



2019 DIVISION I WOMEN'S  
**VOLLEYBALL**  
**CHAMPIONSHIP**

# ***HOST OPERATIONS***

## ***2019-20 MANUAL***

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## 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.

The host institution/conference shall appoint staff members to assume the positions of tournament manager and media coordinator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

Thank you again for your efforts on behalf of the NCAA.

Comments and suggested additions to this manual are always welcome. Please let us know if you have any questions.

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### **ROLE OF GOVERNING SPORTS COMMITTEE**

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

### **ROLE OF HOST INSTITUTION/CONFERENCE**

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

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

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

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

### **ROLE OF 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.

### **ROLE OF NCAA**

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

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

# 2019-20 DIVISION I WOMEN'S VOLLEYBALL COMMITTEE

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## ***SECTION 1 – Alcoholic Beverages/Tobacco Products***

### **Alcoholic Beverages and Tobacco Products**

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

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

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

## ***SECTION 2 – Awards***

### **Awards**

#### **First- and Second-Rounds**

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant

medallions (60) to the tournament manager prior to competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. These will be provided to the coaches of all four teams at each site and are given to the squad size (15 per team).

### **Finals**

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. The awards will include two team trophies (runner-up and champion): 22 national champion individual trophies and 15 watches (for the squad size of the championship team). When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

The NCAA will ship the semifinalist awards directly from the award provider to the appropriate institutions.

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

### **Awards Ceremony (Final site only)**

The awards ceremony will be conducted at center court immediately following the conclusion of the championship match. Personnel must be in place and alert to setting up the table for the ceremony without undue delay. A six-foot table should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). There also needs to be a riser and stanchions to rope off the area. The awards ceremony will include the cutting of the net using the Fiskar scissors sent by the NCAA. Both teams (1<sup>st</sup> and 2<sup>nd</sup> place) will receive awards immediately following the championship match. The following will be presented at the championship: 2 team trophies (national champion and runner up), 22 individual champion mini-trophies and 15 watches to the championship team (7 watches will be ordered and sent following the championship).

### **Participant Awards**

#### **Preliminary Rounds**

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

#### **Finals**

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

### **Championships Locker Room Program (Final site only)**

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

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

### **Elite 90 Award (Final site only)**

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

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



### Award presentation

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

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

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

### Presentation at the student-athlete banquet

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

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

### In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

### Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. VWSE will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the-pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award-for the *(list year/championship here: 2020 NCAA Division II Baseball Championship)*, with a cumulative grade-point average of *(list GPA)* in *(list Major of Study)*, is *(list winner and school: Jane Doe of State University)*.

### Press release

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

## Social Media

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

For more information on the Elite 90 award winners, log on to [ncaa.com/elite-90](http://ncaa.com/elite-90).

## ***SECTION 3 – Bands/Cheerleaders/Spirit Squads and Mascots***

### **Admission**

Bands, cheerleaders and sponsor, and mascot will be admitted by the gate list. If a band exceeds 30 individuals, those in excess of 30 may not be seated with the band (even without their instruments).

### **Artificial Noisemakers**

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the match is in progress, including between points. Cheerleaders must refrain from pounding megaphones on the floor.

### **Designated Areas**

A maximum of 12 cheerleaders and/or spirit squad members and mascot are allowed on the floor at any one time when the match is not in progress. For preliminary-round competition, the location of the cheerleaders and/or spirit squad members will be determined by the NCAA site representative after a review of the facility layout. **For the final site, if both teams bring a pep band, then cheerleaders will remain on their original side of the court and NOT switch ends when their team switches benches. If no pep band is present, or if the bands are not seated on the end line at floor level, then cheerleaders and mascots will switch ends with their team at the conclusion of each set. If only one band is present and is located on the end line, then cheerleaders do not switch ends with team.**

For preliminary- and final-site competition, mascots must stay out of spectator seating areas. They shall otherwise remain in an area designated by the tournament manager with the approval of the committee. Use tape to designate the boundaries for spirit squad. They are not permitted to roam the stands or the arena, even if that is their normal practice during home matches. However, they may lead their team onto the court. Band members are not permitted to leave their seating area and play at the end of the court during half time or warm-up periods. Flags carried by institutions' representatives are permitted on the floor during time outs or between sets but must not be used to taunt competitors or block spectators' views.

### **Electronic Amplification**

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

### **Fight Songs/Music**

If a team does not have a band present, it may provide their institution's fight song which shall

be played at the first timeout of each set. Bands should alternate playing. Only one band can play during a time out. If there is only one band, it may play at each timeout and between sets, but may only play institutional fight songs every other time out. Bands may not play between points or during play (including drum rolls, cymbals, etc.)

No warm-up tapes from teams are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will play electronic music from the time doors open until the bands begin warming up.

#### **Maximum Number**

A maximum of 30 band members including the director, 12 uniformed spirit squad members including the sponsor, and one costumed mascot will be admitted free of charge. **Live animal mascots are not permitted.** The host institution may be asked to provide a band in the event none of the participating teams bring a band.

#### **Seating**

Bands should be seated in comparable areas of the arena. End zones are preferred, with both bands on the same side of the court, seated opposite their respective team benches. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the NCAA site representative. Bands and cheerleaders should be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the semifinal match), if the venue is not sold out.

#### **Red Carpet Arrivals/Team Walks (Final Site Only)**

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

##### Elements to consider

- Number of fans – will there be an adequate number of fans to support a red carpet arrival/team walk and make it a positive experience for the participating student-athletes
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game)
- Equitable participation – will all participating teams have equal opportunities to participate (it is permissible to have a red carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day)
- Team's experience – this should be a positive experience for all participating student-athletes and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5-15 minute window between teams is

needed. Depending on the schedule of the teams you can pre-determine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15 minute window of separation, giving them more control of their schedule and not interrupting their normal game-day routine

- Fan's experience – consider the location of the red carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate
- Visibility and promotion – is the red carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, NCAA.com, e-blast, signage? Ask each participating team to send out the red carpet arrival/team walk times to their ticket holders and on their social media platforms as well
- Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red carpet arrivals/team walk

#### Guidelines

- The host staff will have primary responsibility for coordinating and managing the red carpet arrivals/team walk, as well as, all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate
- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red carpet arrival/team walk area
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive
- Student-athletes should wear game apparel or matching team issued warm-up gear
- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted
- A sound system which can be used in conjunction with the red carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics

#### Checklist

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event

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

## ***SECTION 4 – Banquet (Finals only)***

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

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

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

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

### Run of show

6:30 p.m.      Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

Soft A/V presentation (e.g. music, slideshow or participating teams and student-athletes, NCAA anthem video – optional)

- 6:45 p.m. Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative
- 6:50 p.m. Dinner buffet lines open or plated dinner served
- 7:20 p.m. Guest Speaker (optional)
- 7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)\*  
1. Team 1  
2. Team 2  
3. Team 3  
4. Team 4
- 7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite 90 Award  
  
Championship Video (if available)
- 7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

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

### Best Practices

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

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

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

### Sample Enhancements

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

### Coaches' association award guidelines

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

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



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

## ***SECTION 5 – Championship Presentation/Fan Engagement***

### **Branding**

#### **Ancillary Events**

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

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

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

#### **Logos**

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

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

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

## **Video Boards**

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

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

Fred Bowen – Senior Producer

Van Wagner Sports & Entertainment, Inc.

Telephone: 574-807-5287

Email: bowen@vwbsn.com

## **Electronic Messages**

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

## **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

### Youth sport team recognitions

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

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

### Enhanced team introductions

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

Guidelines and ideas for consideration:

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

### Musical entertainment

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

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc.

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

### Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Ladies and gentlemen let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American service men and women who they proudly represent.").
- Request for any type of presence on-site (e.g. booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.

- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

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

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

#### Elements to consider

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

#### Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.

- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced.
- 30-60 minutes in length.
  - May be split so each team or different groups of individuals sign at separate 30-60 minute periods.
  - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.
- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person.
- No local sponsorship of student-athlete autograph sessions will be permitted.
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).
- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

#### Checklist

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpie's recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)

- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)
- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

## **SECTION 6 – Commercialism/Contributors**

### **Space Requirements**

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

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

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

### **Premium Guidelines**

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

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

**Noisemakers.** Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

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

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

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

#### **NCAA Corporate Champions and Partners Program**

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

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

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

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

[NCAA Corporate Champions & Partners](#)

#### **Local Contributor Program**

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

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



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

### **NCAA Trademarks**

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

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

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

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

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

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: [www.memberx.edu/ncaa](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 disc or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

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

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

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

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

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

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

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

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

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

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

## **NCAA Licensed Trademarks:**

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

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

### **Helpful Links:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

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### **Official Championships/Licensee Suppliers**

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

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

For a list of NCAA licensees and official equipment suppliers,  
(<http://www.ncaa.org/championships/marketing?division=d1>).

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

1. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling,

distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

2. **Alcohol/Tobacco/Gambling.** All 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.
3. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
4. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
5. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
6. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
7. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

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

## ***SECTION 7 – Critical Incident Response/Emergency Plan***

### **Preparation**

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

Each host will be asked to provide the following:

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

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

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

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

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

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

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

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

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

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

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

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

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

### **Drug-Testing Procedures**

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

### **Drug Testing Expenses**

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

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

### **Facility Specifications**

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

### **Notification**

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

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

### **Media Obligations**

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

### **Next Day Testing**

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination



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

### Participant Notification

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

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

### Seating

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

### Site Coordinator/Responsibilities

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the DCO.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.

- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the DCO during testing as directed.
  - **Confirmation.** Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
  - **Doping Control Officer.** Contact the Doping Control Officer (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 9 –Equipment***

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

**\*See the chart in Appendix O for a summary of all items that the host will receive (regionals and final site).**

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

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

## Hydration Program

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

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

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).

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

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

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

If you have any questions regarding any of this information, please contact Ms. Fasbender (317-917-6520; [kfasbender@ncaa.org](mailto:kfasbender@ncaa.org)).

**First/Second Rounds.** 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.

### Championship Regional and Final Site:

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

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

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

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition. Reoccurring institutions/conferences are strongly encouraged to utilize same equipment the following year unless otherwise notified by the NCAA.

The cups are to be used on the team benches, press row and the scorer's table in place of other cups (e.g., Coke, Gatorade) during practice and competition. Generic cups (devoid of commercial identification) also should be provided in the media and hospitality areas in the event the supply of NCAA cups runs low; this can be included as a match expense in the budget. The coolers should be placed directly behind the bench closest to the scorer's table.

Ushers or other match personnel should remove the coolers from the benches immediately following the match so that they are not emptied onto the floor during the post-match celebration.

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact Kristin Fasbender for the appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coke local bottler can offer.

A letter from the NCAA office outlining the specific amounts will be sent to the tournament manager. You will be asked to inventory the amount of product that is left over at the conclusion of the championship(s). The national office will provide a form and a reminder letter. It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of product and equipment.

### **Game Volleyballs**

The Molten IV58L-3 "Super Touch®" volleyball is the official ball for the championship and must be used at all practice and competition sessions.

A minimum of 48 Molten volleyballs (in good condition and **properly inflated**) must be available for each team's practice and warm-up session. The volleyballs to be used in the match should be taken from the cart after warm-ups. Three balls will be in play with a fourth at the scorer's table as a back-up.

Two volleyballs should be sent to each participating team in first/second round and regional competition. The host institution may keep the remaining volleyballs.

**First/Second Rounds.** Forty-eight Molten volleyballs will be sent to the tournament manager the Tuesday prior to the first-/second-round matches.

**Regionals.** If a regional site hosted first-/second-round matches, 36 balls will be sent for the regional tournament. If a regional site did not host first-/second-round matches, 48 balls will be sent for the regional tournament.

**Finals.** Forty-eight (48) balls will be sent to the final site approximately 2 weeks in advance of the championship.

Ball carts will be provided only for the finals.

### **Playing Surface**

**Preliminary Rounds.** The playing floor should meet all specifications as outlined in Appendix A of the 2018 and 2019 NCAA Volleyball Rules and Interpretations Book, which may be found online at [www.NCAApublications.com](http://www.NCAApublications.com).

**The minimum area as described in the rules book (pages 16-17) will be the guidelines for determining the playable area. Once the minimum playable area is reached, then space for cheerleaders, photographers and other necessary personnel can be determined.**

**Competition Floor.** If a sport court is used, it must be placed on a wooden floor with padding. Placing the floor directly on the concrete or like surface is prohibited.

**Regionals.** The NCAA, as part of its agreement with SportCourt, Inc, will provide the playing floor. The NCAA staff will determine the color of the floor and all designs. It will be delivered and installed the Wednesday preceding the championship. Accordingly, the tournament manager must ensure that there is no conflicting event in the arena that would preclude the floor being installed and ready for inspection no later than Thursday morning. In addition, volunteers and appropriate equipment should be available to assist SportCourt. The tournament manager should verify that the Sport Court is correctly centered on the playing floor. If not, it must be repositioned prior to the first practice. **If a site is not able to have Sport Court, they must request a waiver from the NCAA to Kristin Fasbender ([kfasbender@ncaa.org](mailto:kfasbender@ncaa.org)).**

**Finals.** The NCAA, as part of its agreement with SportCourt, Inc, will provide the playing floor. The NCAA staff will determine the color of the floor and all designs. It will be delivered and installed the Monday or Tuesday preceding the championship. Accordingly, the tournament manager must ensure that there is no conflicting event in the arena that would preclude the floor being installed and ready for inspection no later than Tuesday evening. In addition, volunteers and appropriate equipment should be available to assist SportCourt.

**Carpeting.** The facility shall provide carpeting in the "end zones" between the end of the playing floor and the first row of seats. Additionally, the facility has the option to install other carpeting around the playing floor, at the facility's expense.

**Ice Surface.** If the NCAA approves the insulation system in advance, the facility may install the playing surface over ice.

Photo Boxes. Lines shall be placed on each end of the playing floor apron, to designate the photographer's boxes. Consult the diagram in Appendix A.

### **Team Benches/Uniform Colors**

Bench Assignments. Host and/or higher-seeded (lower number) team is home and wears light uniform. Home team (not top seed) is home in first round; higher seed is home in second round.

