first aid and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.
- The host institution must provide standard procedures and equipment for handling injuries involving blood.

### **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 Facilities

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

Biohazard Cleanup. The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

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

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

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

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

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

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

- Suture materials
- Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

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

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

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

### **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.

**Coaches Meeting**

The day before competition begins, a coaches meeting shall be held. All coaches, referees and meet administration should be in attendance. At the meeting, there will be a review of the meet and judging panels. Additionally, the number of berths and championships rules and selections should be reviewed. A meet committee will be determined who will hear and decide all meet protests. Please reference the Pre-Championship Manual during this meeting so that everyone is aware of the protocol for the meet and championships participation. An agenda will be sent to all hosts and diving subcommittee members prior to the meeting.

**Entries – 2021 CHAMPIONSHIPS ONLY**

All coaches wishing to enter a diver into their respective zone diving meet must submit the zone diving entry form by 12 p.m. Eastern time, Sunday, Feb. 28. Selections of qualified divers for 2021 will be by 5 p.m. ET Monday, March 1. Directions for submitting the zone diving form will be available online (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving) in January. Late and/or incorrect submissions will result in a fine of \$500.

**Hospitality Areas**

Hospitality areas may be provided and readily accessible from the deck area for coaches, volunteers, host personnel, etc. Participant refreshments should be provided on deck. It is highly recommended to provide lunches all three days for the coaches, with snacks and drinks available throughout the day.

**Order of Events – 2021 CHAMPIONSHIPS ONLY**

For 2021, the zone meet formats will be conducted as follows:

Days 1 and 2: Training days
Day 3: Women’s 1M/Men’s 3M (events simultaneous)
Day 4: Women’s 3M/Men’s PL (events simultaneous)
Day 5: Women’s PL/Men’s 1M (events simultaneous)

**Springboard Events**

For 1-meter and 3-meter preliminary rounds, each diver will do six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. For 1-meter and 3-meter events, the finals shall consist of six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. Scores on all dives performed by each of the divers in the prelims and finals shall be used to determine finals placing.

**Platform Events**

For platform prelims, each diver will do six optional dives (men), including one from each of six groups, or five optional dives (women), including one from each of five groups, from any competitive platform level (i.e., 5, 7.5 or 10 meters), in any order, without limit on degree of difficulty. For platform finals, the finals shall consist of six optional dives (men), including one from each of five groups, or five optional dives

(women), including one from each of five groups, from any competitive platform, in any order, without limit on degree of difficulty. Scores on all dives performed by each of the divers in the prelims and finals shall be used to determine finals placing.

**NOTE: In all events, preliminary scores will carry forward and be added to the scores in the finals to determine final placement.**

### **Format Options**

The following formats are options for all zone diving meets:

1. Springboard preliminaries may be run as simultaneous events or separate events;
2. Finals may be run “straight through”, taking a 10-minute break between preliminaries and finals, or as a “split format” where a longer break is taken between the preliminaries and finals;
3. Springboard finals may be run as simultaneous events or separate events; and
4. Platform events may be run as separate men’s and women’s events or as a combined men’s and women’s event.

Events that are run “straight through” will take a 10-minute break between the end of the preliminaries and the beginning of the finals. Divers in the finals are allowed to practice during the 10-minute break. The diving order for finals will remain the same, with the non-qualifying divers being removed from the starting order.

### **Ties**

In the event of a tie between two or more divers who are vying for a final selection spot from a zone qualifying meet, the tie will be broken by comparing each of the diver’s highest score from both their two lists (preliminary and finals). The diver with the highest score would advance to the championships and the other diver will become the first alternate from that respective zone.

### **Personnel**

The host institution is responsible for providing personnel in the following areas. Although we have tried to identify most of the areas needed, please adapt the list to your particular facility.

1. Meet director;
2. Facility manager;
3. Drug testing coordinator (if applicable);
4. Announcer(s);
5. DiveMeets operator; and
6. Volunteers for operational needs.

