



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



Dear Championship Participant,

***Welcome to Pittsburgh – the City of Champions!***

On behalf of Duquesne University, SportsPITTSBURGH and PPG Paints Arena, congratulations on advancing to the 2019 NCAA Division I Women's Volleyball Championship. Participation in this event is one of the greatest moments that a student-athlete and coach can experience. We are honored that the NCAA Division I Women's Volleyball Committee chose Pittsburgh and PPG Paints Arena to host this event.

Please refer to the championship participant manual to assist with your arrangements and facilitate your preparation. The materials contained in this document are specific to the Division I Women's Volleyball Championship in Pittsburgh.

The tournament staff we have assembled is an outstanding group of athletics administrators whose expertise in conducting NCAA championships will assure an excellent competitive environment and experience for each participating team. Our team hosts are available to assist you throughout your stay in Pittsburgh.

The Road to the Women's Volleyball Championship has been an exciting one and we wish you the best of luck as you complete your journey!

Sincerely,

**Dave Harper**

*Director of Athletics  
Duquesne University*

**Jennifer Hawkins**

*Executive Director  
SportsPITTSBURGH*

**Gary Desjardins**

*General Manager  
PPG Paints Arena*



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## Section 1 - Introduction/Welcome

On behalf of the Division I Women's Volleyball Committee, thank you for being an important part of the 2019 NCAA Division I Women's Volleyball Championship.

Administration of the NCAA Division I Women's Volleyball Championship is under the direction of the Division I Women's Volleyball Committee. The hosts play an integral part in the successful administration of the championship.

### Championship Websites

For more information about the Division I women's volleyball championship, please visit the following links: <http://www.ncaa.org/championships/division-i-womens-volleyball> and <http://www.ncaa.com/media>.

## Section 2 - NCAA Mission Statement

The Core Purpose of the NCAA is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

## Section 3 - NCAA Committee/Staff

<b>Karen Baebler</b> (West) Assistant Athletics Director University of Washington Phone: 206-459-0511 Email: <a href="mailto:kflor@uw.edu">kflor@uw.edu</a>	<b>Sherene Brantley</b> (East) Associate Athletic Director/SWA Duquesne University Phone: 412-396-5243 Email: <a href="mailto:lemoniass@duq.edu">lemoniass@duq.edu</a>
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<b>John McCammon</b> (South) Associate Athletic Director Western Kentucky University Phone: 270-745-3235 Email: <a href="mailto:john.mccammon@wku.edu">john.mccammon@wku.edu</a>	<b>T.J. Meagher</b> (Southeast) Senior Associate Athletics Director University of Houston Phone: 713-743-9426 Email: <a href="mailto:tmeagher@Central.uh.edu">tmeagher@Central.uh.edu</a>
<b>Janine Oman</b> (Midwest) Exec. Associate Athletics Director The Ohio State University Phone: 614-247-7678 Email: <a href="mailto:oman.7@osu.edu">oman.7@osu.edu</a>	<b>Pauline Thiros</b> (East) Director of Athletics Idaho State University Phone: 208-282-4064 Email: <a href="mailto:thirpaul@isu.edu">thirpaul@isu.edu</a>



## NCAA STAFF

<b>Kristin Fasbender</b> Championships and Alliances - Operations Phone: 317-917-6520 Cell: 317-966-6452 Email: <a href="mailto:kfasbender@ncaa.org">kfasbender@ncaa.org</a>	<b>Paula Wustrack</b> Championships and Alliances - Operations Phone: 317-917-6558 Cell: 317-413-3628 Email: <a href="mailto:pwustrack@ncaa.org">pwustrack@ncaa.org</a>
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<b>Megan Hall</b> Assistant Director, Branding and Fan Experience Cell: 317-443-4156 Email: <a href="mailto:mlhall@ncaa.org">mlhall@ncaa.org</a>	<b>Julie Kimmons</b> Director, Broadcast Services Cell: 317-966-9353 Email: <a href="mailto:jkimmons@ncaa.org">jkimmons@ncaa.org</a>
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<b>Lori Wolf</b> Coordinator, Ticketing Cell: 317-987-8078 Email: <a href="mailto:lwolf@ncaa.org">lwolf@ncaa.org</a>	

## Section 4 - Definition of Staff Roles

Tournament Manager. 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.

Participating teams should direct site-specific questions to their tournament manager. Contact information is in Section 5.



Media Coordinator. The host media coordinator works 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.

## Section 5 - Host Personnel

Responsibility	Name	Organization	Cell Number
Tournament Manager (Ops)	Megan Jahrling	Duquesne University	847-571-6505
Tournament Manager (Admin)	Jennifer Hawkins	SportsPITTSBURGH	412-215-2864
Competition Venue	Gary Desjardins	PPG Paints Arena	412-496-1444
Venue Operations	Max Benner	PPG Paints Arena	412-313-8585
Ticket Manager	Mike Oberst	PPG Paints Arena	814-243-8407
Tournament Operations	Mike Scerbo	Duquesne University	604-270-4693
Media Coordinator	Ryan Long	Duquesne University	570-332-3078
Medical Services	Jessica Johns	Duquesne University	412-726-1223
Practice Coordinator	Mike Scerbo	Duquesne University	614-270-4693
Team Hosts	Mike Scerbo	Duquesne University	614-270-4693
Band/Cheer Liaison	Emelie Gatti	Duquesne University	724-422-4297
Lodging Liaison	Mike Robertson	SportsPITTSBURGH	412-216-7270
Police Escort Liaison	Mike Robertson	SportsPITTSBURGH	412-216-7270
Banquet Liaison	Brady Inners	SportsPITTSBURGH	717-309-9355
Red Carpet Arrivals	Brady Inners	SportsPITTSBURGH	717-309-9355

## Section 6 - Checklist

### PARTICIPATING INSTITUTION CHECKLIST

- \_\_\_\_\_ Make official travel party arrangements through the NCAA Travel Service (Short's Travel: 866-655-9215)
- \_\_\_\_\_ Distribute copies of this manual to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, trainer, manager, designated administrator, sports information director, ticket manager, band director, spirit squad sponsor.)
- \_\_\_\_\_ Discuss ticket procedures and policies with your ticket manager and prepare to advise Mike Oberst of your needs. (See page 25)
- \_\_\_\_\_ Review schedule of events with the head coach and staff: news conferences, practice schedule, administrative meeting. (See pages 4-7)



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- Make local ground transportation arrangements for the team, staff and fans (e.g., reserve buses, vans or cars. (See page 24)
- 
- By **5 p.m. ET, Monday, December 16** - Submit rooming list for your block of rooms to your designated hotel by. (See page 17)
- 
- By **5 p.m. ET, Monday, December 16** – Submit the following documents to Megan Jahrling ([jahrlingm@duq.edu](mailto:jahrlingm@duq.edu)). See appendixes:
- Team Travel Itinerary Form
  - Official Travel Party List
  - Band/ Spirit Squad/Mascot List
  - Locker Room Hospitality
- 
- Any radio, television station or Internet-only entity that intends to stream audio, video or play-by-play update over the Internet must submit a formal request through the NCAA. To apply for rights, please visit [NCAA.com/media](http://NCAA.com/media). If you have questions, please contact Lauren McLaughlin ([lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org)).

## Section 7 - Schedule of Events

### Monday, December 16

1 p.m. Eastern time	Conference call with four participating teams, NCAA and Duquesne/Pittsburgh LOC	877-402-9757 access code 4374183
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### Wednesday, December 18

#### All Times Eastern

9 – 9:45 a.m.	Administrative meeting	PPG Paints Arena Conference Rooms C & D
9 a.m. – 5:15 p.m.	Training room open	PPG Paints Arena Training Room
9:30 a.m.	Doors open to the public	PPG Paints Arena Main Gate
9:30 a.m. – 3 p.m.	Media credential pick up	PPG Paints Arena Administrative Entrance
10 – 11:30 a.m.	Practice (Open) <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena Main floor
10 – 11 a.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
11:35 a.m. – 1:05 p.m.	Practice (Open) <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena Main floor





11:40 a.m. – 12:40 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
12:30 – 1 p.m.	Press conference <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena Media Interview Room
1 – 2 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #2 - VISITING TEAM (TEAM D)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
1:05 – 1:35 p.m.	Press conference <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena Media Interview Room
1:20 – 2:50 p.m.	Practice (Open) <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena Main floor
1:40 – 2:10 p.m.	Press conference <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena Media Interview Room
2:15 – 2:45 p.m.	Press conference <b>SEMIFINAL MATCH #2 - VISITING TEAM (TEAM D)</b>	PPG Paints Arena Media Interview Room
2:55 – 4:25 p.m.	Practice (Open) <b>SEMIFINAL MATCH #2 – VISITING TEAM (TEAM D)</b>	PPG Paints Arena Main floor
3 – 4 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
6 – 8 p.m.	Championship banquet	Carnegie Science Center

