[Standardized Participant Manual]

for preliminary-round competition



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

# [DATE]

[Institution]

[City, State]

TABLE OF CONTENTS

 (List page numbers)

 1. Tournament Personnel

 2. Schedule of Events

 3. Practice Schedule

 4. Hotels

 5. Transportation

 6. Administrative Meeting

 7. Travel Party Information

 8. Expenses/Reimbursement

 9. Sports Information/Credentials

10. Scouting Seats

11. Ticket Information

12. Band, Spirit Squad and Team Seating

13. Training Room and Facilities

14. Medical Information

15. Locker Rooms

16. News Conferences

17. Post-match Interviews

18. Uniforms/Benches

19. Parking and Arena Entrances

20. Officials

21. Drug Testing

22. Videotapes/Films/Still Photography

 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 Name

 Committee Representative: 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.

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:

DateTimeLocation

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).