In the second match the home/host team will occupy their regular season bench. In the first match the home team will occupy the regular season visiting bench. If both home teams advance they will remain on their same bench from the first day. Any questions or changes that need to be made will be handled by the site representative and the tournament manager.

Computer Outlet on Benches. If possible, provide electricity and computer outlets to each bench area for the purpose of statistics collection.

Permissible Number. The bench limit is 25 individuals and 16 chairs must be provided.

**Preliminary Rounds.** The host site will provide bench chairs.

**Finals.** The NCAA will provide chairs with the championship logo. These will be sent to the tournament manager approximately six weeks prior to the championship. After the competition, they may be sold (with revenues accruing to the championship); otherwise, the arena, with assistance from NCAA staff, is responsible for returning them to the NCAA. As a host, please be prepared ahead of time as to how many chairs the Host/LOC/Facility would like to purchase.

Team Doctor. If an institution wishes to have its own team doctor in the bench area, that individual must occupy one of the 16 chairs and will not count in the bench limit of 25. Under no circumstances may an institution be provided more than 16 chairs.

Security. A uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators if necessary and to accompany the teams to and from the locker room.

## ***SECTION 10 – Competition Site Requirements***

### **Americans with Disabilities Act**

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

## Concessions

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

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

## Electrical Communication

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. (No video to video; audio to audio; or video skill pictures on the bench.) It is permissible to gather statistical information from a designated area and to transmit statistical information (i.e. statistical information) to the bench. Electronic video devices may be used as aids for post-match analysis; video may be used between sets of a match outside the bench area, playing area and spectator areas. Computers may be used in the bench areas during the match for statistical purposes only.

## Equipment

**Net System.** An in-floor net system **must** be provided for all competitions. Water barrel or cable supported net systems are not permitted. The NCAA will provide championship labeled nets and pads for regionals and finals.

It is preferred that the net tape and pads on the poles be free of logos, other than NCAA logos. Sponsor logos are not permitted. Institutional logos are permissible if no other nets or pads are available.

**Preliminary Sites.** The host will provide the net system. Nets must be free of corporate logos.

**Regional Sites.** Sports Imports will provide the net and pads with the NCAA logo on them.

**Final Site.** Sports Imports will provide the net system including the poles, net and pads.

[Note: No corporate identity is allowed on the net tape other than the normal manufacturer's logo and NCAA logos/marks.]

**Lines Judges' Flags.** Lines judges flags shall be provided by the host institution and be available at the scorer's table one hour prior to match time.

## Radios.

**Preliminary Rounds.** The tournament manager should provide the NCAA site representative with a handheld radio to use throughout the competition for communication with the tournament manager.

**Finals.** The tournament manager should provide the NCAA staff with 20 handheld radios to use throughout the competition. Earpieces are preferred to headset, if available.

**Scoreboard.** Scoreboards shall display the names of the participating institutions rather than "Home" and "Visitors." If the scoreboard does not have the capability of displaying the teams'

names electronically, printed team names should be used on the scoreboard.

Telephones. Telephone communication must be available for radio and television (if applicable). ESPN will provide telephone communication between the scorer's table and their truck for the committee liaisons.

Timing Device/Clock. Scoreboard clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices.

**Preliminary Rounds.** A back up timing device is recommended for preliminary rounds.

**Finals.** A back up timing device is required for finals.

Video Screens. If electronic video replay screens are available, they may be used at the facility's expense. One replay may be shown of each play. Video screens may not display advertising.

Regional Sites. The institution will provide a minimum of a four camera set up for the Challenge Review System.

#### **Facility Availability**

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. three days (TWO DAYS FOR PRELIMINARY ROUNDS) before the competition through the conclusion of the final match (i.e., Monday through Saturday). All space shall be available and the facility set up no later than 90 minutes prior to the beginning of the first practice.

#### **Meeting with NCAA Representative(s)**

The NCAA site representative(s) at each site will meet the day before competition begins with the tournament manager, media coordinator, and facility manager. If requested by the site representative, additional personnel may participate. A checklist to review during this meeting is located in the site representative manual.

#### **NCAA Space Requirements**

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

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

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

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

Locker Rooms. A locker room with shower facilities should be provided for each team (a total of



four), and two rooms for the match officials. Signs should be posted to identify the team's locker rooms. A sign reading, "NCAA Use Only" shall be posted on the official's locker rooms.

If the locker rooms are substantially equal, the host may assign as desired. Otherwise, the locker rooms should be assigned in order of seed, with the highest seed provided with the best locker room, then separating match opponents to the extent possible.

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

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

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

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

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

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

Backdrop (Finals only): The NCAA will provide a backdrop with the NCAA logos to be hung behind the podium.

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

Access/Security. A security officer should be stationed outside the media workroom and post-match interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Match officials specifically are prohibited from this area.

NCAA Committee/Games Committee Meeting Room. (Finals only) Room should be large enough to accommodate 25 people comfortably. This area needs to be secure and close to the competition floor and not visible to the public.

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

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

### Neutrality

This is a NCAA championship event on your home court. Neutrality is important; but should not take away from the experiences of fans. Hosts should try to incorporate many of their fan enhancements to all matches and teams in addition to their own.

### Official Scorer's Table

The scorer's table should accommodate at least 12 personnel (preliminary rounds) or 24 (finals). [Appendix A]

Signage. The NCAA will provide a banner for the scorer's table if it is not electronic. No signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table. The walkway behind the scorer's table should be roped off to preclude spectators from access, if possible.

Official Scorer Location. The official scorer must be seated as close to center court as possible and next to the alternate official.

### Official Scorer's Table Personnel

The host institution is responsible for providing the official scorer, scoreboard operator, libero tracker, statistics crew, and public-address announcer, message board coordinator (at finals the NCAA will provide the PA announcer, and will assign the standby official). The scorer's table should accommodate the following in this order:

#### Preliminary Rounds

Team SID
NCAA committee
Tournament manager
Alternate official
Official scorer
Libero Tracker
CRS
CRS
Public-address announcer
Spotter
Television coordinator
Scoreboard operator
NCAA committee
Team SID

#### Finals

Team SID	Public-address announcer
NCAA committee	Scoreboard operator
NCAA committee	Tournament manager
NCAA committee	NCAA committee chair
NCAA committee	NCAA staff
NCAA staff	Television coordinator
NCAA committee	
Alternate official	
Official scorer	NCAA staff
Libero tracker	NCAA committee
CRS	NCAA committee
CRS	NCAA committee
Spotter	NCAA committee
Promotions coordinator	Team SID

Exception. The committee may approve an exception to this list or order if factors in the specific facility do not accommodate the above (i.e., certain wiring requirements or electrical outlets). The statistics crew may be seated at the scorer's table if space permits or if a computerized system necessitates that location.

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

Public-Address Announcer. The public-address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Division I Women's Volleyball Committee representative(s) at each site.

1. No special announcements shall be made without the committee representative approval.
2. The announcer shall not be a "cheerleader" for any team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures and not show favoritism.
3. The announcer shall do the following:
  - a. Identify the score and all substitutes.
  - b. Announce the team taking a timeout.
  - c. Identify athletes involved in significant play (e.g., kills, aces, block stuffs).
  - d. Announce violations (e.g., net).
4. The announcer shall meet with the committee representative prior to the match to review time schedules, coordination of the national anthem, lineups and the start of the match.
5. The announcer also should review crowd control procedures with the committee representative and the tournament director (these may include notes regarding exits, seating, safety measures and first-aid station).
6. An announcer should not recognize corporate contributors or tournament sponsors.
7. All emergency calls and announcements must be approved by the tournament committee representative at the site.
8. Public address scripts will be provided by the NCAA.

Player Introductions. The visiting team's non-starters, followed by starters, will be introduced first. As they are introduced, the players should go from their bench to their end line, and face

the net. Then the home team's non-starters, followed by starters, will be introduced. All players will shake hands at the net following the introductions. **At the final site, only starters will be announced.**

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

#### **Parking**

There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. This parking should be provided free of charge to the participants. In addition, designate an area for team buses to drop off and pick up passengers.

#### **Seating Requirement**

For first- and second-round competition, there is no seating requirement, however hosts must be able to meet all the seating requirements. For regionals, the seating requirement is 3,000 seats.

#### **Videotaping**

An area (usually high end zone) should be designated from which each team may videotape as needed. Each participating team is automatically authorized to videotape each match; it is not necessary to sign any authorization form. Please provide adequate space for four cameras (max 1 per institution) and personnel since all teams may videotape any match.

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### ***SECTION 11 – Financial Administration***

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#### **Audit**

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

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

#### **Approval of the Budget**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be

submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

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

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

### **Financial Report**

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

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% 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://NCAA.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

### **Lodging Expenses**

#### Match Officials.

**Preliminary Rounds.** Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements on the financial report. Officials will be responsible for their own incidentals.

**Finals.** Room and tax will be billed directly to the NCAA. This expense does not need to be included on your financial report.

**NCAA Staff and Affiliates.** All NCAA staff and affiliates will be responsible for their own expenses.

**NCAA Site Representative(s)/Volleyball Committee.**

**Preliminary Rounds.** The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. Committee members/NCAA site representatives will be responsible for his/her incidentals. The NCAA will email the site representative a link to submit his/her expenses (i.e., per diem, travel) after the championship to be paid directly by the NCAA.

**Finals.** Room and tax will be billed directly to the NCAA. This expense does not need to be included on your financial report.

### **Participants**

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

### **Preliminary-Round Guarantee**

When submitting a bid to host first- and second-round competition, there is a \$7,500 guarantee to host. For regional competition, the guarantee is \$12,000.

### **Transportation**

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

**Local Transportation for Teams.** The host institution can assist each team in arranging for local transportation. However, for teams' sports where ground transportation is paid for the NCAA, the school MUST book through GoGround. Please reference the NCAA travel policies: <http://www.ncaa.org/championships/travel/championships-travel-information>.

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

## ***SECTION 12– Game Management***

### **Administrative Meeting**

The NCAA site representative will conduct a mandatory administrative meeting before the

opening round of the tournament to review championship matters. It is mandatory that each institution's athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) and the head coach attend the meeting. Sports information director attendance is optional but recommended.

### **Ball Crew**

#### **Preliminary-Rounds.**

The ball-rotation crew (six to eight recommended per match) and floor wipers (two to four recommended per match) should be the same individuals used during the regular season and are required to be on the floor one hour prior to match time. Every effort should be made to include women and minorities as part of the crew. The alternate official should provide all direction to the ball-rotation and floor wiper crews.

Age Restrictions. While there is no specific age restriction on the ball rotation crew and floor wipers, college-age or older is preferred. Seventh or eighth grade is the next choice, but NOT grades 9-12 in order to avoid potential problems with them as prospective student-athletes.

Qualifications. **The ball-rotation crew and floor wipers should have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event.** The tournament manager should emphasize to the crew the importance of the event and review their duties and responsibilities. The crew must refrain from cheering for either team. They are considered "neutral" and must behave in such a manner. Stools should be provided for floor wipers, as well as mops affixed with a towel to perform floor-wiping duties effectively.

Uniforms. Championship T-shirts should be provided for the floor wipers and ball-rotation crew. This can be included as an expense on the financial report. They will be asked to provide their own shorts; however, they should be dressed in the same color. They should wear neutral (non-host) attire.

#### **Final Site.**

The NCAA will provide the ball-rotation crew and floor wipers. Items needed for floor crew:

- 6 short stools (speed wipers and ball retrievers/rotators).
- Dedicated seating (4) on each end for the floor moppers. Prefer just beyond the end line on the same side of the venue as the team benches/R2/scorers.
- 12-18 towels (approx. 12"x18").
- Dedicated secure room for 16 with chairs. Food/water to also be provided (similar to officials).

### **Competition Times**

The committee will approve all starting times. The host institution in consultation with the committee will determine order of matches.

#### Match Times.

**First and Second Rounds.** On the first day of competition, the first match must start between 4:30 and 6 p.m. and there must be a **minimum** of two hours scheduled between the start of the first and second matches (e.g., 5:30 p.m., 7:30 p.m.). The second match will start 30

minutes after the conclusion of the first match or the designated time, whichever is later. If the second day of competition is Friday, matches should start between 6:30 and 8:30 p.m. Saturday matches must start between 2 and 8 p.m. At least **22** hours must be allocated between the scheduled start of the last first-round or regional match and the start of the match the second day. **The host team will play the second match. Any changes to match times or order must be approved by the committee in advance and/or television schedule that may necessitate a revised schedule.**

**Regionals.** Match times will be determined by ESPN in consultation with the NCAA women's volleyball committee. Institutions that bid on regional rounds must be able to host regional semifinal matches between 11 a.m. and 11 p.m. Eastern time. All regional match times will be released after completion of the first and second rounds.

**Finals.** The semifinal matches start times will be conducted between **4 and 10 p.m. local time** Thursday; the championship match will be conducted between **noon and 9 p.m. local time** Saturday. Adjustments to match times may be necessary due to television coverage. Generally, the higher seeded team will play the second match; however, the committee will discuss the order with ESPN to determine if there are any circumstances that would indicate that a different order would be preferable. The order of matches will be confirmed the Sunday preceding the finals.

#### Match Protocol Sheets.

**Preliminary Rounds.** The committee representative will approve the match protocol. If the regional matches are televised by ESPN, NCAA staff will provide the match protocol.

**Finals.** The NCAA staff will complete a match protocol for both sessions of the tournament.

Distribution of Match Protocol Sheets. The tournament manager should distribute copies at the administrative meeting; and, on the day of the match, distribute it to all scorer's table personnel and post the sheets in a visible place in the match officials' and teams' locker rooms. **Please confirm the protocol schedule with NCAA staff prior to distribution.**  
[Appendix B]

#### **Fan Seating**

Fans should not switch their seat locations during the course of a match to follow a team.

#### **Decorating and Advertising**

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

- ESPN Banners (two)
- NCAA Radio Banners (one) *(These may used to cover non permissible signage.)*
- NCAA Banner

If a local television entity is approved by the NCAA to broadcast first and second round matches, it may place two banners in the facility. The banners must be outside the playing court area (end line area is best location).



Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing court or seats), including the scoreboard, during the championship session or practices, other than NCAA, ESPN and radio banners, as specified by the NCAA. No local /school radio banners are allowed.

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

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

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

Table Banner. The NCAA will provide one banner for the scorer's table and one for the press tables (finals only) opposite the team benches. The NCAA staff will consult with the tournament manager to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table. The scorer's table should be covered with bunting or other appropriate material if the banner does not cover the entire table.

Teams with electronic message boards on the front of the scorer's table may create a screen with the NCAA volleyball logo and information for the participating teams in lieu of putting the banner on the scorer's table. No other advertising may be shown on the scorer's table message board. The banner provided by the NCAA should be hung elsewhere in the facility.

## Evaluations

After the championship, participating teams, officials and hosts will be sent a link to complete an online evaluation of the championship. **No evaluation forms will be distributed at the site.**

## Games Committee

The games committee shall be comprised of:

**Preliminary Rounds:** The NCAA site representative, tournament manager and a match official.

**Finals:** The games committee will be the NCAA Division I Women's Volleyball Committee.

**Materials for Host Sites and NCAA Site Representative.** After the preliminary-round sites have been selected, the tournament directors and site representatives will access the collaboration zone to retrieve items pertinent to the administration of the championship.

The team spreadsheet with participating institutions, match times, and NCAA site representatives will be included in the email sent to you following selections.

The NCAA national coordinator of officials will email officials assignments.

### **Hospitality**

Media hospitality is strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the prior approval of NCAA staff.

### **Insurance**

If event is held on-campus:

Host institution/conference must maintain:

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

If event is held off-campus (also applies when on campus venue is operated by a third party).

Host institution/conference or Local Organizing Committee must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
  - \$5,000,000 Per Occurrence
  - \$5,000,000 General Aggregate
  - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.

- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease - Each Employee
  - \$1,000,000 Disease - Policy Limit

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

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
  - \$10,000,000 Per Occurrence
  - \$10,000,000 General Aggregate
  - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease - Each Employee
  - \$1,000,000 Disease - Policy Limit
- e. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

- 1. All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
- 2. Certificate must be submitted to NCAA 30 days prior to competition.
- 3. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
- 4. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
- 5. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and

any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

### **National Anthem**

The national anthem will be played before the first match of each session of competition.

### Team Introductions

Following team warm-up, the following protocol will be used for the national anthem and player introductions at all rounds of competition:

- Teams return to their benches for team huddles, announcements.
- Teams stand at their benches for the national anthem.
- The visiting team will be announced first. Players proceed from team benches to end line as their names are called. The announcer will begin with the nonstarters, followed by the starters and then the coaches. All players (nonstarters and starters) should line up on the endline.
- The home team introductions will follow the visiting team introductions.
- The referee whistles for all players (starters and non-starters) to go to center court to shake hands.
- Play begins immediately.
- **Final site – only starters will be announced.**

**Color Guard** (finals only). The host institution may provide a color guard for both sessions of the championship. The color guard will be experienced at presenting the flags.

### **Practice**

Practice should be ordered according to the match schedule (i.e., first practice: match 1 – high seed, second practice: match 1 – low seed, third practice: match 2 – high seed and fourth practice: match 2 – low seed). This order of practice may be changed with the approval of the NCAA representative staffing the competition after learning of teams' travel itineraries and host team class schedule (NCAA Bylaw 17.1.5.5.1). Practice should be scheduled back-to-back unless extenuating circumstances affecting the participating teams dictate (e.g., travel delays, missed class time, etc.). Note: Low seed = visiting team (higher number); high seed = home team (lower number).

**The committee representative is responsible for approving all practice schedules prior to the schedule being sent to the teams and will monitor all practices.** For the day prior to the first

competition practices should be scheduled between noon and 10 p.m. Five-minute breaks will be scheduled between each practice to accommodate teams' arrival at and departure from the arena floor.

Administrative Responsibility. Each participating institution is required to have an administrator accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (again, excluding network talent) are allowed in the closed practice. This individual may be a trainer, sports information director (SID) or other administrator, but not a member of the coaching staff or a student.

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

Bench Personnel/Squad Size. All teams are limited to 15 players in uniform. Remaining team members may wear team warm-up, but must keep it on for duration of match. Place tape on the floor to designate boundaries of team areas. **Bench personnel will be requested to stay seated while in the bench area and play is "live." If personnel wish to stand, they may do so in the designated area adjacent to the bench. Bench limit is 25.**

Closed Practices. All practices subsequent to practices the day prior to competition are closed practices. Attendance is closed to all but the institutions' official traveling parties and selected others that the coach authorizes to attend practice (e.g., parents of players, selected colleagues). Members of the media, including a team's local media that might be traveling with the team, are not permitted to attend closed practices under any circumstances. **If the event is televised, network talent may observe closed practices, but coaches are under no obligation to give interviews.** Television technicians or other facility personnel may be in the area (if necessary) for televised match preparation. The host institution is responsible for providing security to monitor the entrances to the playing area to ensure that the practices are closed.

Length. The facility must be available for four teams' practice and competition during the following times:

- Day before the match: From noon to 10 p.m., minimum of 90 minutes of practice for each team.
- First-round match and regional semifinal day: 60 minutes for all teams competing that day.
- Second-round match day, regional final and national championship: 90 minutes of practice for each team. Practices should begin seven hours before the start of the first match.
- Practices must end at least 90 minutes before the start of the first match.

Open Practice. Practices held the day before the matches shall be open to the public. Teams are required to practice at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the playing floor; accordingly, sufficient security should be on hand to check credentials.

Institutional representatives from participating teams may not attend another team's open practice.

Timing. All practices shall be timed by the scoreboard clock beginning at the scheduled practice time, regardless of whether the team has taken the floor. If a team arrives early, it may take the floor as soon as it is available, but it is still limited to the scheduled amount of time. If the team arrives early, any team activity taking place in the playable area will designate the start of practice and the practice clock will begin.

Use of Auxiliary Gymnasium. If an alternate gym is located in the facility, it may be made available to teams for shared stretching prior to their practices. No balls will be permitted in the facility.

#### **Statistics Crew**

The statistics crew should be set up in accordance with the institution's normal operating procedure (i.e., either at the scorer's table, across from the table or behind the table on risers). If the statistics crew normally is seated at the scorer's table, the committee will make every effort to accommodate this arrangement but may make adjustments if necessary after evaluating such factors as space availability, requirements of television personnel, etc.

Scoresheets and Line-up Sheets. Only official NCAA forms should be used for the championship. These forms can be downloaded from the NCAA website at: <http://www.ncaa.org/championships/playing-rules/womens-volleyball-rules-game>.

#### **Tournament Manager**

The tournament manager is responsible for confirming with the NCAA site representative that all necessary tournament personnel have been designated and instructed in their responsibilities.

### ***SECTION 13 – Lodging***

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Championship participants are mandated to stay at the official NCAA hotel properties for the event. Any participants staying outside of the official NCAA hotel block will not be reimbursed.

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

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

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel, the participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. **Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.**

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

A minimum of 26 double-double non-smoking rooms shall be reserved for each visiting team at a special rate. Rooms should be held in advance by the tournament manager beginning for the night prior to the practice day.

Ideally, each team will be housed in a separate full-service hotel of comparable quality and similar room rate. Officials and the NCAA site representative(s) should be in a different hotel from the teams.

Guarantee. 16 double-double non-smoking rooms for the teams should be guaranteed; the remaining rooms (10) cannot be guaranteed. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the 16 rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for the use of the 16 rooms, full charges for these rooms will be deducted from that team's per diem. The host institution should contact the NCAA prior to a team leaving a property. If a team chooses to find another property it must be one that is not currently housing a team.

#### **Headquarters Hotel**

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

#### **Match Officials'/NCAA Representatives' Hotel**

When the officials (4 per site) are determined (i.e. the Monday prior to the competition), the tournament manager will provide the rooming list to the hotel. It is recommended to lodge the officials in the same hotel as the NCAA committee representative(s).

**First/Second Rounds.** A total of five rooms should be reserved – One for each of the assigned officials (unless local) and one for the NCAA site representative. A maximum of four additional rooms may be needed for line judges, if they are not local.

**Regionals.** A total of six rooms should be reserved – one for each of the four assigned officials (unless local), and one for each of the (two) NCAA site representatives. A maximum of four additional rooms may be needed for line judges, if they are not local.

**Finals.** Eight single rooms will be reserved for the match officials at a hotel separate from the team hotels (generally at the NCAA headquarters hotel). When the officials are determined

(i.e. the Monday prior to the semifinals), the NCAA staff will provide the rooming list to the hotel directly.

**Room and Tax (excluding final site).** The tournament manager will arrange for the officials', NCAA committee and/or representative's hotel room and tax to be master-billed to the institution. This expense should be included as a budgeted disbursement on the financial report form. Everyone, including officials, is responsible for their incidental charges.

### **Merchandising**

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

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

## ***SECTION 14– Marketing and Promotions***

### **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 Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championship Marketing contact prior to implementation.

## Marketing Collateral

**NCAA Championships Online Marketing Website.** The NCAA Championships 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 [www.NCAAchampspromotion.com](http://www.NCAAchampspromotion.com).

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

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

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

- Print
  - Poster
  - Flyer
  - Print Ad
  - Table tent
- Digital
  - Email blast
  - Banner
  - Social media graphics
- Outdoor
  - Billboard
  - Banner
- Resources
  - Marketing best practices
  - Social media guidelines

If you have artwork needs and/or sizing which 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.

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

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

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

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

### **:30 Radio Spot**

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

### **Micro-Site Guidelines**

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

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

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

The following topics are permissible to house within your microsite:

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

### **Local News**

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

### **Venue and Transportation Information**

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

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

### **Volunteer Information**

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

### **Travel Information**

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

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

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

### **Email Sign Up**

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

### **Logo Usage**

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

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

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.

- Photos from previous years' championships can be accessed by submitting a request form here: <http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

### **Social Media**

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

### **Mobile Version**

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

### **Metrics**

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

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

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

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

Should you have any questions, please contact:  
Levida Maxwell  
Coordinator, Digital and Social Media, Championships & Alliances  
317-917-6356  
[lm Maxwell@ncaa.org](mailto:lm Maxwell@ncaa.org)

### **Social Media Guidelines**

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

### **Marketing Bylaws**

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

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

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

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

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

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

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

## **SECTION 15 – Media Coordination**

### **All-Tournament Team**

**Regionals.** The media coordinator shall distribute ballots to certified media representatives during the final match of the championship. A seven-person, all-tournament team including the most outstanding player shall be selected by the media immediately after the final match. The all-tournament team will be recognized after the final match.

**Finals.** The media coordinator shall distribute ballots to certified media representatives during the final match of the championship. A seven-person, all-tournament team including the most outstanding player shall be selected by the media immediately after the final match.

### **Broadcasting/Internet**

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

### **Championship Records**

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

### **Credentials**

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for regional and final championship sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jrodders@ncaa.org](mailto:jrodders@ncaa.org)) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](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 an event management and an all access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

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

**Finals.** The NCAA will print and distribute credentials for the championship semifinals and final. Conditions placed on the use of a credential will be printed on each. The use of any other credential or entry badge is prohibited, except for the drug testing crew, concession workers, ushers, security officers or ticket takers. Credentials are not transferable. At the finals site, credentials will be distributed by the NCAA staff to each team at the administrative meeting preceding the competition.

Requests for working media credentials at first and second rounds shall be directed to the host media coordinator and/or sports information director.

All media related credential requests for the semifinals and final of the 2020 NCAA Division I Women's Volleyball Championship must be made online through [NCAA.com/media](https://www.ncaa.com/media). SID's and media members can contact Lauren McLaughlin with questions, [lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org).

The host shall issue credentials individually at a designated headquarters hotel or at the competition site.

Credentials are not transferable.

NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on collegiate sports events.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events.

Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Issuance of Credentials. Working credentials shall not be mailed. Credentials shall be issued individually. Credentials may be issued to the following:

Bench. Bench credentials should be distributed to any non-uniformed personnel who will occupy one of the 16 chairs allotted for each bench. Only individuals wearing a bench credential, or a team uniform will be permitted in the bench area. Ushers and security personnel should **strictly** enforce this rule and prohibit the addition of chairs and unauthorized personnel to this area. Bench assistants hired by television to assist with pre-match introductions may not sit in the bench area during the match. These individuals must move to another area once the assignment has been completed.

Bench (or other) credentials may not be provided to student-athletes who are not eligible to participate in the match.

Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office and to each conference office that has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

Credentials List. During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

Drug-Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by The Center staff. A minimum of 10 non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.

Official Travel Party. The official travel party for the championship is 22. However, 28 credentials will be provided to each team (25 bench credentials, one all-access credential for the institution's SID, and two all-access passes to the institution's administration). Any additional individuals (excluding spirit squad, mascots and band members) must purchase a ticket from the institution's allocation.

Temporary Floor Pass. Each participating institution's administrator will be provided six temporary floor credentials to distribute at his or her discretion (excluding members of the media). No more than six will be provided for any institution, including the host. This credential allows the holder access to the arena floor or locker room after the competition and to the post-match interviews. It does not constitute free admission to the competition, nor does it allow access to these areas during the competition or **between matches**. As with all credentials, the Temporary Floor credential should be worn around the neck so that it is always visible .

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the matches and claimed in person by the producer. Please refer to the [NCAA Broadcast Manual](#).



Other Television. Television stations and/or networks will be limited to two credentials unless a union contract dictates the presence of a sound technician. [Refer to Appendix F for the print photography criteria.]

Media. Media credentials shall be issued according to the press criteria printed via NCAA.com/media.

Personnel. Each host media coordinator is responsible for organizing workers to assist in the press operation of the championship. The number of workers will depend upon the media demand for the match(es) at the site. Communication with the NCAA media coordinator and the host media coordinator's knowledge of the area media will help with advanced planning. Such duties as press runners, quote takers, stat crews, copy machine personnel, etc., should all be coordinated with the tournament manager and NCAA and host media coordinators.