**Thursday, December 19**

8 a.m. – 11 p.m.	Training room open	PPG Paints Arena Main Training Room
9 – 10 a.m.	Semifinal Match #1 practice (Closed) <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena Main floor
10:05 – 11:05 a.m.	Semifinal Match #1 practice (Closed) <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena Main floor
11:10 a.m. – 12:10 p.m.	Semifinal Match #2 practice (Closed) <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena Main floor
12:15 – 1:15 p.m.	Semifinal Match #2 practice (Closed) <b>SEMIFINAL MATCH #2 - VISITING TEAM (TEAM D)</b>	PPG Paints Arena Main floor
2 – 2:20 p.m.	Pep rally – Band, cheer and mascot <b>SEMIFINAL MATCH #1 – VISITING TEAM (TEAM B)</b>	Holiday Market, Market Square, Pittsburgh 15222
2:30 – 2:50 p.m.	Pep rally – Band, cheer and mascot <b>SEMIFINAL MATCH #1 – HOME TEAM (TEAM A)</b>	Holiday Market, Market Square, Pittsburgh 15222
3 – 3:20 p.m.	Pep rally – Band, cheer and mascot <b>SEMIFINAL MATCH #2 – VISITING TEAM (TEAM D)</b>	Holiday Market, Market Square, Pittsburgh 15222
3 - 9 p.m.	Media credential pick up	PPG Paints Arena Administrative Entrance
3:30 – 3:50 p.m.	Pep rally – Band, cheer and mascot <b>SEMIFINAL MATCH #2 – HOME TEAM (TEAM C)</b>	Holiday Market, Market Square, Pittsburgh 15222



5:30 p.m.	Gates open to public Player guest pass gate open Fan Zone opens	PPG Paints Arena Main Gate
6 p.m.	Court available for warm up	PPG Paints Arena Main floor
7 p.m.	<b>SEMIFINAL MATCH #1 - HOME TEAM</b> <b>SEMIFINAL MATCH #1 - VISITING TEAM</b>	PPG Paints Arena Main floor
8:30 p.m.	Warm-up court available for teams in Semifinal Match #2	PPG Paints Arena Warm-up Area
9:30 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #1)</i>	PPG Paints Arena Media Interview Room
9:30 p.m. (approx.)	Semifinal #2 <b>SEMIFINAL MATCH #2 - HOME TEAM</b> <b>SEMIFINAL MATCH #2 - VISITING TEAM</b> <i>(Begins 30 minutes following Semifinal #1)</i>	PPG Paints Arena Main floor
9:45 p.m. (approx.)	Autograph session with teams presented by AT&T <i>(Begins 15 minutes following Semifinal #1)</i>	PPG Paints Arena Sections 111 & 115
11:30 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #2)</i>	PPG Paints Arena Media Interview Room
11:30 p.m. (approx.)	Autograph session with teams presented by AT&T <i>(Begins 15 minutes following Semifinal #2)</i>	PPG Paints Arena Sections 111 & 115

### **Friday, December 20**

10:45 a.m. – 12:45 p.m.	AVCA All American Brunch	David L. Lawrence Convention Center (DLCC) Exhibit Hall D
12:30 – 5:30 p.m.	Training room open	PPG Paints Arena Main Training Room
1:15 – 4 p.m.	Media credential pick up	PPG Paints Arena Administrative Entrance
2:15 – 3:45 p.m.	Semifinal #1 winner practice (Closed)	PPG Paints Arena Main floor
3:20 – 3:50 p.m.	Semifinal #2 winner – press conference	PPG Paints Arena Media Interview Room
3:55 – 4:25 p.m.	Semifinal #1 winner – press conference	PPG Paints Arena Media Interview Room
3:55 – 5:25 p.m.	Semifinal #2 winner practice (Closed)	PPG Paints Arena Main floor

### **Saturday, December 21**

10:30 a.m. – End	Training room open	PPG Paints Arena Main Training Room
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11 a.m.– 12:30 p.m.	Semifinal #1 winner practice (Closed)	PPG Paints Arena Main floor
12:35 p.m. – 2:05 p.m.	Semifinal #2 winner practice (Closed)	PPG Paints Arena Main floor
3:30 – 8:30 p.m.	Media credential pick up	PPG Paints Arena Administrative Entrance
4 – 4:20 p.m.	Pep rally – Band, cheer and mascot <b>Visiting team</b>	Holiday Market, Market Square, Pittsburgh 15222
4:30 – 4:50 p.m.	Pep rally – Band, cheer and mascot <b>Home team</b>	Holiday Market, Market Square, Pittsburgh 15222
6 – 6:30 p.m. (approx.)	Championship Team Welcome Arrivals	PPG Paints Arena Highmark Entrance on Centre Ave.
6:30 p.m.	Gates open to public Player guest pass gate open Fan Zone opens	PPG Paints Arena Main Gate
7 p.m.	Court available for warm-up	PPG Paints Arena Main floor
8 p.m.	Championship match ( <i>awards presentation follows immediately</i> )	PPG Paints Arena Main floor
10:30 p.m. (approx.)	Post-game press conference (second-place team goes first)	PPG Paints Arena Media Interview Room

#### Administrative Meeting

*[Reference: Misconduct in this manual and Bylaws 31.02.4 and 31.1.10 in the NCAA Division I Manual.]*

The NCAA 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). The head coach and Sports information director attendance is optional.

Please bring any of the jerseys your team would like to wear during the championship. As a reminder, the home team will wear light or white. The committee will confirm jersey colors after seeing them at the meeting.

Please use the Administrative Entrance at the corner of Forbes Ave. and Washington Place to enter the building for the administrative meeting



## Press Conferences

### Wednesday, December 18

10 – 11 a.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
11:40 a.m. – 12:40 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
12:30 – 1 p.m.	Press conference <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena Media Interview Room
1 – 2 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #2 - VISITING TEAM (TEAM D)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms
1:05 – 1:35 p.m.	Press conference <b>SEMIFINAL MATCH #1 - HOME TEAM (TEAM A)</b>	PPG Paints Arena Media Interview Room
1:40 – 2:10 p.m.	Press conference <b>SEMIFINAL MATCH #1 - VISITING TEAM (TEAM B)</b>	PPG Paints Arena Media Interview Room
2:15 – 2:45 p.m.	Press conference <b>SEMIFINAL MATCH #2 - VISITING TEAM (TEAM D)</b>	PPG Paints Arena Media Interview Room
3 – 4 p.m.	ESPN/VWSE interviews/head shots <b>SEMIFINAL MATCH #2 - HOME TEAM (TEAM C)</b>	PPG Paints Arena ESPN/VWSE Interview Rooms

### Thursday, December 19

9:30 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #1)</i>	PPG Paints Arena Media Interview Room
11:30 p.m. (approx.)	Post-game press conference (advancing team goes first) <i>(Begins 10 minutes following Semifinal #2)</i>	PPG Paints Arena Media Interview Room

### Friday, December 20

3:20 – 3:50 p.m.	Semifinal #2 winner – press conference	PPG Paints Arena Media Interview Room
3:55 – 4:25 p.m.	Semifinal #1 winner – press conference	PPG Paints Arena Media Interview Room

### Saturday, December 21

10:30 p.m. (approx.)	Post-game press conference (second-place team goes first)	PPG Paints Arena Media Interview Room
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**Postgame Interviews.** All coaches and student-athletes must be made available for post-competition interviews after 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 NCAA Division I Women's Volleyball Committee.

Throughout the championship, press conferences are scheduled for the convenience of the press representatives, the coaches and the student-athletes representing the participating institutions. They are designed to provide the media with tournament information required for thorough coverage, and to limit the time demands placed upon the coaches and student-athletes.

**Coaches' Obligation.** Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter, unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the dressing room before the cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area.

**Open Locker Room Policy.** NCAA championships have an "open locker room policy," which is administered by the media coordinator on site. Locker rooms will be open for a period of 30 minutes directly after the cooling-off period.

**Cooling-Off Period.** A cooling-off period has been set aside for a coach to be with the student-athletes in the locker room after the game. The period begins when the coach enters the dressing room immediately after the game or interview with ESPN or NCAA Productions.