### **National Anthem**

The national anthem shall be sung or played prior to the start of the first event each day.

### **Participant Information**

An informational manual/document should be created for each respective zone-diving meet. The NCAA will send a template for this manual to all hosts. Hosts must send the finalized information to the NCAA point persons for review before distributing to teams. Manuals should include information on the following:

- Introduction/welcome;
- Host institution (location, contact information, etc.);
- Diving subcommittee members;
- Facility (description of diving well, boards, etc.);
- Schedule for the week (includes coaches meeting, warm-up schedule, order of events, start times of events, etc.);
- Entry process;
- Required events for the zones and the championships;
- Selection of divers, including allocations for each zone/gender and the priority placement table;
- Ties;
- Athletic training area;
- Media;
- Parking;
- Registration;
- Security;
- Diving protest procedures and diving protest forms; [See Appendixes [B](#) and [C](#)];
- Directions to and from the facility and maps; and
- Hotels, restaurants, etc.

## Results

Live results for every event will be tracked through DiveMeets. **Immediately at the conclusion of the final event each day, hosts must also submit actual results to DiveMeets using the upload feature in the DiveMeets program.**

In addition, at the conclusion of each event, hosts must e-mail information that specifies the division, sport, round, date, official results, and provide a brief summary with photos (if available) to the following email addresses: [ncaa-content@turner.com](mailto:ncaa-content@turner.com), [men's contact email](#), [jbugner@ncaa.org](mailto:jbugner@ncaa.org), [ncaastats@ncaa.org](mailto:ncaastats@ncaa.org) and [lgodby@ncaa.org](mailto:lgodby@ncaa.org). All information should be submitted in the following manner:

- Specify the division, sport, round and region in the SUBJECT area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box or send in an MS Word document or Windows Notepad text document as an attachment.
- Please convert photos to JPEG format and attach to the e-mail.
- Include official box score or event results in HTML format, or in an MS Word document.
- Send the information to all email addresses noted above.

## Qualifying for the NCAA Championships

The top five female and top four male divers from each event at their respective zone diving meet will be eligible to compete at the NCAA championships. Additional place finishers in each event at each zone will be eligible based on the number of student-athletes from that zone who finished in the top 16 in that event at the previous year's contested or completed NCAA championships. All eligible divers must have achieved the zone qualifying score prior to the NCAA championships in all events they wish to participate.

**2021 Number of Qualifying Spots Per Zone**

Women	1m	3m	PI	Men	1m	3m	PI
Zone A	5	6	5	Zone A	6	5	4
Zone B	7	7	8	Zone B	10	8	8
Zone C	7	6	10	Zone C	7	7	10
Zone D	10	13	9	Zone D	9	9	8
Zone E	12	9	9	Zone E	4	7	6

**Optional Entry at the NCAA Championships**

Any diver that is eligible to compete as noted above will be allowed to optionally enter any other event(s) at the championships, provided that the diver finished in the top 12 at the same zone meet and has achieved the zone qualifying score for that event prior to the NCAA championships.

**Number of Reimbursement Spots per Zone**

The reimbursable allocations for the 2020 women's and men's championships are as follows:

Women	Allocations	Men	Allocations
Zone A	4	Zone A	6
Zone B	7	Zone B	8
Zone C	8	Zone C	8
Zone D	14	Zone D	8
Zone E	8	Zone E	5

**Priority placings from zones to NCAA championships are as follows:**

Place Finish	One-Meter	Three-Meter	Platform
1	2	1	3
2	5	4	6
3	8	7	9
4	11	10	12
5	14	13	15
6	17	16	18
7	20	19	21
8	23	22	24
9	26	25	27
10	29	28	30
11	32	31	33
12	35	34	36
13	38	37	39
14	41	40	42
15	44	43	45
16	47	46	48

## **Required Events**

Divers who qualify for the zone diving meets must compete in the event in which the diver achieved a qualifying score. Hosts can track this information using the list of NCAA entries that will be sent to them March 1.