Printing. The NCAA will distribute credentials, credential boards and other applicable media related supplies for regional and final site locations.

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

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

Photographers are permitted to shoot from the side of the court opposite the official scorer's table and players' benches. Photographers may shoot from the ends of the court in the marked photo areas. Photographers are not permitted in front of the official scorer's table or the player's benches any time after the competition begins, including timeouts. A select number of seats will be available on press row for photographers to use in rotation.

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

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

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

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

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

Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate matches during the regular season. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship match must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to the [www.ncaa.com/media](http://www.ncaa.com/media).

Volleyball Committee. Representatives of the volleyball committee should be issued a credential that gives them total access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

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

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

#### **News Conferences**

The NCAA media coordinator shall have the authority to designate and require any student-athlete to attend a post-match news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make the student-athletes available at all scheduled news conferences. [Refer to Appendix H for the post-match responsibilities.]

##### Pre-match News Conference.

**First/Second Rounds.** Because of travel and class schedules, in-person news conferences are not required for first- or second-round matches. Instead, the host institution may conduct a telephonic news conference two days prior to the first day of competition.

**Regionals and Finals.** Pre-match news conferences are required before the regional and national semifinal matches.

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

Staffing. The NCAA media coordinator shall appoint a moderator for the news conference. Individuals also shall be assigned to escort the coach and student-athlete from each team's dressing room to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.

## **Parking**

Media parking is desired, but the host must make this decision. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

## **Post-match Interviews**

All coaches and student-athletes must be made available for post-competition interviews following the "cooling off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee. It is also required that the administrator with each team attend the press conferences.

If the head coach elects not to leave the court and go to the locker room in a reasonable amount of time after the conclusion of the match, he/she should be advised that the 10-minute cooling off period has begun. No media interviews (other than the television station to which the NCAA has granted rights) may be conducted on the court.

Assistant Coach's Interview. An assistant coach is permitted to participate in a radio interview on the head coach's behalf prior to the expiration of the cooling-off period.

Locker Rooms. The locker rooms shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the respective head coaches enter the dressing room immediately after the match. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the dressing room after the match, with the exception if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All dressing rooms for players and assistant coaches shall be open to the media for 15 minutes after the conclusion of the respective cooling-off periods. However, if the media is not interested in entering the dressing room, it may be closed before the 15-minute period expires.

Electrical Outlets. Electrical outlets will be required in the working pressroom and at courtside to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat at courtside and in the working pressroom.

Equipment. The host institution shall provide all the necessary equipment (microphones, mult box, adequate lighting) for the interview room.

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

Obligation of Coach. Regardless of any regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a post-match interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview

period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Order of Appearance. For all matches, except the national championship match, the advancing team's coach/players will go to the press conference first followed by the non-advancing team's coach/players. For the national championship match at the finals site, the non-advancing team's coach/players will go first, followed by the advancing team's coach/players.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview area.

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

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

#### **Seat Assignments**

Drug-Testing Personnel. In the event of drug testing, each of the 10 members of the drug-testing team shall be provided a seat. These seats may be located either in the nonplaying participants' section or an "overflow" media section.

First Row. Only certified media representatives requiring writing space, radio stations that have purchased rights to broadcast the competition and the announcing position for television shall be seated in the first row of media seating on the side of the volleyball court opposite the official scorer's table.

Labels. Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.

Preferred Location. Media coordinators should review their seating charts prior to the final day of competition at the site to ensure media agencies that regularly staff matches played by the participating and host institutions receive preferred seat locations.

Statistics Crew. It is preferred that the statistics crew be seated at the scorer's table.

Still Photographers. Still photographers are restricted to shooting match action from the boxed areas marked with tape on the court as well as the designated open seating on media press row.

Television Spaces. Television shall be located to the right or left of the net, directly across from the official table (in the event that the network is broadcasting the game). The location should include one 36-inch split near the net to allow easy access to the playing court. Seven seats shall be provided.

## Security

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each match, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the courtside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each match.

## Statistical Services

Typed play-by-play and final box scores shall be provided for the media. Copies of the official scoresheets and libero tracking sheet shall be distributed to each team after the match.

Computerized Statistics. Computerized volleyball statistics are required for all NCAA championship matches. The stat sheets shall not include a corporate logo on the box. After each set of a match, stats should be delivered immediately to the bench of each competing team, everyone seated at the scorer's table, and the media.

Flip Card. A flip card shall be printed and distributed to the media. Additionally, the media coordinator shall distribute to the media the names of each match official working each match one hour prior to the start of each match.

"Quickie" Stats. Quickie team statistics and individual set stats should be delivered to both benches and radio and television announcers during timeouts.

Updates. Each participant's SID shall update team and individual statistics after every match, and the statistics shall be reproduced and distributed at the first scheduled press conference preceding the team's next competition in the championship.

### Statistics Reporting to the NCAA

If the host is using NCAA LiveStats all statistics will be submitted to the NCAA after the statistics have been finalized. If another software product is used, the XML from each regional/championship contest must be either uploaded at <https://stats.ncaa.org/login> or sent to Lauren McLaughlin ([lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org)) at the NCAA national office. These files can be sent immediately after each contest or after the day of competition is complete. On the final day, the email should include the all-tournament and Most Outstanding Player selections. For hosts that use NCAA LiveStats for Volleyball, we will reach out with further instructions once we get closer to the championship.

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

Institutions should send all information as follows:

- Email the information to [ncaa-content@turner.com](mailto:ncaa-content@turner.com).
- Specify the division, sport, round and region in the subject area.

- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

See Appendix Q for additional information.

### **Strobe Lights**

**[Please Note: The only time usage of strobe lights requests will be approved by the NCAA are for specific venues that are known to have issues with lighting and an advanced request for usage is made.]**

Strobe lights are administered and pooled at the discretion of the NCAA or the host media coordinator. In cases where strobe lights are approved, 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 on the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes. After approval of the strobes, photographers and technicians shall not make changes to the strobes' power output or locations.

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, without approval from the NCAA.

A fee may be assessed by the strobe coordinator to cover installation, power, venue fees and equipment costs on a shared basis among the users. A venue may request agencies installing strobes to provide a current insurance certificate as a condition of installation.

### **Team Films/Videotapes**

Each participating team is permitted to tape all matches at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for four videotape cameras to shoot at one time.

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

written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

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

### **Team Practices**

**First Round, Regional Semifinals and National Semifinals.** Practices held the day prior to the opening competition are open, although institutional representatives from participating teams are prohibited from attending other teams' open practices. Practices held the day of the semifinal matches are closed. Credentials are required for open practices. Media may attend the open practices and photograph or videotape the practices.

**Second Round, Regional Finals and National Finals.** Practices held on the day of the competition and/or the day between matches shall be closed to the public and the media.

### **Television and Digital Rights**

The NCAA maintains exclusive rights to broadcast all rounds of NCAA championship competition. Television syndication rights will be granted by the NCAA's Broadcast Department. All host institutions for first and second rounds of this championship event must produce a live Internet video stream unless those rights have been granted along with the television syndication rights. The live streaming video must be free of charge and have no commercials.

The NCAA and Turner Sports will coordinate with the host institution on the specifications for the video feed. All questions related to video streaming should be directed to Nate Flannery, NCAA Championships and Alliances – Digital and Social Media ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

### **Working Press Room**

The NCAA and host media coordinators are responsible for the working pressroom at the arena.

Equipment. An appropriate number of hard lines should be installed for transmitting information. Wireless access is also preferred.

Individual Telephones. Individual media representatives may order telephones at the media outlet's expense. Media coordinators shall coordinate these orders according to host institution/conference or facility policy.

SID Needs. The NCAA media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Telephones. At each site, telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The NCAA media coordinator shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may

have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at courtside.

## ***SECTION 16 – Medical Procedures***

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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).

### **Ambulance Service**

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

### **Biohazard Cleanup**

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

### **General Public**

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

### **Hospital**

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

### **Participants**

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



## **Supplies**

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

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

Sports medicine providers should be trained to use emergency supplies.

## **Locker Rooms**

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

## **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.

## **Communication**

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

## **Teams' Physicians**

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of

emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

### **X-Ray Technicians**

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

### **Concussions**

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

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

### **Medical Staffing**

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

**Travel Party.** Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

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

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

### Administration

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

### Availability

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

### General Policies

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

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

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

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

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

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

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

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

**Confidentiality**

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

**Evaluation**

**Preliminary Rounds.** Evaluators will evaluate the officials. The evaluators will be assigned by the national coordinator of officials and work with the volleyball committee representative to oversee the evaluation process. The evaluators shall receive a credential, which will enable them to gain access to the playing court and meeting rooms after completion of the match.

**Fees and Expenses**

The host institution is not responsible for paying the referees' fees and expenses (game fee, per diem or travel). The NCAA will be paying these fees through the ArbiterPay system. The host will be responsible for paying for lodging for the referees. If a line judge is approved for a hotel, the institution will be notified and be responsible for lodging expenses.

The host institution will be responsible for paying the scorer via the budget system.

The host institution will be responsible for paying the evaluators at first- and second-round competition. Evaluators, if only one, will receive a flat fee of \$400. If two evaluators are on site, each will receive \$200. No per diem, hotel or transportation will be covered.

**Flags**

Flags that meet the rules specifications must be supplied by the host and used by the line judges.

**Hotel**

The officials should be housed in the same hotel as the NCAA representatives and may not be housed with the teams.

**Meetings**

Referees and line judges are required to attend the officials meeting prior to the conduct of the competition. The tournament manager should notify all officials and line judges of the date, time and location of the officials' meeting. The scorer is encouraged to attend. The alternate official should meet with and direct the ball rotation and floor wiping crews. All officials must be on the floor 45 minutes before the starting time of the first match.

**Selection**

**Preliminary Rounds.** The committee, national coordinator, and regional advisors will assign four referees and four line judges. The host institution is responsible for hiring a scorer and libero tracker. The evaluator will be assigned by the NCAA.

**Finals.** The committee, national coordinator, and regional advisors shall assign and evaluate four referees and four lines judges to the championship. The host is responsible for hiring a scorer and libero tracker.

**Notification.** The NCAA is responsible for contacting the referees (by email) to notify them of their assignments. The host should contact the officials, once confirmed, to obtain arrival times; provide information regarding a meeting time and site and lodging arrangements; and determine whether they wish to purchase tickets for family members or friends.

#### **Tickets**

Each official is entitled to purchase a minimum of two tickets to the competition (e.g., for family members or friends); the committee member will administer this process. The officials themselves should be provided a credential for admittance.

Officials (and evaluators) must purchase tickets for any guests they wish to bring with them. No complimentary admissions are permitted.

#### **Transportation**

Referees (first and second rounds, and regionals will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or the approved NCAA rate per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short Travel at 866-655-9215. One vehicle (for up to four individuals per crew) will also be reserved through Short's Travel. Lines judges at preliminary rounds shall be reimbursed for mileage expenses.

#### **Uniform**

Referees, line judges and scorers shall wear uniforms outlined in the Best Practices document, which states a volleyball certified official shall wear a white polo, navy slacks and white shoes.

Uniform patches will be provided by the NCAA. They should be distributed to all officials, line judges, scorer and assistant scorer (libero tracker) and worn during the competition on the right chest area.

### ***SECTION 19 – Programs***

#### **General Information**

This championship will feature a printed program, which the NCAA and IMG College Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of IMG College before, during and after the event.

## **Content/Editorial**

### **IMG College Responsibilities**

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

### **Host Responsibilities**

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

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

## **Supplemental Handouts**

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

- are only distributed with the purchase of a program
- do not include information available in the program
- do not include advertisements

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

## **Program Vending and Complimentary Programs**

IMG College will enter into an agreement with the official program vendor of the host institution or sponsoring agency, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20 percent commission of gross sales for providing these services. Below are the program vending responsibilities of both IMG College and the host, or official program vendor.

### **IMG College Responsibilities**

- Reserves the right to manage vending/fulfillment in-venue
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority

### **Host Responsibilities**

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for

donors, fans or corporate partners, they may purchase a bulk amount of programs (minimum of 25) from IMG College. Please make IMG aware of this interest by noon EST on the Monday prior to the championship.

- The host venue will provide all vendors unless otherwise prearranged with IMG College
- Return a signed vending agreement to IMG College prior to the event
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All programs vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs as specified below:

Championship Breakdown	Sites Per Round	Team Sports		Media/Other Comps Per Site	Total Comps Per Site	2017 Comps Per Round
		Travel Party Size	Teams per Site			
DI Women's Volleyball 1st and 2nd Rounds	16	22	4	20	108	1,728
DI Women's Volleyball Regionals	4	0	0	25	25	100
D1 Women's Volleyball Champ	1	22	4	100	188	188

- Meet the “Program Vending Standards” (listed below) to receive 20 percent commission of the gross program sales
- After meeting the “Program Vending Standards,” IMG College will pay the vendor 20% commission of gross sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement

### Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify IMG College of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with IMG College.
- Display signage in a professional manner, if provided by IMG College.



- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
  - Designate individuals to sell programs and pay them a commission for each program they sell, or
  - Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell
  - Encourage vendors to walk through the stands to sell programs during the event

#### Questions

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

### ***SECTION 20 – Safety/Security***

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

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

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

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement

officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

#### **Minimum Number of Personnel**

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

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

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

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

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor.

Team Bench Areas. A uniformed security officer should be stationed behind or at the end of each team bench to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

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

#### **Nonpermissible Items.**

The arena management is responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the arena without the advance written permission of the NCAA: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers) cups or strobe lights. The facility may have additional restrictions on items that may not be brought into the arena.

"Irritants". "Irritants" include such items as oversized flags, banners, or signs that may block the view of other patrons. The committee liaisons are responsible for determining whether a specific item in this category represents an "irritant" to other patrons and whether it should be prohibited.

#### **Distribution of Materials**

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

### ***SECTION 21 – Tickets***

#### **Team Ticket Blocks**

##### Preliminary Rounds

Each participating institution will be allocated a maximum of 200 all-session tickets for preliminary-round competition. All 200 must be "prime" lower level courtside seats, beginning with row one. The committee may adjust allocations, if necessary, to equitably address specific facility seating situations as they arise.