**Order of Appearance.** The advancing coach and players shall be scheduled in the interview room before the non-advancing coach and players for the semifinals. For the final match, the national runner-up will go first.

**Team Media.** Team media should apply for credentials via [www.NCAA.com/media](http://www.NCAA.com/media).

#### Practices

Teams shall be allowed to practice in the arena on the day or evening before the opening of the tournament, on the day of the game and on the day or evening between sessions. The volleyball committee is authorized to schedule or reassign practice times and locations.

Practices on Wednesday are open to the public and media.

#### Pregame

Pregame timing sheets will be distributed at the administrative meeting.



## Section 8 - Championship Ancillary Events

### Autograph Sessions

All participating teams will be required to participate in autograph sessions. These will take place on the concourse of the PPG Paints Arena after each semifinal match Thursday. Teams are required to sign for 30 minutes but can decide to stay longer. Autograph posters and sharpies will be provided for each team.

### Banquet

The Championship Banquet will be hosted at the Carnegie Science Center at 6 p.m., Wednesday, December 18. It is located in downtown Pittsburgh at 1 Allegheny Avenue, Pittsburgh, Pennsylvania 15212. [www.carnegiesciencecenter.org](http://www.carnegiesciencecenter.org).

25 guests per participating team are allowed, which includes your travel party. If you have additional requests, please contact Brady Inners ([brady.inners@sportspittsburgh.com](mailto:brady.inners@sportspittsburgh.com)) to inquire. Each additional guest will be \$32 each and will be approved based on our maximum capacity. Please also note, that there will be a number of interactive opportunities throughout the event.

#### Schedule of Events:

5:45 - 6 p.m. – Hotel Departures

6 - 6:15 p.m. – Teams arrive

6 - 7 p.m. – Interactive Second and Third Floors of Carnegie Science Center

6:45 - 7 p.m. – Teams get dismissed to Point View Hall for team picture + buffet line

7:20 p.m. – Quick Welcome

7:30 p.m. – Program Begins

7:55 p.m. – Banquet Concludes

### Community Engagement

On Wednesday's practice day, all participating teams are required to participate in a short community engagement activity. The Pittsburgh LOC and NCAA have partnered with SisterFriend, a local organization that provides homeless and under privileged populations with menstrual hygiene products. While in the locker room during the team's designated press conference time, each member of the official travel party is asked to stuff 10 "kits" to be donated to SisterFriend on Friday, December 20.

An LOC member will be on hand to provide directions and assist.

### Pep Rallies

All traveling pep bands/cheer squads/mascot are **required** to participate in these additional events:

#### Thursday Pep Rally times.

2 p.m. - Visiting team for Semifinal #1

2:30 p.m. - Home team for Semifinal #1

3 p.m. - Visiting team for Semifinal #2

3:30 p.m. - Home team for Semifinal #2



### **Saturday Pep Rally times.**

4 p.m. - Visiting team for Final

4:30 p.m. - Home team for Final

Team pep rallies on Semifinal Thursday and Championship Saturday will take place at The Market Square Christmas Market (Market Square, Pittsburgh, PA 15222,) from 2-4 p.m., and 4-5 p.m. respectively. Each school will need to plan to have their bands, cheer, mascot and a represented emcee attend for their scheduled time. We will have 20 minutes allocated for each school. Please have a contact for your team send a general run of show and who your emcee is so we can properly introduce them to Emelie Gatti at [gattie@duq.edu](mailto:gattie@duq.edu) (office: 412-396-1948 cell: 724-422-4297).

We encourage you to use your social media platforms and other marketing efforts you may have the week of to let your family, friends and fans know about the pep rallies.

#### **Red Carpet Arrival**

For Saturday's Red Carpet Arrival, **all teams will need to take the bus** and be dropped off at the Highmark Gate on Centre Avenue. Teams will be greeted by fans outside the building in the plaza area and then walk through fan hospitality in the Lexus Club. Please note that if your team is traveling with band and/or cheer, they are required to participate in this event. Please contact Brady Inners at [brady.inners@sportspittsburgh.com](mailto:brady.inners@sportspittsburgh.com) and Amanda Beall with the NCAA at [abeall@ncaa.org](mailto:abeall@ncaa.org) to confirm additional logistics.

We encourage you to use your social media platforms and other marketing efforts you may have the week of to let your family, friends and fans know about your teams arrival time.

## **Section 9 - Championship Format**

#### **Determination of Home/Away Teams**

Teams must bring both light and dark uniforms. Home and visitor designations will be determined by the NCAA committee.

## **Section 10 - Championship Operations**

#### **Emergency/Evacuation Plan**

PPG Paints Arena has protocols in place for any type of threat or emergency (e.g., weather, security) and will be staffed and prepared to evacuate (partial or full) or shelter in place. Megan Jahrling, Jennifer Hawkins and Gary Desjardins will work with the NCAA staff and committee on any emergencies that may arise during the event.

#### **Hospitality**

**Team Hotel Arrivals:** Upon arrival at the team hotel on Tuesday, December 17, there will be a brief welcome from the hotel staff and members of the LOC. The team block will be pre-keyed and available





for the primary team administrator to distribute. Drinks and snacks will be available for members of the official travel party.

**Student-Athlete Lounge:** There will be a student-athlete lounge available in Confluence B (located near the ESPN and VWSE shoot locations) in PPG Paints Arena on **Wednesday, December 18**. The lounge is a private space for members of the official travel party and will serve as a holding area for various media obligations. Your team host will escort your team to the lounge during your ESPN/VWSE shoot time.

There will be snacks, yogurt bar, granola bar and drinks provided for members of the travel party. Additionally, there will be other interactive stations within the space for the student-athletes to enjoy.

**Meals for Teams in Locker Rooms.** On all practice and competition days, teams will be provided the option to select meals from the venue caterer to be delivered to the locker room. A form is included in the appendixes. Locker room hospitality is optional. If a team chooses not to have meals provided at the venue, please notify Megan Jahrling of this opt out.

#### National Anthem

The national anthem will be played before the first semifinal match and before the final match.

#### Officials

The committee, national coordinator, and regional advisors will assign four referees and four line judges.

#### Player Introductions

The non-starters for both teams should line up on their respective end lines and face the net. The visiting team's 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 starters will be introduced. All players will shake hands at the net following the introductions.

\*Non-starters will be acknowledged while teams are warming up.

#### Post-Championship and Competition Site Evaluations

All evaluations will be sent from the NCAA at the conclusion of play.

#### Scouting

Scouting seats are reserved only for the official members of the coaching staffs of the participating teams. Three scouting seats will be provided for each team. No scouting seats are provided for the national championship match. Seats will be located on the end lines of the court. Each scout can gain access to the scouting seats with a bench credential.