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## **Section 20 – Neutrality**

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

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## **Section 21 – Safety and Security**

The NCAA has established a Safety and Security Advisory Group 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 on [ncaa.org](http://ncaa.org) or by clicking [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.

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## **Crowd Control**

The responsibility of crowd control rests with meet director. Competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of



good sportsmanship. Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the competitive and spectator areas. The meet director is responsible for enforcing these provisions.

The following crowd control statement should be read by the public address announcer prior to the start of the event:

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

#### **Deck Access**

Access to and from the pool deck and changing areas should be closely monitored at all times.

#### **Personnel**

At least one uniformed security guard (not necessarily uniformed police) must be in attendance throughout the championships. It is recommended that additional security is available to monitor the crowd control. Additionally, adequate personnel must be available for the respective areas that require deck pass access (on deck, media, hospitality, etc.).

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#### **Section 22 – Tickets**

Admission does not need to be charged for the zone diving meets.

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#### **Section 23 – Volunteers**

#### **Goal and Recruitment**

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

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

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

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

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

## Waivers

Each volunteer must sign a waiver of liability before the start of the championship ([Appendix A](#)). 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.

**APPENDIX A – Volunteer Waiver of Liability**

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)

## APPENDIX B – Diving Protest Procedure

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- At the coaches meeting, a meet committee must be designated who will hear and decide all protests.
- The diving sub-committee members for each region are automatically on the meet committee; the additional members must be nominated or can volunteer to be part of the meet committee; however, there should be no more than five total meet committee members. If there are more nominations or volunteers than necessary, names will be drawn out of a hat. The meet committee shall have fair representation (i.e., two coaches from the same conference should not be allowed if there are more than five conferences in the zone, etc.).
- If a protest should occur, the protesting coach should find a member of the meet committee to turn in the protest form.
- Protests must be received within 30 minutes of the final diving results of that particular event.
- A member of the meet committee must call Michelle Perry – men’s (317-xxx-xxxx) or John Bugner – women’s (317-522-7220) to communicate what the protest entails.
- The meet committee will review and vote on the protest; if a protesting coach is involved with the meet committee, they should remove themselves from discussion and voting.
- The meet committee will communicate back to the protesting coach what action they agreed upon. All protests are final once action has been taken.



**APPENDIX C – NCAA Diving Protest Form**

This protest form must be complete in full and submitted to the meet committee not later than 30 minutes after the final diving results of which the protest is applicable. Protests must be acted upon by the appropriate meet committee. The decision of this committee is final. Any protest before, during or immediately after a race should be resolved at the earliest opportunity, but not later than immediately following the current session.

Institution:  
Coach Name:  
Coach Cell Phone Number:  
Student-Athlete Name:  
Event:  
Current Date:  
Current Time:  
Applicable Rule:

Situation Being Appealed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Appeal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Decision – Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Appeal Meet Committee Signature: \_\_\_\_\_

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



## 2019-20 Host Site Stats Document

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

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

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

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

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

### **NCAA LiveStats Integration**

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

### **Downloading NCAA Broadcastr 10**

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

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

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



## Streaming Requests

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

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

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

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

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

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

### Turner Contact Information

Jason Venson

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

404-704-2493



**Tupelo Raycom** is responsible for video content and live productions at thousands of events annually. Since 2010, in partnership with Turner Sports and NCAA.com, Tupelo Raycom has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

#### **Network Connection**

To deliver a high quality video production, we require 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event.

#### **Equipment**

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

#### **Equipment Receiving/Shipping**

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked. Following the event, our on-site producer will coordinate pickup of the equipment.

#### **Crew/Announcers**

Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Raycom and Turner Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

#### **Event Specific Accommodations**

We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

**For additional information**, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at [acrawford@tupeloraycom.com](mailto:acrawford@tupeloraycom.com)