Each institution must notify the host ticket manager of the number of desired all-session tickets by noon (local time for the institution) the Tuesday immediately preceding the first match. After that time, the participating institutions may not return any portion of their allocation and are responsible for full payment of the number requested.

If any institution does not purchase the full allotment of 200 all-session tickets, the remaining tickets will be offered equally to the other institutions that may desire additional tickets.

Single-session tickets will not be sold to the participating institutions.

##### Championship

Each participating institution will be allocated a maximum of 200 all-session tickets. All 200 seats must be "prime" courtside seats, beginning with row one. The committee may adjust allocations, if necessary, to equitably address specific facility seating situations as they arise.

Each institution must notify the host ticket manager and the NCAA of the number of desired all-session tickets by noon (local time for the institution) the Tuesday immediately preceding the semifinal matches. After that time, the participating institutions may not return any portion of their allocation and are responsible for full payment of the number requested.

If any institution does not purchase the full allotment of 200 all-session tickets, the remaining tickets will be offered equally to the other institutions that may desire additional tickets.

Single-session tickets will not be sold to the participating institutions.

### Team Ticket Block Locations

The location of each team's courtside seats shall align with bench assignments as follows:

Seed #1 (Home team bench*)	Seed #2 (Visiting team bench)
Court	
Seed #3	Seed #4

\*Home team will occupy their own home bench and the visiting team bench assignment will then adjust.

### **Ticket Blocks**

#### General Public (New in 2019)

Each preliminary round host is required to hold and offer a minimum of 100 all-session tickets to the general public once the bracket announcement has been released. The general public must be given an opportunity to purchase tickets for any of the host sites. While reserved seats are preferred, the tickets may also be General Admission or Standing Room Only and should be priced accordingly.

#### Bands/Cheerleaders/Mascot

Bands should be seated in comparable areas of the arena. End zones are preferred, with both bands on the same side of the court, seated opposite their respective team benches. Bands should not interfere with spectators, photographers or teams, subject to the approval of the NCAA site representative. Bands and cheerleaders should be provided seating when their team is not playing (for both sessions, regardless of whether their team is defeated in the semifinal match), if the venue is not sold out.

A maximum of 30 band members including the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a pass list.

#### Non-Participant Seating

Seating in these areas shall be restricted to the 25 individuals on each team who have been issued bench credentials.

#### Scouting Seats

Scouting seats shall be reserved only for the official members of the coaching staffs of the participating teams. Four seats will be provided to each of the non-competing teams on the first day of competition at first- and second-round sites, regionals and the national championship. One of the four seats should be used to accommodate a member of the video editing staff, if applicable.

No scouting seats are provided for the second day of competition at first- and second-round sites, regionals or the national championship.

Seats should be located on the end lines of the court. If space is not available on the end lines, the NCAA must approve an alternate location. Each scout can gain access to the scouting seats with a bench credential.

## Officials

Seats must be made available for the non-working match referees and line judges.

## **Ticket Prices**

There are no required minimum ticket prices for the first and second rounds of the championship; however, there is a minimum financial guarantee of \$7,500. **Suggested** minimum ticket prices are as follows, but the host institution may charge more if appropriate for the market.

First and Second Rounds:

### All-Session

Reserved - \$12

General admission - \$10

Student/senior citizen - \$6

Child (age two and older) - \$4

### Single-Session

Reserved - \$7

General admission - \$6

Student/senior citizen - \$5

Child (age two and older) - \$4

The **required** minimum ticket prices for the regionals are as follows, but the host institution may charge more if appropriate for the market. The minimum financial guarantee for regionals is \$12,000.

Regionals:

### All-Session

Reserved - \$14

General admission - \$12

Student/senior citizen - \$8

Child (age two and older) - \$4

### Single-Session

Reserved - \$8

General admission - \$7

Student/senior citizen - \$5

Child (age two and older) - \$4

## Student Ticket Price

If a special ticket price is offered to students, it must be offered to the students of all four participating institutions competing at the site. The host institution is not allowed to offer a special student ticket price to its students only.

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

Ticket prices for the championship final will be determined by the NCAA, in conjunction with the host institution or conference.

## **Player-Guest Ticket Distribution/Will Call**

Each institution will have a table for its use located near the host box office for the distribution of player-guest and will call tickets. Each institution is required to staff its own table. The table must be staffed when doors open prior to the start of the first match and remain staffed until all tickets have been distributed. Positive picture identification will be required to pick up tickets. Please limit will call at the venue as much as possible to assist with congestion in the lobby area.

## **Payment**

Full payment for tickets must be forwarded to the host ticket manager within 30 days of the last date of competition. Hosts are required to include their vendor identification number on each

ticket invoice to allow the participating institutions to expedite payment. A \$500 fine shall be assessed for each day an institution fails to pay for its tickets subsequent to the 30-day deadline. The NCAA may waive this provision based on extenuating circumstances.

#### **Complimentary Ticket Policy**

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which are then treated as complimentary tickets for the student-athletes. A pass list system will be administered by a representative of each participating institution and each institution is required to staff its own table at the pass list entrance. Individuals using the pass list tickets should be directed to the appropriate entrance, where they will be identified by the institution's designee, given a ticket stub and directed to his or her seats.

#### **Ticket Design and Printing**

##### Preliminary Rounds

Hosts are responsible for printing and distributing all tickets for preliminary-round competition. The NCAA's standard ticket back language should be placed on the back of all tickets for an NCAA event. If that is not possible, the language must be posted at all ticket windows for patrons to see and to be placed on notice about the restrictions.

##### Championship

The NCAA will manage the design and printing process for the championship tickets. Point of sale ticket stock will be provided by the NCAA to the host for any box office sales or reprints.

#### **Age Restrictions**

The NCAA will adhere to the host venue's policy with regards to the age restriction for children who must have a ticket for admittance. If, according to the policy, the child is admitted free of charge, he/she must be accompanied by a ticketed adult and must sit on the adult's lap.

If a host venue policy has not been established, children under the age of two shall be admitted free of charge, provided that they sit on the lap of the ticketed adult.

#### **Ticket Purchaser Data**

At the conclusion of competition, the host box office shall provide the list of ticket purchasers for the event to the NCAA. The data shall be provided in an Excel file and contain, at a minimum, the customer's full name, street address, email address and phone number. The NCAA may also request ticket purchaser data prior to the competition, if needed.

## ***SECTION 22 – Transportation***

#### **Officials' Transportation**

Referees and lines judges should be reimbursed the approved NCAA rate per mile round trip (including both to and from the site and for local transportation while at the site) or actual expenses for a rental car (one car per crew: one car at preliminary rounds and two cars at the finals) and will be paid by the NCAA. Officials will be advised that reservations for rental cars should be made through Short's Travel.

### **Participating Institutions**

The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution. All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

### **Parking**

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

## ***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
- Assist the LOC with championship operations.

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

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

For the final site, the NCAA may request additional volunteers from the LOC as necessary.

### **Apparel (Final Site Only)**

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Event 1 and BDA have been selected as the official NCAA volunteer apparel providers for all 2019-20 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

#### **Waivers**

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

#### **Recognition (Final Site Only)**

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

### ***SECTION 24 – Miscellaneous***

#### **Goods and Services for Championships**

The NCAA supports full opportunity for all members of our society. It encourages the participation, directly or indirectly, by minority- or women-owned business enterprises in providing goods and services in support of NCAA championships.

#### **Recruits**

Recruits may be admitted to a competing institution's practices and locker room prior to a contest, if the coach so desires; however, they may not be admitted to the locker room after the match, due to post-match media procedures that must be followed. Competing institutions may not provide a recruit special consideration admittance or special seating for the competition, nor may recruits sit on a competing institution's bench during competition.

#### **Schedule of Events**

The NCAA site representative will approve the schedule of events. [Appendix J]



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

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

### **Participant Manual – Preliminary Rounds**

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

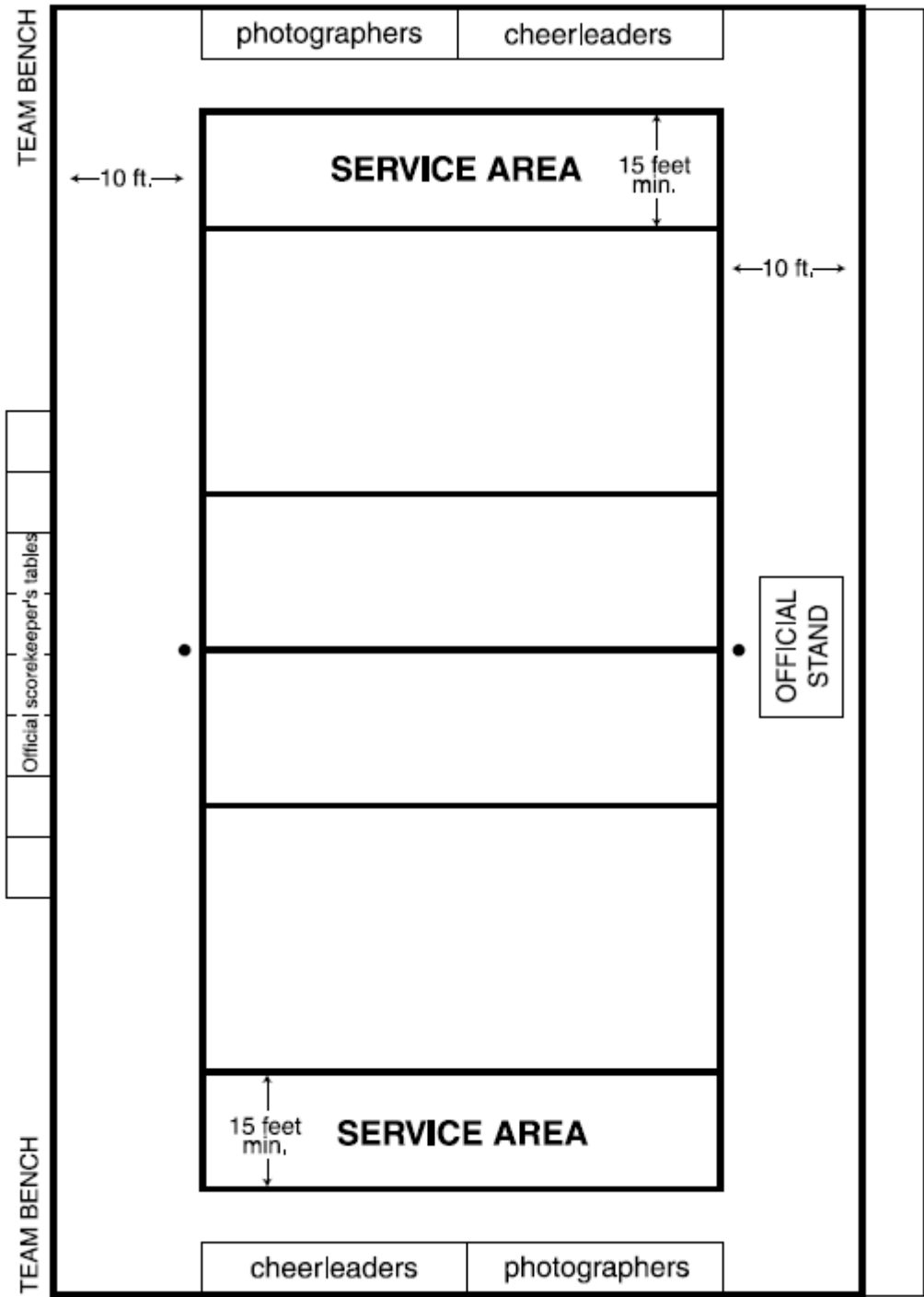
Contents. The participant manual should be "personalized" with the information specific to your situation. It is not necessary to repeat the handbook policy statements applicable to each heading; the appropriate handbook sections are referenced for the reader's convenience, and repeating them would be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

Distribution. **First/Second Rounds** - The participant manual must be electronically distributed to participating teams no later than noon on Monday following selections. **Regionals** –The tournament manager must communicate electronically with each team no later than noon the day following second-round matches including sending the participant manual.

### **Team Hosts**

Each team should be assigned a team host to assist it during its stay.

COURT SET-UP



## NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP

### Division I Sample Match Protocol

#### Single Match

<b>Time Allotted</b>	<b>Actual Time</b>	<b>Visible Clock</b>	<b>Protocol</b>
41 minutes	6:30-7:11 p.m.	:60-:19	Court available for shared warm-up
	7 p.m.	:30	Coin toss
4 minutes	7:11-7:15 p.m.	:19-:15	Visiting team court
4 minutes	7:15-7:19 p.m.	:15-:11	Home team court
5 minutes	7:19-7:24 p.m.	:11-:06	Visiting team court
5 minutes	7:24-7:29 p.m.	:06-:01	Home team court
1minutes	7:29-7:30 p.m.	:01-:00	Team huddle/announcements
	7:30 p.m.	:00	National anthem/player introductions
			Match begins

#### Double Match

<b>Time Allotted</b>	<b>Actual Time</b>	<b>Visible Clock</b>	<b>Protocol</b>
41 minutes	4:30-5:11 p.m.	:60-:19	Court available for shared warm-up
	5:00 p.m.	:30	Coin toss
4 minutes	5:11-5:15 p.m.	:19-:15	Visiting team court
4 minutes	5:15-5:19 p.m.	:15-:11	Home team court
5 minutes	5:19-5:24 p.m.	:11-:06	Visiting team court
5 minutes	5:24-5:29 p.m.	:06-:01	Home team court
1 minute	5:29-5:30 p.m.	:01-:00	Team huddle/announcements
	5:30 p.m.	:00	National anthem/player introductions
			Match begins

(30 minutes between matches)

<b>Time Allotted</b>	<b>Actual Time</b>	<b>Visible Clock</b>	<b>Protocol</b>
11 minutes	7-7:11 p.m.	:30-:19	Court available for shared warm-up
	7 p.m.	:30	Coin toss
4 minutes	7:11-7:15 p.m.	:19-:15	Visiting team court
4 minutes	7:15-7:19 p.m.	:15-:11	Home team court
5 minutes	7:19-7:24 p.m.	:11-:06	Visiting team court
5 minutes	7:24-7:29 p.m.	:06-:01	Home team court
1 minutes	7:29-7:30 p.m.	:01-:00	Team huddle/announcements
			Player introductions
			Match begins

CROWD CONTROL STATEMENT

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER PRIOR TO START OF 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 or sexist 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.] **(Note: Use bracketed statement when necessary or when further emphasis is needed.)** The NCAA thanks you for your cooperation."