#### Videotaping

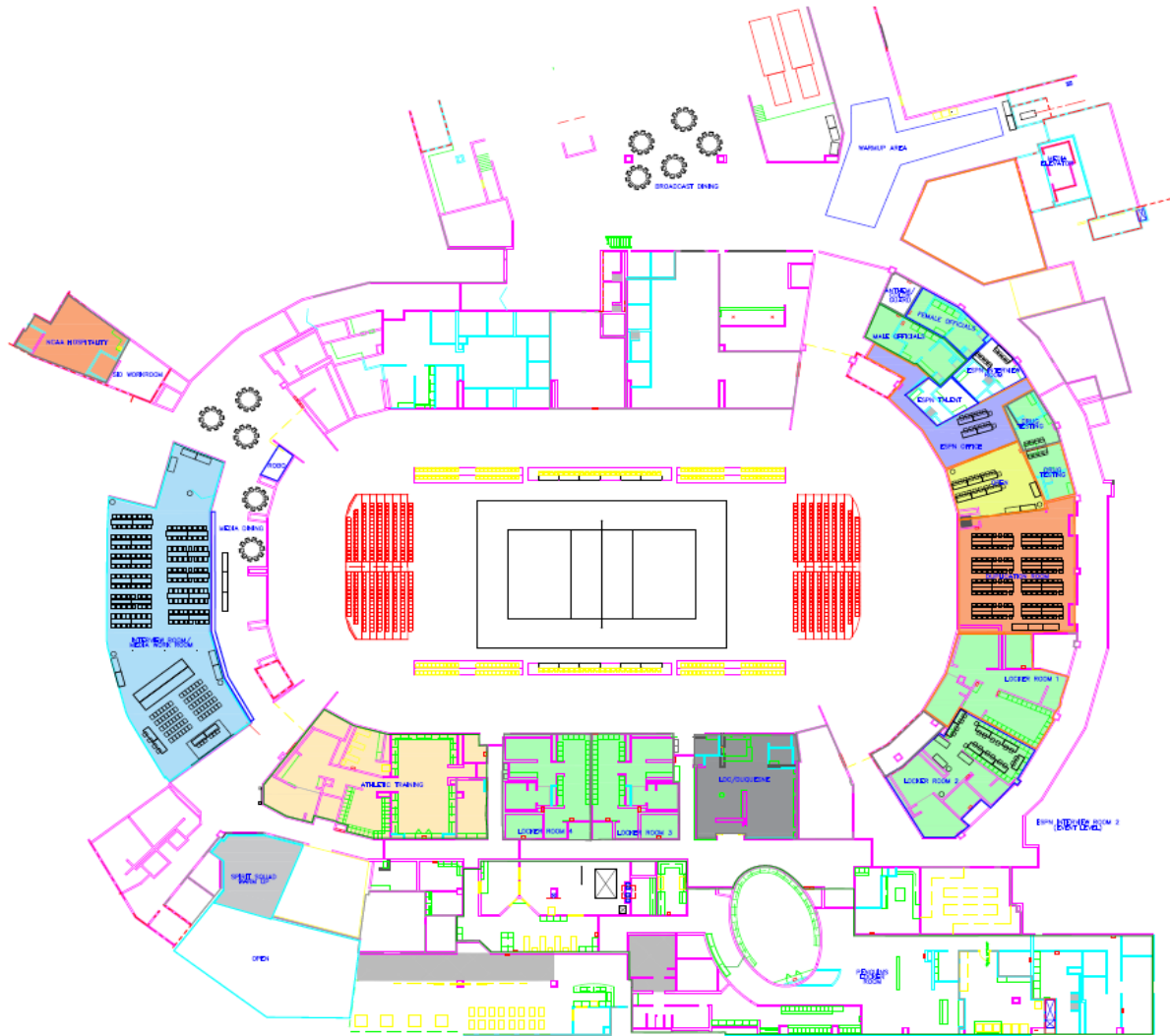
Each participating team is permitted to tape all matches at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for four videotape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





## Section 11 - Competition Site

### Competition Site Maps



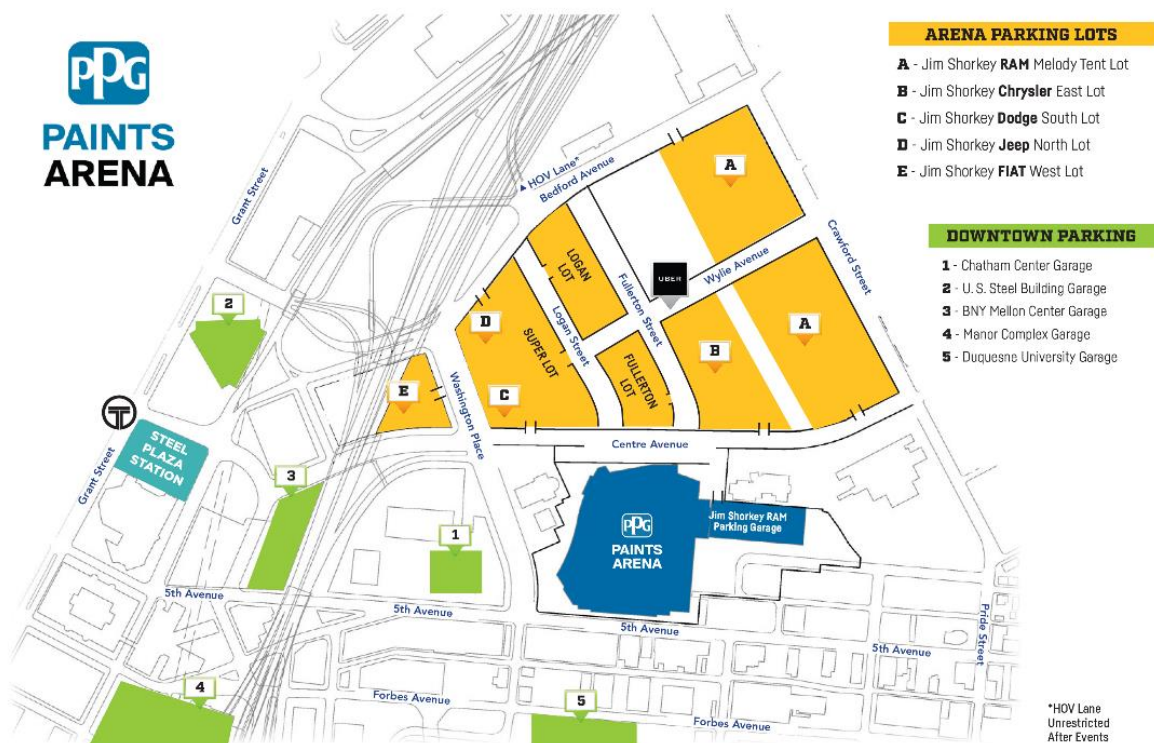
#### Locker Rooms

Locker rooms and team benches will be assigned by the committee once teams have been determined.

#### Parking

Team buses and limited VIP parking will be available on the loading dock and in the service yard. Please confirm team parking needs with Max Benner.

General arena parking for parents, families, fans and other individuals who plan to drive to the competition venue is located off Centre Avenue.



#### DRIVING DIRECTIONS

##### From the NORTH

Via 79S or 28S: Take 279S to 579S, follow signs to PPG Arena (Veterans/Liberty Bridge), take PPG Arena/6th Avenue exit, turn left at light to PPG Paints Arena.

##### From the SOUTH

Via 51N or 19N: Take West Liberty Ave through Liberty Tunnel to Liberty Bridge to Centre Ave. Take the Centre Ave on right exit from 579N. Merge onto Centre Ave to PPG Paints Arena.

##### From the EAST

Take 22W to 376W (Monroeville), through Squirrel Hill Tunnel, take Grant Street exit to 7th Avenue, turn right to PPG Paints Arena.

##### From the WEST

Take Route 22E to 376 Business, through Ft. Pitt Tunnel, bear right (towards Monroeville) and take first exit on left (Grant Street) to 7th Avenue, turn right to PPG Paints Arena.

\*HOV Lane  
Unrestricted  
After Events

31174-ST\_2017

## Participant Entrance

For all practices and semifinal matches, teams will enter the competition venue via the loading dock. The loading dock is located off Stevenson Street.

For the national championship match, team buses will be swept at the hotel and securely escorted to PPG Paints Arena via police escort. Arrivals will be staggered and teams will enter the arena via the "red carpet" at the Highmark Gate off of Centre Avenue.

## Section 12 - Directions

The following are directions from each team hotel to PPG Paints Arena.

### Sheraton Pittsburgh Hotel at Station Square (1.2 Miles)

- Turn left on to West Carson Street
- Turn Left onto Smithfield Street Bridge
- Turn right on to Fort Pitt Blvd at the end of Smithfield Street Bridge
- Fort Pitt Blvd becomes Grant Street (veer right onto Grant Street, stay in the right hand lane)



- Turn right onto Sixth Avenue
- Turn left on to Centre Avenue
- Turn right onto Crawford Street
- Turn right onto Colwell Street
- Arrive at PPG Paints Arena loading dock

#### **Embassy Suites Downtown (0.4 miles)**

- Bus pick up on Oliver Avenue
- Drive on Oliver avenue to Grant Street
- Turn Left on Grant Street
- Turn right onto Sixth Avenue
- Turn left on to Centre Avenue
- Turn right onto Crawford Street
- Turn right onto Colwell Street
- Arrive at PPG Paints Arena loading dock

#### **Drury Plaza Hotel (0.4 Miles)**

- Bus pickup on William Penn Place
- Turn left on to Seventh Avenue
- Use the right lane to keep right at the fork and continue towards Washington Place
- Turn right onto Washington Place
- Turn Left onto Centre Avenue
- Turn right onto Crawford Street
- Turn right onto Colwell Street
- Arrive at PPG Paints Arena loading dock

#### **Doubletree by Hilton Pittsburgh Downtown (0.2 Miles)**

- Bus pickup on Bigelow Square
- Follow Bigelow Square to Washington Place
- Turn right onto Washington Place
- Turn Left onto Centre Avenue
- Turn right onto Crawford Street
- Turn right onto Colwell Street
- Arrive at PPG Paints Arena loading dock

### **Section 13 - Drug Testing**

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

#### **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.

### Section 14 - Expenses/Reimbursement

#### Per Diem

Transportation expenses and per diem will be provided for an official travel party of 22.