## NCAA® DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP CREDENTIALS

<p>All Access</p> <p>Issue to:  Official table personnel  Tournament manager  Media coordinators and staff  Game officials  Essential host institution personnel  Selected facility management staff  Tournament doctor  Participating institution's SID staff, SWA and athletics director  Primary SID support</p> <p>Provides access to: courtside media seating, backstage media areas (interview room and working press room), photography positions, darkroom, team locker rooms, temporary television and training room.</p>	<p>Media</p> <p>Issue to:  Print and radio media  Institutional-related media  TV talent other than station/network with rights  Statisticians</p> <p>Provides access to: courtside media seating, backstage media areas, and team locker rooms (post-match only).</p>	<p>Television Networks with Rights</p> <p>Issue to:  Talent  Director  Cable pullers</p> <p>Producers  Technicians  Camera oper.</p> <p>Provides access to: courtside media seating, backstage media areas, photography positions, team locker rooms and temporary television.</p>	<p>Photo</p> <p>Issue to:  Still photographers  Photo technicians  Individuals handling strobe lighting  Photo editors  Photo couriers  Photo assistants</p> <p>Provides access to: backstage media areas, darkroom and in-and-out access to photography positions.</p>
<p>Temporary Television</p> <p>Issue to:  All cinematographers except station/network with rights  Satellite assistance  Technical support</p> <p>Provides access to: courtside only until 30 minutes before first match of a session. From that point on, this area (and all other areas from which the playing floor may be seen) shall remain off limits until station/network discontinues coverage from the site. Also access to backstage media areas and team locker rooms (post-match only).</p>	<p>Limited Access</p> <p>Issue to:  Phone, fax and reproduction equipment  Personnel  Press room attendants  Participating institution's ticket office staff  Sports sciences staff</p> <p>Provides access to: backstage media areas and team locker rooms (post-match only).</p>	<p>Event Management</p> <p>Issue to:  Ball rotation crew  Team reps to record game film  Other arena personnel with event management duties  Statistical runners  NCAA official concessionaire</p> <p>Provides access to: backstage media areas and in-and-out access to courtside media seating area.</p>	<p>Temporary Floor access-first round</p> <p>Temporary Floor access-second round</p> <p>Issue to:  A maximum of six full-time representatives of each participating institution (e.g., president, faculty rep, etc.) or others designated by the primary administrator</p> <p>Provides temporary access at all times to: team locker rooms, backstage media areas, in-and-out access to courtside media seating (but they do not have an assigned seat). Bearer must have game ticket for admission.</p>

The following should be referenced via [www.ncaa.com/credentialterms](http://www.ncaa.com/credentialterms) on the back of all credentials:

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

#### **GENERAL**

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

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

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

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

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

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

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

#### **MEDIA**

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

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

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

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

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

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

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

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

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

#### **NCAA CHAMPIONSHIP VIDEOGRAPHER**

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

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

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

PRINT PHOTOGRAPHY CRITERIA

Sports editors or directors shall request all photography credentials. Subject to limitations of space, photography credentials to the championship shall be assigned to agencies requiring immediate news coverage in accordance with the following priorities:

- A photographer from a media outlet that covers the collegiate sport consistently on a national basis.
- A photographer from a media agency in the geographic area of the host city.
- A newspaper photographer from the locale of a participating institution that has consistently staffed its contests throughout the season.
- A photographer, certified by a participating institution, who will represent campus-related entities.

Any photographer approved to work on the court must secure an armband or vest from the media coordinator.



## NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP

**PRINT PHOTOGRAPHY POLICIES**

1. A photographer approved to work on the floor level shall secure from the media coordinator an armband or vest (if available).
2. Photographers working the floor level are restricted to the photographers' areas denoted in the credential packet and acknowledged on the court.
3. At no time may photographers work from directly behind the official table and team benches. Photographers may work from the following areas:
  - a. **Practice day** - end zones or from the working press area;
  - b. **Before and during matches** – end zones and/or pre-determined seats on press row (final site only).
  - c. **After the last match of a session and between matches of a session** - end zones or along the sideline opposite the team benches, to shoot any celebration. When the celebration ends, the photographers must return to the photographers' box positions.
4. Messengers and technicians shall not photograph game action.
5. Only messengers have "in-and-out" access to the arena and these individuals are required to display a credential and an armband (if available). They shall not loiter around the playing court or obstruct the view of any ticket patron.
6. No photography equipment (i.e., cameras, strobes) shall be attached to the net, nor may unmanned equipment be placed adjacent to the floor or on press tables.
7. Cameras shall not be installed over the playing court without the special permission from the media coordinator. If permission is granted, the camera shall be double-secured and in position 24 hours prior to the start of the first match.
8. Individuals assigned by the media coordinator to assist photographers on the floor will provide photographers programs and/or flip cards. Photographers should claim play-by-play and statistics in the media workroom.
9. Photographers will not be admitted to any potential working position over the playing court from 30 minutes prior to the first match of a session until 30 minutes after the second match.
10. No tripod may be placed on or beside the playing floor.

**ALL-TOURNAMENT TEAM SCRIPT**

***(REGIONAL AND FINAL SITES)***

LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO CENTER COURT FOR THE PRESENTATION OF THE CHAMPIONSHIP ALL-TOURNAMENT TEAM.

AND NOW, THE 2018 CHAMPIONSHIP ALL-TOURNAMENT TEAM:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

THE MOST OUTSTANDING PLAYER IS \_\_\_\_\_'s \_\_\_\_\_.  
institution name

Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA women's volleyball. HAVE A SAFE TRIP HOME.

### **POST-MATCH RESPONSIBILITIES**

1. **Match Concludes.** Head coaches and teams must head directly to the locker room. Unless the head coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the match unless requested for a short interview (not to exceed four minutes) by the television network or station that has purchased rights.
  
2. **Cooling-Off Period.** Please also refer to the 2019 NCAA Division I Women's Volleyball Pre-championship Manual.
  - a. The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the match.
    - (1) NCAA committee representative should assign a person to each team to time the cooling-off period, which will be 10 minutes.
    - (2) 1<sup>st</sup>/2<sup>nd</sup> rounds and regionals – The advancing team's head coach and players will go to the press conference first, followed by the non-advancing team's head coach and players.
 

Finals site - At the end of the cooling-off period, the assigned committee member should escort the advancing head coach and two players (minimum) to the interview area and then the losing head coach and players to the "holding" area.

      - (a) It is very important to get the losing head coach and players to the post-match interview area quickly after the cooling-off period has ended.
      - (b) The holding area should be near the interview room, to be used by the winning head coach and players as they wait. They must be escorted to the news conference area as soon as the first team is finished. It is important that the first team has left the interview room and/or corridor before bringing in the winning coach.
      - (c) If a coach permits any single media agency to enter the locker room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.
      - (d) Two-way radios for the news conference officials and locker room representatives are recommended for all rounds.
  - b. In the event of post-match drug testing of student-athletes, the drug-testing couriers will notify the student-athletes selected for testing immediately after the cooling-off period expires. Personnel will be notified at the administrators' meeting if drug testing will be conducted.
  - c. After the cooling-off period has concluded, both locker rooms shall be open to the media for 10 minutes, providing media representatives are present the entire time.
    - (1) All players and assistant coaches not participating in the formal post-match news conference must be available for any media requests during the time that the locker room is open. However, it is permissible for an assistant coach to participate in a radio interview on the head coach's behalf before the expiration of the cooling-off period.

- (2) The assigned timer for the cooling-off period should begin timing the open locker room period as soon as the head coach and players leave for the post-match news conference. A stopwatch is the preferable instrument for timing.

### 3. Post-match News Conference.

#### a. Coaches and Players.

- (1) Regardless of regular-season radio or television contract(s) (outside of rights holding radio or television outlets), the head coach is obligated to the entire media staffing the tournament and must report to the interview room immediately after the cooling-off period.
- (2) Assistant coaches are not obligated to the entire media staffing the tournament and may grant post-match radio interviews at any time after the conclusion of the match.
- (4) At 1<sup>st</sup>/2<sup>nd</sup> rounds and regionals– The advancing team's head coach and players will go to the press conference first, followed by the non-advancing team's head coach and players.
- (5) At the Finals site, the advancing team's head coach and players will go to the press conference first, followed by the non-advancing team's head coach and players with the exception of the championship final match in which the runner-up team's head coach and players will proceed to the press conference first, followed by the national championship team's head coach and players.
- (6) After fulfilling the commitment to the media staffing the tournament, the head coaches may participate in interviews managed by the team's sports information director.

#### b. Moderator.

- (1) Moderator should give pertinent match statistics (i.e., kills, blocks, aces and records) to media while they wait for first team to arrive. Box scores should be distributed to media as soon as they are available.
- (2) Sports information representatives should get the names of the student-athletes who will attend the news conference and give the names to the moderator so he/she can announce names in advance.
- (3) Coach and players should be told to let the moderator repeat all questions before they attempt to answer them. Moderator should tell them this as they sit down.
- (4) The moderator should repeat all questions from the media, even if everyone might have heard the question.
- (5) Moderator should open the news conference by asking the head coach for his/her thoughts on the match.
- (6) The moderator should request questions for the student-athletes. After they have taken questions, the student-athletes may be dismissed to return to the locker room. Questions may then be directed to the coach.

- (7) The moderator should keep flow of the news conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and players.

4. Post-match Award Presentations.

a. Regional and National Championship Only.

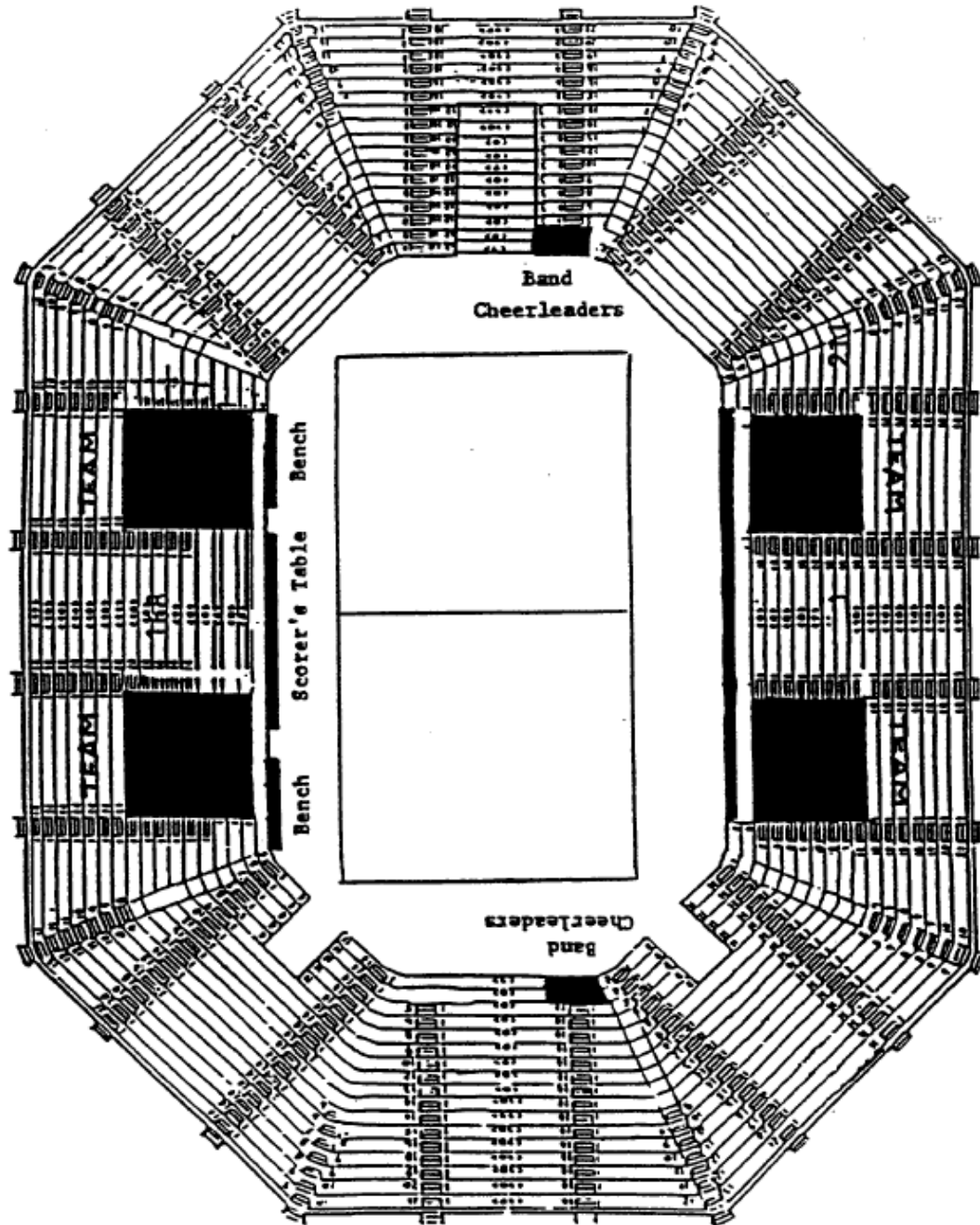
All-Tournament Team.

- (1) Media coordinator shall distribute ballots to certified media representatives during the final match of each regional and national championship match. Seven players should be selected (position not important) and one of the seven players shall be named the most outstanding player.
- (2) In the event of a close match, ballots shall not be collected and counted until the match has concluded.
- (3) All-tournament team shall be announced as soon as possible following the final match at each site.
- (4) Inform all-tournament team members that certificates are given for selection to the team at the National Championship.
- (5) All-tournament team selections should be emailed to the NCAA media coordinator at the conclusion of regional play.

b. National Championship Award Presentations.