#### Travel Expense System (TES)

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.

## Section 15 - Lodging

### Headquarters Hotel

#### **Pittsburgh Marriott City Center**

112 Washington Place

Phone: 412-918-1315

Contact: Jamie Miller

Email: [jmiller@shanercorp.com](mailto:jmiller@shanercorp.com)

### Team Hotels

A minimum of 16 double-double and four (4) additional non-smoking rooms have been reserved for each visiting teams travel party. Additionally, 10 rooms are reserved and controlled by each participating institution to use as it sees fit (e.g., athletics department personnel not included in the official travel party; band; cheerleaders; parents, etc.). These additional 10 rooms may be released without penalty by the cut-off date. **Deadline to submit rooming lists is 5 p.m. Eastern time, Monday, December 16.**

If an institution fails to make satisfactory arrangements with the hotel for the use of the additional 10 rooms as stated above, by either releasing or reserving by the above deadline, full charges for these rooms will be deducted from that team's per diem.

#### **Waco Regional Winner**

##### DoubleTree Hotel & Suites Pittsburgh Downtown

1 Bigelow Square

Phone: 412-586-1852

Contact: Dan Pfeifer

Email: [dpfeifer@doubletreepgh.com](mailto:dpfeifer@doubletreepgh.com)

#### **Austin Regional Winner**

##### Embassy Suites Pittsburgh Downtown

535 Smithfield Street

Phone: 412-930-0641

Contact: Kimmie Fitzhugh-Kelly

Email: [kimmie.fitzhugh-kelly@hilton.com](mailto:kimmie.fitzhugh-kelly@hilton.com)

#### **Stanford Regional Winner**

##### Sheraton Pittsburgh Hotel at Station Square

300 W. Station Square Drive

Phone: 412-480-4785

Contact: Karleigh Weichler

Email: [karleigh.weichler@sheratonstationsquare.com](mailto:karleigh.weichler@sheratonstationsquare.com)

#### **Madison Regional Winner**

##### Drury Plaza Hotel Pittsburgh Downtown

745 Grant Street

Phone: 800-436-1147

Contact: Jerusha Clarke and Jenny Wellman

Email: [jerusha.clarke@druryhotels.com](mailto:jerusha.clarke@druryhotels.com) and [jenny.wellman@druryhotels.com](mailto:jenny.wellman@druryhotels.com)



## Section 16 - Media Services

### Credentials – Photos, TV, Participant

The NCAA will print and send credentials to the tournament manager for distribution to appropriate individuals. Conditions placed on the use of a credential will be referenced on each. The use of any other credential or entry badge is prohibited. Credentials are not transferable. These will be distributed by the tournament manager to each team at the administrative meeting preceding the competition.

### Interview Policies

In section 7 above.

### Media Services

Media parking is subject to availability. A limited number of media parking validation tickets are available upon request to Lauren McLaughlin for the Logan Lot. The entrance is at the corner of Logan Street and Bedford Avenue.

The media workroom, located in PPG Paints Arena on the north side of the building, closest to the Logan Lot. The media room will be equipped with media workspace including internet and electrical outlets, light refreshments throughout the day and meals at designated times.

All event press conferences will take place in the press conference/interview room located in the media work area. The arena bowl is accessible from the media workroom.

Designated credentials will be required for access of any of these designated areas.

Below is the media workroom daily schedule.

#### Wednesday, December 18

9:30 a.m.	Workroom opens
5 p.m.	Workroom closes

#### Thursday, December 19

5 p.m.	Workroom opens
5 - 8 p.m.	Media meal
Closing	Two hours after last press conference

#### Friday, December 20

1:15 p.m.	Workroom opens
5:30	Workroom closes

#### Saturday, December 21

3:30 p.m.	Workroom opens
6 - 8:30 p.m.	Media meal
Closing	Two hours after last press conference (courtside will close 30 minutes following the awards ceremony)



#### Television /Webcasts

For broadcast information, please visit <http://www.ncaa.com/media>.

### Section 17 - Medical

#### Ambulance

The Bureau of Emergency Medical Services (EMS) provides standby service for all matches and is able to transport to UPMC Mercy Hospital located 0.5 miles from PPG Paints Arena.

#### Athletic Training

Certified athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified athletic trainer(s) will be on site for each scheduled practice or contest. Physician(s) will be on-call for all practices and on-site during game days.

#### Championship Medical Contacts

A certified athletic trainer will be onsite for each scheduled practice and competition match. Ice, hydrocollator, electrical stim and ultrasound will be available in the athletic training room. If more extensive athletic training services are needed, please notify Jessica Johns to make arrangements.

**Jessica Johns**

**Associate Head Athletic Trainer**

**Duquesne University**

Cell: 412-726-1223

Email: [johns416@duq.edu](mailto:johns416@duq.edu)

#### Concussion Management

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.





### Hospitals and Emergency Services

The championship hospital is UPMC Mercy Hospital located 0.5 miles from PPG Paints Arena.

#### **UPMC Mercy Hospital**

1400 Locust Street

Pittsburgh, Pennsylvania 15219

Phone: 412-232-8111

### Medical Examinations

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

### Physicians

A physician will be on-call for all practice sessions and onsite for competitions. For physician assistance outside of these times, please contact Jessica Johns to make arrangements.

#### **Dr. Allison Bean, MD**

UPMC

Cell: 505-463-4935

#### **Dr. Kentaro Onishi, DO**

UPMC

Cell: 530-574-0185

If traveling with a Team Physician, the student-athlete's team physician shall examine each student-athlete injured during NCAA competition and make a recommendation to the student-athlete, the coach and the chair of the volleyball committee, or the chair's designated representative, as to the advisability of continued participation or disqualification of the athlete. In the absence of a team physician, the NCAA tournament physician, as recommended by the host institution/conference and approved by the volleyball committee, shall examine the injured student-athlete and make a recommendation as noted above. The chair of the volleyball committee, or the chair's designated representative, will be responsible for enforcement of the medical recommendation if it involves disqualification.





#### Team 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-rays

If x-ray services are needed, specifics will be coordinated through Jessica Johns and Dr. Bean.

### Section 18 - Participant Expectations & Guidelines

#### Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field.

Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:

1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.



## Misconduct and Failure to Adhere to Policies

### Misconduct

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end

of the championship that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

### Failure to Adhere to Policies

A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/ march-in forms for qualification and other materials necessary for the efficient administration of the competition. Visit [http://www.ncaa.org/sites/default/files/Failure%20to%20Adhere%20to%20Policies%20and%20Procedures\\_09302015.pdf](http://www.ncaa.org/sites/default/files/Failure%20to%20Adhere%20to%20Policies%20and%20Procedures_09302015.pdf) to see the full misconduct/failure to adhere policy and procedure and fines.

## Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

## Sports Wagering

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

### Student-Athletes

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any



sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

#### Postseason

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize.

#### **Tobacco Ban**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

### **Section 19 - Security**

#### **Media / Interview Area**

Upon entering the building, all media members are subject to security procedures including personal and bag searches.

Area will be staffed during workroom hours to ensure proper credentials are being checked.

#### **Team Locker Room**

Upon entering the building, all participants will be subject to security procedures including personal and bag searches.

Participants unloading from team buses in the service yard will be searched upon entering the building and then will proceed to the team locker room.

The two teams participating in the red carpet arrival on Saturday evening will have personal and bag searches performed at their hotel prior to entry into PPG Paints Arena via the Highmark Gate. Teams can bring their bags with them during the event or leave it on the bus to be retrieved from the service yard after their participation in the event.



## Section 20 - Team Travel/Transportation

### Airports

#### **Pittsburgh International Airport**

1000 Airport Boulevard

Pittsburgh, Pennsylvania 15231

<https://www.flypittsburgh.com>

Phone: 412-472-3525

### Bus Companies

#### **Elite Coach**

724-325-2626

[www.elite-corporation.com](http://www.elite-corporation.com)

#### **Campbell Bus**

724-794-2440

#### **Coach USA Lenzner**

800-342-2349

### Police Escorts

All participating teams will be provided police escorts during the following Championship activities:

- from the airport to the city upon arrival
- to the Carnegie Science Center for the Banquet
- to PPG Paints Arena for Semifinals and Finals
- to the airport from the city for departure

Specific escort times will be communicated upon arrival in Pittsburgh.

### Rental Cars

<https://www.flypittsburgh.com/parking-transport/parking-transport-car-rental>

### Short's Travel Management

The participating institution shall be completely responsible for making its own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866-655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).