- (1) Once court begins to clear after the post-match celebration, the table with the trophy and championship watches should be moved to center court.
- (2) Script will be prepared in advance for public address announcer to present awards to the championship team.

SAMPLE SEATING CHART



**SAMPLE: 2018 Division I Women's Volleyball Championship****Tentative Schedule of Events**

(All times are xxx Time)

**Wednesday, December XX**

9 – 9:45 a.m.	Administrative meeting	Target Center Lexus Courtside Club
9 a.m. – 5:15 p.m.	Training room open	Target Center Training Room
9:30 a.m. – 3 p.m.	Media credential pick up	Target Center TCL SixOneTwo Lounge
10 – 11:30 a.m.	<b>TEAM A</b> Practice (Open) (Semifinal Match #1 – home team)	Target Center Main floor
10 – 11 a.m.	<b>TEAM B</b> ESPN/VWSE/SOCIAL MEDIA interviews/head shots (Semifinal Match #1 – visiting team)	Target Center ESPN/VWSE Interview Rooms
10 a.m. – 4 p.m.	Media meal, snacks & drinks	Target Center TCL SixOneTwo Lounge
11 a.m. – 1 p.m.	Committee/Staff meal	Target Center Game Management Room
11:35 a.m. – 1:05 p.m.	<b>TEAM B</b> Practice (Open) (Semifinal Match #1 – visiting team)	Target Center Main floor
11:40 a.m. – 12:40 p.m.	<b>TEAM A</b> ESPN/VWSE/SOCIAL MEDIA interviews/head shots (Semifinal Match #1 – home team)	Target Center ESPN/VWSE Interview Rooms
12:30 – 1 p.m.	<b>TEAM C</b> Press conference (Semifinal Match #2 – home team)	Target Center Media Interview Room
1 – 2 p.m.	<b>TEAM D</b> ESPN/VWSE/SOCIAL MEDIA interviews/head shots (Semifinal Match #2 – visiting team)	Target Center ESPN/VWSE Interview Rooms
1:05 – 1:35 p.m.	<b>TEAM A</b> Press conference (Semifinal Match #1 – home team)	Target Center Media Interview Room
1:20 – 2:50 p.m.	<b>TEAM C</b> Practice (Open) (Semifinal Match #2 – home team)	Target Center Main floor
1:40 – 2:10 p.m.	<b>TEAM B</b> Press conference (Semifinal Match #1 – visiting team)	Target Center Media Interview Room
2:15 – 2:45 p.m.	<b>TEAM D</b> Press conference (Semifinal Match #2 – visiting team)	Target Center Media Interview Room
2:55 – 4:25 p.m.	<b>TEAM D</b> Practice (Open) (Semifinal Match #2 – visiting team)	Target Center Main Floor
3 – 4 p.m.	<b>TEAM C</b> ESPN/VWSE/SOCIAL MEDIA interviews/head shots (Semifinal Match #2 – home team)	Target Center ESPN/VWSE Interview Rooms
6 – 8 p.m.	Championship banquet	MUSE Event Center

**Thursday, December XX**

8 a.m. – 11 p.m.	Training room open	Target Center Main Training Room
9 – 10 a.m.	<b>TEAM A</b> - Semifinal Match #1 practice (Closed) – home team	Target Center Main Floor
10:05 – 11:05 a.m.	<b>TEAM B</b> - Semifinal Match #1 practice (Closed) – visiting team	Target Center Main Floor

# APPENDIX J

11:10 a.m. – 12:10 p.m.	<b>TEAM C</b> - Semifinal Match #2 practice (Closed) – home team	Target Center Main Floor
11 a.m. - 1 p.m.	Committee/Staff Meal	Target Center Game Management Room
12:15 – 1:15 p.m.	<b>TEAM D</b> Semifinal Match #2 practice (Closed) – visiting team	Target Center Main Floor
2 – 11 p.m.	Media snacks and drinks	Target Center TCL SixOneTwo Lounge
3 - 9 p.m.	Media credential pick up	Target Center TCL SixOneTwo Lounge
3:30 – 6 p.m.	Committee/Staff meal	Target Center Game Management Room
4 p.m.	Pep Rally Team #1 – Visiting team Semifinal #1	Pourhouse
4:30 p.m.	Gates open to public Player guest pass gate open Fan Zone opens	Target Center Skyway Level
4:30 p.m.	Pep Rally Team #2 – Home team Semifinal #1	Pourhouse
5 p.m.	Pep Rally Team #3 – Visiting team Semifinal #2	Pourhouse
5 p.m.	Court available for warm up	Target Center Main Floor
5:30 p.m.	Pep Rally Team #4 – Home team Semifinal #2	Pourhouse
6 p.m.	Semifinal Match #1 <b>TEAM A vs. TEAM B</b>	Target Center Main Floor
7:30 p.m.	Warm-up court available for teams in Semifinal Match #2	Lifetime Fitness
8 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #1)</i>	Target Center Media Interview Room
8 p.m. (approx.)	Semifinal Match #2 <b>TEAM C vs. TEAM D</b> <i>(Begins 30 minutes following Semifinal #1)</i>	Target Center Main Floor
8:30 p.m. (approx.)	Autograph session with teams presented by AT&T <i>(Begins 15 minutes following Semifinal #1)</i>	Target Center 100 Level Concourse (behind section 116 and 126)
10:30 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #2)</i>	Target Center Media Interview Room
10:30 p.m. (approx.)	Autograph session with teams presented by AT&T <i>(Begins 15 minutes following Semifinal #2)</i>	Target Center 100 Level Concourse (behind section 116 and 126)

## Friday, December XX

10 – 11:30 a.m.	Masonic Children's Hospital Engagement [LOC, Advancing Team Spirit Squad]	Masonic Children's Hospital
10:45 a.m. – 12:45 p.m.	AVCA All American Brunch	Minneapolis Convention Center
12:30 – 5:30 p.m.	Training room open	Target Center Main Training Room
1 – 2 p.m.	Committee/Staff meal	Target Center Game Management Room
1:15 – 4 p.m.	Media credential pick up	Target Center TCL SixOneTwo Lounge
1:15 – 5 p.m.	Media snacks and drinks	Target Center TCL SixOneTwo Lounge
2:15 – 3:45 p.m.	Semifinal #1 winner practice (Closed)	Target Center Main Floor
3:20 – 3:50 p.m.	Semifinal #2 winner – press conference	Target Center Media Interview Room



## APPENDIX J

3:55 – 4:25 p.m.	Semifinal #1 winner – press conference	Target Center Media Interview Room
3:55 – 5:25 p.m.	Semifinal #2 winner practice (Closed)	Target Center Main Floor

**Saturday, December XX**

10:30 a.m. – End	Training room open	Target Center Main Training Room
11 a.m.– 12:30 p.m.	Semifinal #1 winner practice (Closed)	Target Center Main Floor
12:30 a.m. – 2 p.m.	Committee/Staff Meal	Target Center Game Management Room
12:35 – 2:05 p.m.	Semifinal #2 winner practice (Closed)	Target Center Main Floor
3:30 – 8:30 p.m.	Media credential pick up	Target Center TCL SixOneTwo Lounge
4 – 10:30 p.m.	Media snacks and drinks	Target Center TCL SixOneTwo Lounge
5 p.m.	Pep Rally Team TBD	Advancing team's hotel
5:30 p.m.	Pep Rally Team TBD	Advancing team's hotel
5:30 – 6:30 p.m.	Committee Staff Meal	Target Center Game Management Room
6 – 6:30 p.m. (approx.)	Championship Team Welcome Arrivals	Target Center 1 <sup>st</sup> Avenue Entrance to the main lobby box office
6 – 8:30 p.m.	Media meal	Target Center TCL SixOneTwo Lounge
6:30 p.m.	Gates open to public Fan Zone	Target Center Main Gate
6:30 – 7:30 p.m.	Autograph session with AVCA All-American	Target Center 100 Level concourse (behind 126)
7 p.m.	Court available for warm-up	Target Center Main Floor
8 p.m.	Championship match ( <i>awards presentation follows immediately</i> )	Target Center Main Floor
10:30 p.m. (approx.)	Post-game press conference (second-place team goes first)	Target Center Media Interview Room

[Standardized Participant Manual]  
for preliminary-round competition



**2019 NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP**

[DATE]

[Institution]

[City, State]

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Supplements: Official Traveling Party List

Head Coach Responsibilities

**2019 NCAA Women's Division I Women's Volleyball Championship**

[DATE]

[Institution]

[City, State]

**1. TOURNAMENT PERSONNEL****(Fill in names; home, office and cell telephone numbers; and e-mail addresses.)**

Tournament manager:

Name  
Office  
Home  
Cell  
E-mail

NCAA Division I Volleyball  
Committee Representative:

Name  
Office  
Home  
Cell  
E-mail

Sports Information Director:

Name  
Office  
Home  
Cell  
E-mail

Ticket manager:

Name  
Office  
Home  
Cell  
E-mail

To order tickets:

Name  
Office  
Home  
Cell  
E-mail

Trainer:

Name

Office

Home

Cell

E-mail

Facility manager:

Name

Office

Home

Cell

E-mail

(Add other contacts as necessary):

Name

Office

Home

Cell

E-mail

## 2. SCHEDULE OF EVENTS

[Note: Include all activities for the day prior to and day of the match; i.e., hospitality functions, if any, practices, news conferences, match times and administrative meeting.]

## 3. PRACTICE SCHEDULE

### Day Prior (Open)

Team A

Team B

Team C

Team D

### First Day of Matches (Closed)

Team A

Team B

Team C

Team D

### Second-Day Match

Team A

Team B

Teams may take the floor for warm-up 60 minutes prior to the start of the first match. Teams playing in the second match may take the floor as soon as it is available and will be guaranteed a minimum of 30 minutes for warm-up. Each institution's designated administrator must accompany his or her team to closed practices. This individual may be a trainer, sports information director or other administrator, but not a member of the coaching staff.

#### 4. HOTELS

##### [Refer to Lodging]

A block of 26 rooms have been reserved for each team. Sixteen double-double rooms have been guaranteed for each team at the hotels listed below. The institution is responsible for contacting the hotel to which it has been assigned to confirm the reservations and provide the hotel a rooming list. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the team rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, full charges for these rooms will be deducted from the institution's per diem. The host institution should contact the NCAA prior to a team leaving a property. If a team chooses to find another property it must be one that is not currently housing a team.

#### 5. TRANSPORTATION

##### [Refer to Transportation]

(Include directions from airport to hotels and campus; procedures for picking up courtesy cars; availability of rental cars and vans; necessary telephone numbers.)

#### 6. ADMINISTRATIVE MEETING

The NCAA site representative will conduct a mandatory administrative meeting with all competing teams at **(include time, day, site)** to review tournament procedures. The meeting will be held in **(location)**. It is mandatory that each institution's athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) and the head coach attend the meeting. Sports information director attendance is optional but recommended.

Administrators are requested to bring to the meeting the following typewritten lists: (a) names of players; (b) names of coaching staff; (c) names of remaining individuals comprising the 22 who receive credentials; and (d) the number **(not names)** of cheerleaders, mascots and band members (including the band director).

#### 7. TRAVEL PARTY INFORMATION

Transportation expenses and per diem will be provided for the official travel party of 22. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [www.ncaa.org](http://www.ncaa.org).

Participating teams are limited to a maximum of 15 players in uniform.

A team's bench limit is 25 and team benches will be set at 16. If an institution wishes to include its own team doctor in the bench area, that individual must occupy one of the 16 chairs and is in addition to the bench limit of 25. While the bench limit will remain at 25, the squad size will remain at 15. However, within the 25, two additional student-athletes can be on the bench not in uniform for a total of 17.

The event manager may provide additional chairs for the tournament doctor and a security representative.

Participant passes will be provided for a maximum of 25 institutional representatives. Three all-access credentials will be provided for the institution's administration.

## **8. EXPENSES/REIMBURSEMENT**

Expense reimbursement for participation in championships must be filed through the Travel Expense System (TES), which can be found online at <http://www.ncaa.org/championships/travel/championships-travel-information?division=d1>.

All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement.

If you need assistance or experience any technical difficulties, please contact the travel department at 317-917-6757 or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging and meal expenses, and other miscellaneous expenses.

## **9. SPORTS INFORMATION/CREDENTIALS**

### **[Refer to Media Coordination]**

Each SID must advise **(add SID's name, number, address)** of the number of credentials required and whether a radio station will broadcast the match. Space automatically will be reserved for each participating institution's home radio station; all other stations will be accommodated on a first-come, first-served basis. Official college or university noncommercial stations that broadcast the institution's regular-season competition are not charged a rights fee. All commercial stations must pay a rights fee.



## 10. SCOUTING SEATS

### [Refer to Tickets and Seating in the pre-championship manual.]

Scouting seats shall be reserved only for the official members of the coaching staffs of the participating teams. Four seats will be provided to each of the non-competing teams on the first day of competition at first- and second-round sites, regionals and the national championship. One of the four seats should be used to accommodate a member of the video editing staff, if applicable.

No scouting seats are provided for the second day of competition at first- and second-round sites, regionals or the national championship.

Seats should be located on the end lines of the court. If space is not available on the end lines, the NCAA must approve an alternate location. Each scout can gain access to the scouting seats with a bench credential.

The following number of scouting seats shall be reserved at each round:

First-Round Matches -- Match No. 1: Total of eight seats (four each for the two teams participating at the same site that will play the winner of that match). Match No. 2: Total of four seats (for the winner of the first match).

Second-Round Matches -- None.

Regional-Round Matches -- Match No. 1: Total of eight seats (four each for the two teams participating at the same site that will play the winner of that match). Match No. 2: total of four seats (for the winner of the first semifinal match).

Regional Final -- None.

## 11. TICKET INFORMATION

### [Refer to Tickets and Credentials]

The official traveling party for the championship is 22 (i.e., those for whom transportation and per diem expenses will be paid by the NCAA). Only members of the official travel party plus three (sports information director and two administrators) receive credentials and are admitted free of charge. The remaining individuals must purchase a ticket from the institution's allocation.