The NCAA has adopted transportation and per diem policies with respect to the travel and expenses incurred by the competing institution. The most up-to-date Division I guide can be found at: <http://www.ncaa.org/championships/travel/championships-travel-information?division=d1>.



## Section 21 - Tickets

### Allotments

Each participating institution will be allocated a maximum of 200 all-session tickets. 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.

### Suites

The NCAA is offering each participating team access to a suite for use during its respective match. Each team will receive a maximum of 24 suite passes (12 reserved, 12 standing room only), to be distributed at the Administrative Meeting on Wednesday morning. The suite passes are not good for admittance, so individuals must have a ticket for entry into the venue. **The suite is for each team’s match only. The two teams in the first semifinal match must leave the suites after the match.**

Institutions are responsible for the ordering and payment of food for the suite. For menus or for assistance with ordering food, please contact Allyson Hushon at [ppgpaintsarenasuites@aramark.com](mailto:ppgpaintsarenasuites@aramark.com). Pre-orders for food for Thursday and Saturday are due by noon, Eastern time, Monday, December 16. Please note that any food or drink ordered by your institution will be at your own cost.

### Ticket Distribution/Will Call

Tickets for the semifinal matches will be distributed to the participating institutions at the Administrative Meeting on Wednesday morning. Tickets for the championship match will be distributed to the participating institutions from the host ticket office after the semifinal matches on Thursday night.

Each institution will have a table for its use to distribute will call and pass list tickets. The tables will be located at the Verizon Gate on Centre Avenue. Each institution is required to staff its own table and the table must be staffed 90 minutes prior to the start of the first match and remain staffed until the end of the first match (by session). If you choose to handle your will call at the team hotel, please be advised that security will be your own responsibility. Please limit your will call as much as possible to assist with congestion.

PPG Paints Arena will open 90 minutes prior to the first match on each day, 5:30 p.m. Thursday and 6:30 p.m. Saturday.

### Complimentary Tickets

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.

The pass list entrance is located at the Verizon Gate on Centre Avenue. Please remind all individuals on the pass list that positive identification is needed to pick up tickets.

#### 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.

#### Non-Playing Participant Seating

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: FLR 7, Rows A & B, Seats 1-16 or FLR 13, Rows A & B, Seats 1-16.

#### Ticket Prices

All-Session - \$100 (Lower Level)

### Section 22 - Travel Party

#### Band/Spirit Squad/Mascots

Band members (a maximum of 30, including the director) shall be admitted free of charge via a gate list and escorted to their designated band corral on the end court. They are admitted free of charge for their match only. Bands shall store their equipment in the designated area backstage for their match only.

Full bands may not use electronic amplification equipment. Small (10 members or fewer) bands may use reasonable electronic amplification.

Uniformed spirit squad members, including a sponsor and a costumed mascot(s) (total of 13) shall store their items in a designated area backstage for their match only.

Band and spirit squad members will enter PPG Paints Arena via the service yard/loading dock. Band and Spirit Squad buses will unload and park at this location.

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



### **Banners and Artificial Noisemakers**

No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

#### **Bench Passes/Assignments**

Bench assignments shall be determined by the committee taking into account locker room assignments and team ticket locations.

#### **Bench Size**

The bench limit is up to 25 individuals and 16 chairs must be provided.

- 15 uniformed student-athletes
- 8 team personnel
- 2 additional non-dressed student-athletes

#### **Squad Size**

All teams are limited to 15 players in uniform.

#### **Travel Party Size**

Transportation expenses and per diem will be provided for an official travel party of 22.

## **Section 23 - Trophies and Awards**

#### **Additional Award Ordering**

To purchase additional awards please use the following link: <http://www.mtmrecognition.com/ncaa/>

#### **All-Tournament Team**

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 at the conclusion of the final match.

#### **Elite 90**

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics of the NCAA national office staff at 317-917-6222 or [elite90@ncaa.org](mailto:elite90@ncaa.org). All documents, including deadlines and nomination forms, can be obtained at [Elite 90 forms](#).

The submission deadline for nomination for **NCAA Division I Women's Volleyball** is **5 p.m. Eastern time, Monday, December 16.**



#### Participation Award

The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided to participating student-athletes. 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). Options for the award is included in the appendixes.

#### Section 24 - Uniforms

Each participating institution should be prepared to bring both home and away uniforms to the site of the competition. The home team shall wear light or white jerseys.

#### Laundry

Josh Marlow will coordinate all laundry services for the teams. Laundry should be dropped off or left at PPG Paints Arena. Josh will coordinate with each team regarding pick up details and can be reached at 727-421-9901.

#### Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual.]*

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.





Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

#### Division I Additional Requirements

The logo restriction on student-athletes' apparel set forth in 12.5.4 shall apply during the NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in news conferences. Please note that those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel as set forth in 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

#### Patches

The NCAA will provide patches for each institution. 30 patches will be provided, which is enough for both home and away jerseys, based on a squad size of 15. The preferred location for the patch is on the chest; however, the sleeve is an acceptable alternative.

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### **Section 25 - Host City Information**

For specific information about Pittsburgh, including restaurants, hotels, churches and other attractions, please visit [www.visitpittsburgh.com](http://www.visitpittsburgh.com)



## TRAVEL ITINERARY

Institution: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Airline: \_\_\_\_\_ Airport Flying Into \_\_\_\_\_

Arrival Flight Number: \_\_\_\_\_ Departure Flight Number: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Local Transportation: Cars \_\_\_\_\_ Vans \_\_\_\_\_ Bus \_\_\_\_\_

**Total Vehicles** \_\_\_\_\_

### Staff Information

Administrator Traveling with Team: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Coach: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sports Information Director: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Ticket Manager: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Trainer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Band Director: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Cheerleader/Mascot Sponsor: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Person Responsible for Team Travel: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please return to Megan Jahrling and Paula Wustrack by 5 p.m. Eastern time, Monday, December 16  
Email – [jahrlingm@duq.edu](mailto:jahrlingm@duq.edu) and [pwustrack@ncaa.org](mailto:pwustrack@ncaa.org)



# Official NCAA Division I Women's Volleyball Travel Party Form

TEAM: \_\_\_\_\_

Student-Athletes In Uniform (list alphabetically):	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Bench Personnel (To include coaches, trainer, etc.) <b>Please include role during championship</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Bench Personnel <b>(non-dressed student-athletes only)</b>	
9.	
10.	

All Access (SID and Administrators)	
1.	
2.	
3.	

Will your institution be bringing any of the following:

Band \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many \_\_\_\_\_

Cheerleaders \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many \_\_\_\_\_

Mascot \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many \_\_\_\_\_

NOTE: The NCAA will pay for a maximum of 22 members in the official travel party.  
 A maximum of 25 people can be in the bench area with a maximum of 15 athletes in uniform.  
 Of the ten bench personnel credentials, two are designated for student-athletes not in uniform.  
 Those spaces may not be used by others (i.e., if you have 15 total student-athletes,  
 you can have eight bench personnel credentials.)  
 Up to an additional three credentials will be provided for the institution's SID and administration.

**Please return to Megan Jahrling by 5 p.m. Eastern time, Monday, December 16**  
**Email – jahrlingm@duq.edu**



NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP

OFFICIAL TEAM ROSTER FORM

DATE: \_\_\_\_\_ TEAM: \_\_\_\_\_

MATCH: (H) \_\_\_\_\_ VS. (V) \_\_\_\_\_

CHAMPIONSHIP ROUND: \_\_\_\_\_

	<u>NAME</u>	<u>NUMBER</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

COACH: \_\_\_\_\_

**Bring to Administrative Meeting**



## Band/Cheer/Mascot Form

Institution: \_\_\_\_\_

Band Director: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Band Members (Including Director – maximum of 30):

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Cheerleader Coach: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mascot: \_\_\_\_\_

Cheerleaders (Including sponsor - maximum of 12):

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Please return to Megan Jahrling by 5 p.m. Eastern time, Monday, December 16**  
**Email – jahrlingm@duq.edu**



## Team Awards List

Please list the student-athletes and staff that you would like announced during the awards presentation.

Team: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

Others: (Please include title or role with team)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**\* Bring to Administrative Meeting**



## Locker Room Hospitality Form

TEAM: \_\_\_\_\_

Please identify the **dates** meals should be provided in the team locker room. Each participating team has the option to have twenty-two (22) complementary meals provided for the travel party.

Select **one (1) meal option** for the entire travel party, with the exception of those needing a vegetarian meal. When selecting the vegetarian meal, please identify the quantity of meals to be provided. **Please note, locker room hospitality is optional. If a team chooses not to have meals provided at the venue, please notify Megan Jahrling of this opt out.**

☐ **Wednesday, December 18 (Practice Day 1)**

\_\_\_\_\_ Meal Option 1: Grilled Chicken Sandwich, Scalloped Potatoes, Peas/Carrots, Brownie

\_\_\_\_\_ Meal Option 2: Chicken Tenders, Mac N Cheese, Broccoli, Cookie

\_\_\_\_\_ Meal Option 3: Grilled Chicken Salad, Green Beans, Pierogis, Cheesecake

\_\_\_\_\_ Meal Option 4: Butternut Squash Risotto, Side Salad, Chocolate Cake

\_\_\_\_\_ Snack Option: Apples, Bananas, Pears OR Build Your Own Peanut Butter & Jelly Bar

☐ **Thursday, December 19 (Semifinal Match)**

\_\_\_\_\_ Meal Option 1: Grilled Chicken Sandwich, Scalloped Potatoes, Peas/Carrots, Brownie

\_\_\_\_\_ Meal Option 2: Chicken Tenders, Mac N Cheese, Broccoli, Cookie

\_\_\_\_\_ Meal Option 3: Grilled Chicken Salad, Green Beans, Pierogis, Cheesecake

\_\_\_\_\_ Meal Option 4: Butternut Squash Risotto, Side Salad, Chocolate Cake

\_\_\_\_\_ Snack Option: Apples, Bananas, Pears OR Build Your Own Peanut Butter & Jelly Bar

☐ **Friday, December 20 (Practice Day 2)**

\_\_\_\_\_ Meal Option 1: Grilled Chicken Sandwich, Scalloped Potatoes, Peas/Carrots, Brownie

\_\_\_\_\_ Meal Option 2: Chicken Tenders, Mac N Cheese, Broccoli, Cookie

\_\_\_\_\_ Meal Option 3: Grilled Chicken Salad, Green Beans, Pierogis, Cheesecake

\_\_\_\_\_ Meal Option 4: Butternut Squash Risotto, Side Salad, Chocolate Cake

\_\_\_\_\_ Snack Option: Apples, Bananas, Pears OR Build Your Own Peanut Butter & Jelly Bar

☐ **Saturday, December 21 (Championship Match)**

\_\_\_\_\_ Meal Option 1: Grilled Chicken Sandwich, Scalloped Potatoes, Peas/Carrots, Brownie

\_\_\_\_\_ Meal Option 2: Chicken Tenders, Mac N Cheese, Broccoli, Cookie

\_\_\_\_\_ Meal Option 3: Grilled Chicken Salad, Green Beans, Pierogis, Cheesecake

\_\_\_\_\_ Meal Option 4: Butternut Squash Risotto, Side Salad, Chocolate Cake

\_\_\_\_\_ Snack Option: Apples, Bananas, Pears OR Build Your Own Peanut Butter & Jelly Bar

**Please return to Megan Jahrling by 5 p.m. Eastern time, Monday, December 16**  
**Email – [jahrlingm@duq.edu](mailto:jahrlingm@duq.edu)**

## HEAD COACH RESPONSIBILITIES

Please review the [2019-20 NCAA Division I Women's Volleyball Pre-Championship Manual](#) for the responsibilities, policies and procedures for teams participating in the championship. In particular, please note the following:

1. Attendance at the administrative meeting is mandatory for each team's designated athletics director or senior woman administrator (or designated administrator). **A member of the coaching staff may not serve as the designated administrator.** Attendance by the head coach and sports information director is optional.
2. An administrator must be present at his or her team's closed practice to verify admission of official traveling party members and others that the coach may wish to attend (excluding media). This individual may be a trainer, sports information director or other administrator, but not a member of the coaching staff.
3. **Coaches are responsible for following the video policies as outlined in the document attached in the selections announcement email.**
4. No scouting is permitted during the open practices. Members of each participating team's official travel party and affiliated members are not permitted to attend the open practice of another team participating in the championship.
5. Members of the coaching staff or other representatives of participating institutions or conferences may not make public statements critical of officiating in any NCAA competition. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.10.
6. All timeouts will be 90 seconds in length. For **all matches**, in a non-deciding set (sets 1 through 4), the media timeout is called when the leading team reaches 15 points (if no timeout has been called by a team prior to that point). In the deciding set (set 5), the media timeout is called at 8 points. Each coach will be permitted to call two timeouts per set. Once a timeout has been called in a set, no other electronic timeouts may be requested.
7. Uniforms, warm-ups, T-shirts and **socks** (practice and competition) may have a single manufacturer's logo no larger than 2 1/4" square. The logo policy applies to student-athletes and all bench personnel.
8. Teams may not bring into or distribute in the arena, during practice or competition, any commercial apparel that may have been provided them by manufacturers (e.g. T-shirts, caps or warm ups with commercial identification). Such apparel may not be worn in the arena during practice, competition or news conferences.
9. Teams will not be allowed **in the playing area** prior to 60 minutes before the starting time of each match. If an alternative practice facility is available on campus for all participating teams only warm-up activities may be performed. (Use of balls is permissible if there is enough space for both teams to use them).
10. Regardless of regular-season radio or television contract(s), 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 has concluded. The head coach cannot delay a postmatch interview with the covering press 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 the rights. This policy does not apply to assistant coaches.
11. For practice, 25 coaches and or players are permitted on the court. For game warm-up, 15 players in uniform are allowed on the bench and involved in the warm-up. 25 people total are allowed on the bench.



## **DI Women's Volleyball Participant Manual, National Semifinals and Championship:**

In order to enhance ESPN's telecast, the NCAA Division I Women's Volleyball Committee has agreed to allow ESPN special production access from a participating institution. Most of this access will be **MANDATORY** but some will be subject to the head coach's approval.

### **MANDATORY ACCESS FOR ESPN IS AS FOLLOWS:**

- a. Camera/microphone access to locker room during pre-match (**MANDATORY FOR BOTH TEAMS**), 10 minute break (OPTIONAL FOR BOTH TEAMS) and post-match (**MANDATORY FOR WINNING TEAM** and OPTIONAL FOR LOSING TEAM).
- b. **MANDATORY** camera access, including placing a microphone on the head coach, during closed practices. The NCAA will permit ESPN to have one producer, two camera operators and one audio technician in closed practices. These are in addition to the access already granted to the closed practices for the talent, producer and director.
- c. **MANDATORY** in-match interviews with head coaches at the 5 minute break between sets 2 and 3. ESPN will interview the head coach of the lower seeded team on their way to the locker room and the head coach of the higher seeded team on their way back to the arena. ESPN is allowed to ask a maximum of two questions.

**OPTIONAL** student-athlete interviews at the 5 minute break between sets 2 and 3. ESPN will select the student-athlete in the final minutes of the 2<sup>nd</sup> set based on their performance. The sideline reporter will communicate which player they will interview to the team SID before the end of the second set.

The interview at the 5 minute break will be EITHER the head coach OR a student-athlete (not both) and will be determined by ESPN as to which they prefer. The interview must not exceed 60 seconds.

- D. **MANDATORY** head coach and/or student-athlete interview no later than one hour prior to 1<sup>st</sup> serve on match days.
- E. **MANDATORY** sideline reporter access behind a team's bench throughout the match. There may be a camera or live microphone, and the reporter may give a brief summary report following the timeout.

For those requests that are subject to head coach approval, each participating institution's sports information contact will be required to complete an ESPN Production Access Form and return it to the NCAA media coordinator at the sports information contacts meeting. [Refer to Appendix 1H] Team representatives are requested to immediately report to the women's volleyball committee any issues which may arise regarding ESPN access.

### **ESPN may request access to the following:**

- a. Hand-held camera and microphone at team meetings at the hotel.
- b. Hand-held camera and microphone at team meals.
- c. Hand-held camera and microphone on the team bus.
- d. Hand-held camera and microphone at any other team activities.
- e. Student-athlete's being allowed to videotape and document a team's tournament experience from their perspective.
- f. Use of VERT technology during the game/broadcast.

**NOTE:** ESPN may have multiple platforms onsite covering the championship. The ESPN broadcast production team is the primary ESPN entity that may request access. Other ESPN platforms (i.e., SportsCenter, ESPNNews, ESPN.com,

ESPN3, ESPNW, ESPN DePortes, Longhorn Network, SEC Network) shall be treated as other media agencies and shall not be granted access, unless provided with general media access or approved by the team.