The ticket manager is \_\_\_\_\_ (name, phone number).

Each participating institution will be allocated a maximum of 200 all-session tickets for preliminary-round competition. All 200 must be “prime” lower level courtside seats, beginning with row one. The committee may adjust allocations, if necessary, to equitably address specific facility seating situations as they arise.

Each institution must notify the host ticket manager of the number of desired all-session tickets by noon (local time for the institution) the Tuesday immediately preceding the first match. After that time, the participating institutions may not return any portion of their allocation and are responsible for full payment of the number requested.

If any institution does not purchase the full allotment of 200 all-session tickets, the remaining tickets will be offered equally to the other institutions that may desire additional tickets. 78

Single-session tickets will not be sold to the participating institutions.

NCAA policies and legislation regarding the administration of players' tickets per Bylaw 16.2 will be followed to the letter. Individuals using players' tickets should be instructed to enter through **(add gate, location)**. Each participating institution must designate a representative to be at the gate to identify these individuals; they will be given ticket stubs and directed to their seats.

The location of each team's courtside seats shall align with bench assignments as follows:

Seed #1 (Home team bench*)	Seed #2 (Visiting team bench)
Court	
Seed #3	Seed #4

- \* Home team will occupy their own home bench.  
Other teams will then be assigned accordingly.

## **12. BAND, SPIRIT SQUAD AND TEAM SEATING**

### **[Refer to Bands/Cheerleaders/Spirit Squads and Mascots]**

Band members (a maximum of 30, including the director) shall be admitted free of charge via a gate list and shall be seated in the following area when their team is not participating: **(add section, row, seat numbers)**.

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification.

Bands, uniformed spirit squad members, plus a sponsor and a costumed mascot(s) (total of 13) shall be seated in the following area when their team is not participating: **(add section, row, seat numbers)**.

All spirit squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institutions' responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance.

Teams and other individuals comprising the 22 members of the official traveling parties plus three (sports information director and two administrators) shall be seated in the following area when not competing **(add section, row, seat numbers)**. Bands, spirit squad and teams shall enter the facility through **(add specific entrance, gate and parking information, if applicable)**.

If any team brings a pep band and the pep band is located on the endlines, then cheerleaders will remain on their original side of the court and NOT switch ends when their team switches benches. If no pep band is present, then cheerleaders and mascots will switch ends with their team at the conclusion of each set.

### **13. TRAINING ROOM AND FACILITIES**

(Include trainer's name and telephone number, location of training room, hours it will be open, available supplies and equipment, any policies or procedures specific to your facility, emergency telephone numbers.)

### **14. MEDICAL INFORMATION**

(Include designated hospital, phone number, directions and emergency telephone numbers).

If an institution wishes to have its own team doctor on the bench, that individual must occupy one of the 16 chairs and have a bench credential. Under no circumstances may an institution be provided more than 16 chairs or more than 22 credentials for its official traveling party.

### **15. LOCKER ROOMS**

(Include the locker rooms assigned to each team, location, whether a key will be provided each team, availability of towels, etc.)

## 16. NEWS CONFERENCES

### [Refer to Media Coordination]

News conferences will be conducted as follows:

Date	Time	Location
------	------	----------

Team A:

Team B:

Team C:

Team D:

## 17. POST-MATCH INTERVIEWS

### [Refer to Media Coordination]

Post-match interviews will be conducted in the (add location). Both coaches are required to bring a minimum of two players and a maximum of three to the post-match interview.

At first and second rounds and regionals – the advancing team's coach/players will go to the press conference first followed by the non-advancing team's coach/players.

Only individuals with the appropriate credentials will be allowed in the post-match interview area.

## 18. UNIFORMS/BENCHES

Bench Assignments. Host and/or higher seeded (lower number) team is home and wears light uniform. Home team (not top seed) is home in first round; higher seed is home in second round.

In the second match the home/host team will occupy their regular season bench. In the first match the home team will occupy the regular season visiting bench. If both home teams advance, they will remain on their same bench from the first day. Any questions or changes that need to be made will be handled by the site representative and the tournament manager.

Teams may not bring into or distribute at the arena during practice or competition any commercial apparel that may have been provided them by manufacturers (e.g., caps or T-shirts with commercial identification), and such apparel may not be worn at the arena during open or

closed practices or competition. All uniforms and apparel must meet the provisions of Bylaw 12.5.4 regarding commercial identification.

### **19. PARKING AND ARENA ENTRANCES**

(Indicate where participating teams may park vans or buses and which gates they should enter.)

### **20. OFFICIALS**

Officials are selected by the committee. Participating teams will be advised of the officials assigned to their matches at the mandatory administrative meeting **(add day and time)**.

### **21. DRUG TESTING**

Drug testing may occur at any session of the championship. If it occurs at this session, a representative of the student-athlete's institution will make contact in the locker room with the selected student-athletes immediately following the conclusion of the 10-minute cooling-off period. After signing the notification form, student-athletes have one hour to report to the testing site; they should participate in news conferences (if selected) before reporting to the testing site.

Players from either the winning or losing team may be tested. Accordingly, two separate testing areas will be provided if testing is conducted.

### **22. VIDEOTAPES/FILMS/STILL PHOTOGRAPHY**

Each participating team is permitted to tape all matches at the site in which it is participating with a single camera and one person (videotape or film).

## LIBERO TRACKING SHEET

SP = Starting Players  
CP = Current Players

S   TEAM: L:																SET		S   TEAM: L:															
Serving Order	Service					SP										1	Serving Order	Service					SP										
I																	I																
II																	II																
III																	III																
IV																	IV																
V																	V																
VI																	VI																
Subs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																	Subs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																

S   TEAM:   L:															SET	S   TEAM:   L:														
Serving Order	Service	SP													2	Serving Order	Service	SP												
I																I														
II																II														
III																III														
IV																IV														
V																V														
VI																VI														
Subs: 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Subs: 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

S TEAM: L:															SET	S TEAM: L:														
Serving Order	Service	SP													3	Serving Order	Service	SP												
I																I														
II																II														
III																III														
IV																IV														
V																V														
VI																VI														
Subs: 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Subs: 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

S   TEAM: L:															SET	S   TEAM: L:														
Serving Order	Service	SP													4	Serving Order	Service	SP												
I																I														
II																II														
III																III														
IV																IV														
V																V														
VI																VI														
Subs: 1	2	3	4	5	6	7	8	8	10	11	12	13	14	15	Subs: 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

SET 5																																												
S TEAM:						L:						SET						S TEAM:						L:																				
Serving Order	Service	SP													Serving Order	Service	SP													Serving Order	Service	CP												
I															I															I														
II															II															II														
III															III															III														
IV															IV															IV														
V															V															V														
VI															VI															VI														
Subs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15						Subs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15						Subs: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																																

TEAM:		
Challenge	Set	Score
1		
2		
3		
Additional	5	

TEAM:		
Challenge	Set	Score
1		
2		
3		
Additional	5	

RESPONSIBILITIES OF ALTERNATE OFFICIALPre-match

1. Liaison with NCAA committee.
2. Assist R1/R2 with anything needed outside of the substitution zone.
3. Ensures good communication between scorekeeper and scoreboard operator.
4. Oversees and makes R1/R2 aware of any questions or problems that may arise.
5. Prepares (alternate) match tally sheet.

Match

1. Keeps track of line-ups, rotations, timeouts, substitutions, score and visual scoreboard.
2. Be aware of three-ball system operation/floor wipers - address any problem.
3. Relays information to R2 and scorekeeper when needed.

Tally Sheet Example

		Serve					
Team		S	R	S	R	Team	
I.		1	21	1	21	I.	
		2	22	2	22		
II.		3	23	3	23	II.	
		4	24	4	24		
III.		5	25	5	25	III.	
		6	26	6	26		
IV.		7	27	7	27	IV.	
		8	28	8	28		
V.		9	29	9	29	V.	
		10	30	10	30		
VI.		11	31	11	31	VI.	
		12	32	12	32		
		13	33	13	33		
1 2 3 4 5 6 7 8 9 10		14	34	14	34	1 2 3 4 5 6 7 8 9 10	
11 12		15	35	15	35	11 12	
Comments	Timeout	16	36	16	36	Timeout	
		17	37	17	37		
		18	38	18	38		
		19	39	19	39		
		20	40	20	40		

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

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

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

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

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

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

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

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**



**2019 NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP  
ITEMS TO BE SHIPPED**

<b>FIRST/SECOND ROUNDS</b>				
<b>Item</b>	<b>Ship/Arrival Dates</b>	<b>Quantity</b>	<b>Sent To</b>	<b>Comments</b>
Match Balls	December 3	48	16 sites	
Participant Medallions	December 3	60	16 sites	
Officials' Patches	December 3	12	16 sites	
Event 1 Merchandise	TBD	TBD	16 sites	
IMG Programs	TBD	TBD	16 sites	108 Comps
Signage	December 3	Various	16 sites	

<b>REGIONALS</b>				
<b>Item</b>	<b>Ship/Arrival Dates</b>	<b>Quantity</b>	<b>Sent To</b>	<b>Comments</b>
Molten - Match Balls	December 10	48	4 sites	
Sport Court - Response Synthetic Court Surface	December 11	1	4 sites	
Sports Imports - Volleyball Netting System	December 10	1	4 sites	
Sports Imports - Volleyball Upright Pad	December 10	1	4 sites	
Officials' Patches	December 11	12		
Patches for student-athletes	December 11	120 patches	4 sites	1 envelope per team
Credentials	TBD	TBD		
Event 1 Merchandise	TBD	TBD		
IMG Programs	TBD	TBD		25 comps
DASANI 12 oz. bottle (24/case)	1 week prior	30 cases	4 sites	
POWERAde 20 oz. bottle(24/case)	1 week prior	10 cases	4 sites	
POWERAde powder (12 bags/case)	1 week prior	2 cases	4 sites	
16 oz. cups (1,000/case)	2 weeks prior	1 case	4 sites	
Cup holders (6/case)	2 weeks prior	4	4 sites	
10 gallon coolers	2 weeks prior	10	4 sites	
48 qt. ice chests	2 weeks prior	4	4 sites	
32 oz squeeze bottles (25/case)	2 weeks prior	4 cases	4 sites	
Bottle carriers (4/case)	2 weeks prior	3 cases	4 sites	
Cooler carts	2 weeks prior	2	4 sites	
Signage	3 days prior	Various	4 sites	Keep from 1 <sup>st</sup> /2 <sup>nd</sup> round

<b>SEMIFINALS/FINALS</b>				
<b>Item</b>	<b>Ship/Arrival Dates</b>	<b>Quantity</b>	<b>Sent To</b>	<b>Comments</b>
Molten – Practice Balls	December 9	48	Paul - PPG	
Molten - Match Balls	December 9	48	Paul - PPG	48 PPG/4 Mary- onsite/8-office
Molten - Practice Area Carts	December 9	2	Paul - PPG	
Molten - Ball Carts	December 9	4	Paul - PPG	

# APPENDIX O

Molten - Backpacks	December 9	150	Paul - PPG	
Molten – Backpacks (for sweepstakes)	December 9	10	Mary Eiland	8 to office/2 to PPG
Molten – Banquet Attendee Gift	December 9	150	Brady – SP	147 SP/2 to Mary
Molten – White Mini Balls	November 9	200	Megan – PPG	
Molten – Tri Color Mini Balls	November 7	425	Paul - PPG	390 PPG/20 Mary- onsite/15 office/
Molten - Volunteer Shirts	December 9	180	Paul – Duq.	
Molten - Youth Clinic Shirts	December 9	304	Brady – SP	
Molten - Youth Clinic Synthetic Balls	December 9	348	Brady – SP	48ASAP/300 by 12/9
Molten – Youth Clinic Ball Carts	December 9	4	Brady – SP	
Molten – Youth Clinic Tri Color Mini balls	November 9	300	Brady - SP	
Sport Court - Response Synthetic Court Surface	December 16	2	Max – PPG	
Sport Court - Promotional Court	December 16	1	Max – PPG	
Sport Court - Commemorative Floor Pieces	December 16	300	Paul – Duq.	
Sports Imports - Volleyball Netting System	December 9	1	Max – PPG	
Sports Imports - Volleyball Upright Pad	December 9	1	Max - PPG	
Spec Seats - Bench chairs	December 9	40	Paul – PPG	KEEP BOXES PLEASE
Awards - National Champion trophy	December 4	1	Paul – Duq.	
Awards - National Champion watches	December 4	15*	Paul – Duq.	*7 to be sent after
Awards - Second place team trophy	December 4	1	Paul – Duq.	
Awards – National Champion team mini-trophies (gold)	December 4	22	Paul – Duq	
Awards - Semifinalist team trophies	N/A	N/A		Shipping to schools
Awards - Second place team mini-trophies (silver)	N/A	N/A		Shipping to school
Awards - Semifinalist team mini-trophies (bronze)	N/A	N/A		Shipping to schools
Officials' Patches	N/A	12		NCAA will bring
Patches for student-athletes	N/A	120		NCAA will bring
Credentials	TBD	TBD		
Event 1 Merchandise	TBD	TBD		
IMG Programs	TBD	TBD		188 Comps
DASANI 12 oz. bottle (24/case)	1 week prior	40 cases	Max – PPG	
POWERade 20 oz. bottle(24/case)	1 week prior	30 cases	Max – PPG	
POWERade powder (12 bags/case)	1 week prior	2 cases	Max – PPG	
16 oz. cups (1,000/case)	2 weeks prior	2 cases	Max – PPG	
Cup holders (6/case)	2 weeks prior	4	Max – PPG	
10 gallon coolers	2 weeks prior	10	Max – PPG	
48 qt. ice chests	2 weeks prior	6	Max – PPG	
32 oz squeeze bottles (25/case)	2 weeks prior	5 cases	Max – PPG	
Bottle carriers (4/case)	2 weeks prior	3 cases	Max – PPG	
Cooler carts	2 weeks prior	2	Max – PPG	
Signage to be sent from Amanda Storck	TBD			

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Participant

Date

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

Date

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

Date

Insert

Attach host site stats document & guide to live streaming



## 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.



**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)



## 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