**Access During Competition.** During competition, ESPN camera operators are restricted to an area outside a 10-foot perimeter surrounding the team benches. ESPN personnel, including all talent, must refrain from conversation with any team bench or official scorer's table personnel from the time the match begins until it ends, including timeouts, side changes between sets and the 10 minute break unless already specified.

**Camera Restrictions During Timeouts.** Once a timeout has been called, camera operators will be permitted to follow a team to the bench area and then will be required to move to the three meter line area for the remainder of the timeout. If teams move their benches onto the court during timeouts, camera operators must remain 10 feet from this area.

**Camera Restriction in Locker Room Area.** ESPN may use a handheld camera and microphone in the locker room during pre-match and post-match. Coaches and players may not be interviewed at this time in the locker room. ESPN may not use live footage from the locker rooms.

**Non-Participating Coach Interviews.** If requested, coaches may grant interviews to ESPN to be conducted during the match in which their team is not participating. This may take place between sets 1 and 2 or during the 10 minute break between sets 2 and 3.

**Microphones on Coaches.** As per NCAA Bylaw 31.6.4.5, the placement of microphones on a team coach or in team huddles and bench areas for television, radio or motion-picture purposes is prohibited in all NCAA championships.

**NOTE:** This includes all institutional productions, including coaches' shows.

**Post-match Interviews.** If requested, both coaches shall be available for the ESPN post-match interviews. The interviews may not exceed four minutes. ESPN shall not inordinately delay a coach's return to the locker room or to the media interview room. If ESPN is not prepared to conduct a live interview immediately, it shall tape the interview once the coach's media obligations are complete. Coaches shall not grant interviews to ESPN once they have left the court until after all other media obligations are completed.

**ESPN Interviews.** Teams will participate in ESPN interviews on the off-day of the championship at the championship venue. During these sessions, ESPN talent will conduct individual interviews with student-athletes and coaches. Coaches must bring the players requested by the media to the press conferences unless there is a medical reason not to. Additionally, ESPN will conduct tease shoots during which they will capture unique footage from the teams. Specific details will be shared during the transitional teleconferences with each team.

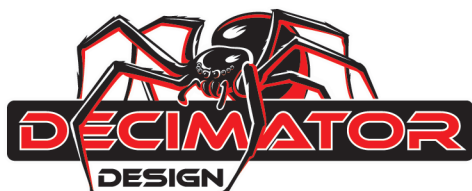
**NCAA® DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP**  
**ESPN SPECIAL PRODUCTION ACCESS FORM – NATIONAL SEMIFINALS AND CHAMPIONSHIP**

<b>Institution:</b>			
<b>Head Coach:</b>		<b>Sports Information Contact:</b>	

ACCESS TO:	YES	NO	NOTES
Closed practice access (e.g., producer, director, talent team)	REQUIRED		
Camera access, microphone on head coach, during closed practices. ESPN limited to one producer, two camera operators and one audio technician in closed practices.	REQUIRED		
In-match interview with <b>HEAD COACH</b> at 5:00 break between sets 2 and 3. ESPN will interview the Head Coach of the lower seeded team on the way into the break and higher seeded team on the way back from the break.	REQUIRED		
<b>STUDENT-ATHLETE</b> interview at 5 minute break between sets 2 and 3. *ESPN will interview either the head coach or the Student-Athlete at the 5 minute break if Student-Athlete is permitted.			
Arrival interview with <b>HEAD COACH and/or STUDENT-ATHLETE</b> . No later than one hour prior to first serve.	REQUIRED		
Camera/microphone access to locker rooms – Pre match ( <b>BOTH TEAMS</b> )	REQUIRED		
Camera/microphone access to locker rooms – 10 minute break ( <b>LEADING TEAM</b> )			
Camera/microphone access to locker rooms – 10 minute break ( <b>TRAILING TEAM</b> )			
Camera/microphone access to locker rooms – Post match ( <b>WINNING TEAM</b> )	REQUIRED		
Camera/microphone access to locker rooms – Post match ( <b>LOSING TEAM</b> )			
Sideline reporter access behind team bench during match. <b>NOTE:</b> No camera or live microphone. Reporter will give brief summary on-air.	REQUIRED		
Team meetings at the hotel.			
Team meals.			
Team bus.			
Other team activities.			
Video camera, carried by a student-athlete, to document team's tournament experience.			

**NOTE:** ESPN may have multiple platforms onsite covering the championship. The ESPN broadcast production team is the primary ESPN entity that may request access. Other ESPN platforms (i.e., SportsCenter, ESPNNews, ESPN.com, ESPN3, ESPNW, ESPN DePortes, Longhorn Network, SEC Network) shall be treated as other media agencies and shall not be granted access, unless provided with general media access or approved by the team.

**PLEASE BRING TO THE ADMINISTRATIVE MEETING**



# MD-RDA

LOW COST MINIATURE  
(3G/HD/SD)-SDI 1 to 6 RECLOCKING  
DISTRIBUTION AMPLIFIER

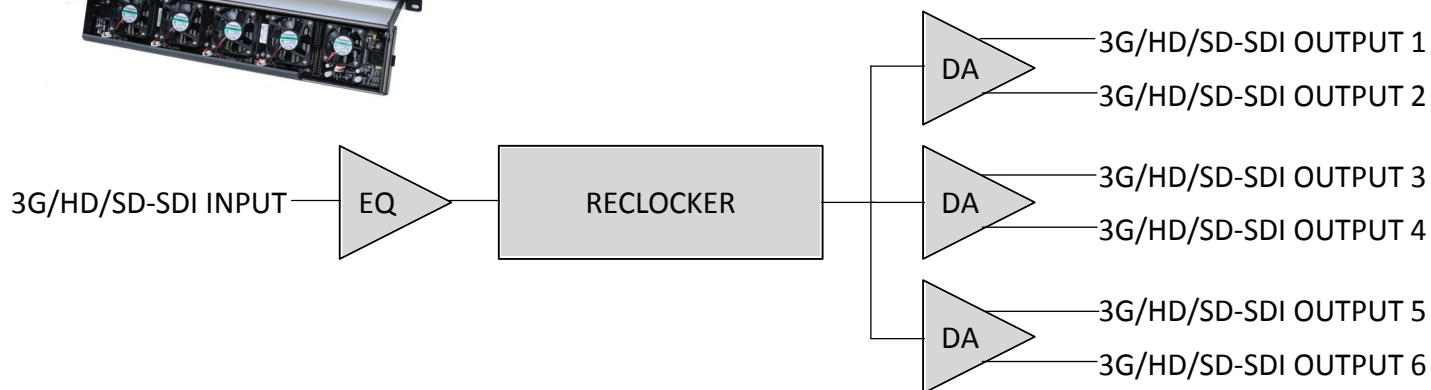


Similar to the feature rich MRD-1000 available in the openGear platform shown below



## PRODUCT FEATURES

- Reclocks one input and outputs 6 new copies of either 3G-SDI, HD-SDI or SD-SDI.
- Conditional Maximum Equalization cable length, using Belden 1694A cable:
  - 400 metres (1312 feet) for SD-SDI
  - 200 meters (656 feet) for HD-SDI
  - 100 meters (328 feet) for 3G-SDI
- Auto rate detect
- Small compact size
- Locking DC Power Socket
- Mounting Bracket included
- Power Supply included



## SPECIFICATIONS

<b>VIDEO FORMATS</b>	3G:SMPTE 424M@2.97 and 2.967Gb/s HD:SMPTE 292M/274M/296M@1.485 and 1.435Gb/s SD:SMPTE 259M@270Mb/s	<b>INPUTS</b>	<ul style="list-style-type: none"> <li>• (3G/HD/SD)-SDI</li> <li>• Conditional Maximum Equalization cable length of 400M for SDI, 200M for HD-SDI and 100M 3G-SDI using Belden 1694A</li> </ul>
<b>LED STATUS</b>	<ul style="list-style-type: none"> <li>• Power</li> <li>• Signal Lock</li> </ul>	<b>OUTPUTS</b>	<ul style="list-style-type: none"> <li>• 6 x RECLOCKED (3G/HD/SD)-SDI</li> </ul>
<b>POWER</b>	<ul style="list-style-type: none"> <li>• +5V to +24V DC, ~2 Watts</li> <li>• Positive Centre Pin</li> </ul>	<b>DIMENSIONS</b>	3" x 2.8" x 0.9" or (78mm x 71mm x 23mm)

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# HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Please add [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com) to your address book to allow us to send you emails.



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