

HOST OPERATIONS 2026-27 MANUAL

Division I Women's Volleyball

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

DIVISION I WOMEN'S VOLLEYBALL OVERSIGHT COMMITTEE

Championships Subcommittee Members

Joeleen Akin Executive Associate Athletic Director/ Senior Woman Administrator Georgia Institute of Technology	**Laura Alexander** Senior Associate Athletic Director/ Senior Woman Administrator San Jose State University
Sherene Brantley Deputy Athletic Director/Senior Woman Administrator Duquesne University	**Erin Hagen** Senior Associate Athletic Director/ Senior Woman Administrator Liberty University
Elizabeth Heinrich Executive Senior Associate Athletic Director/ Senior Woman Administrator University of Michigan	**Jill Keegan** Deputy Athletic Director/Senior Woman Administrator University of Colorado, Boulder
Kathy Litzau Senior Associate Athletic Director/ Senior Woman Administrator University of Wisconsin-Milwaukee	**Kelli Myers** Senior Associate Athletic Director/ Senior Woman Administrator Georgetown University
Jennifer Saxon, chair Executive Associate Athletic Director/ Senior Woman Administrator University of Mississippi	**Adam Tschour** Director of Athletics University of the Pacific

Section 1 • Alcoholic Beverages/Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard seltzers) may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
    - Permissible types of alcoholic beverages;
    - Eligibility for the sale and distribution of alcoholic beverages;
    - Indemnity, warranty and insurance obligations; and
    - Verification.

    Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity – including gross sales, direct costs and applicable taxes – for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid and Profile System.

General

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

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

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

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

TOBACCO PRODUCTS

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

First and Second Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions (48) to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. These will be provided to the coaches of the nonadvancing teams at each site and are given to the squad size (16 per team).

Regional Rounds

MTM, Inc. will send official NCAA participant medallions (48) to the tournament director prior to competition. **They will also send a regional champion trophy (1) and regional champion mini trophies (23). Participant medallions should be given to the nonadvancing teams (16 to each team). The trophies shall be presented at the end of the regional final match.** When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

Finals

MTM, Inc. will send official NCAA awards to the tournament director approximately one week prior to the championship. The awards will include one team trophy (national champion): 23 national champion individual trophies and 16 watches (for the squad size of the championship team). When the awards arrive the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. The NCAA will ship the semifinalist awards directly from the award provider to the appropriate institutions.

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

AWARDS CEREMONY (REGIONAL AND FINAL SITE ONLY)

After the regional finals, a regional championship trophy and a ticket punched sign will be presented to the winning team. Twenty-three mini trophies will be provided in the locker room. For Finals, the awards ceremony will be conducted at center court immediately following the conclusion of the championship match. Personnel must be in place and alert to setting up the table for the ceremony without undue delay. A six-foot table should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). There also needs to be stanchions to rope off the area. The awards ceremony will include the cutting of the net using the Fiskars scissors sent by the NCAA. The national champions will receive awards directly following the championship match. The following will be presented at the championship: one team trophy (national champion), 23 individual champion mini-trophies and 16 watches to the championship team (7 watches will be ordered and sent following the championship).

PARTICIPATION

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participation awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

CHAMPIONSHIP LOCKER ROOM PROGRAM (FINAL SITE ONLY)

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 91 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

ELITE SCHOLAR-ATHLETE AWARD

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

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

Award Presentation

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

> At this time, we would like to present the Elite Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.
>
> The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division I Women's Volleyball Championship, with a cumulative grade-point average of (GPA) in (major of study), is (winner and school: *Jane Doe of State University*).

Presentation at the Student-Athlete Banquet

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

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

In-Venue Presentation

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

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which the individual is participating so that the school's fans are in attendance (video board and/or public address recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite Scholar-Athlete award winner is not introduced live inside the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager or champs engagement representative will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division I Women's Volleyball Championship, with a cumulative grade-point average of (GPA) in (major of study), is (winner and school: *Jane Doe of State University*).

Press Release

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

Social Media

The NCAA X account (formerly known as Twitter) will promote the winners after the on-site announcement has been made. Olivia Baumhoer will work with social media staff members to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to **socialmedia@ncaa.org**.

For more information on the Elite Scholar-Athlete Award winners, log on to **ncaa.org/elitescholarathlete**.

Section 3 • Bands/Cheerleaders/ Spirit Squads and Mascots

ADMISSION

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

ARTIFICIAL NOISEMAKERS

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

DESIGNATED AREAS

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

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

ELECTRONIC AMPLIFICATION

Use of electronic amplification will be approved by the NCAA representatives. The host institution should be prepared to assist with accommodations.

FIGHT SONGS/MUSIC

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

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

MAXIMUM NUMBER

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

SEATING

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

RED CARPET ARRIVALS/TEAM WALKS (FINALS ONLY)

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

Elements to Consider

- Number of fans – will there be an adequate number of fans to support a red carpet arrival/team walk and make it a positive experience for the participating student-athletes?
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game).
- Equitable participation – will all participating teams have equal opportunities to participate (it is permissible to have a red carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day)?
- Team's experience – this should be a positive experience for all participating student-athletes and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5-15 minute window between teams is needed. Depending on the schedule of the teams you can predetermine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15 minute window of separation, giving them more control of their schedule and not interrupting their normal game-day routine.
- Fan's experience – consider the location of the red carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate.
- Visibility and promotion – is the red carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, ncaa.com, e-blast, push notifications and/or signage? Ask each participating team to send out the red carpet arrival/team walk times to their ticket holders and on their social media platforms as well.
- Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red carpet arrivals/team walk.

Guidelines

- The host staff will have primary responsibility for coordinating and managing the red carpet arrivals/team walk, as well as, all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate.
- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red carpet arrival/team walk area.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive.
- Student-athletes should wear game apparel or matching team issued warmup gear.

- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room.
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered.
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted.
- A sound system which can be used in conjunction with the red carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics.

Checklist

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event.
- Stanchions or other form of a barrier between the student-athletes and fans.
- Red carpet arrival/team walk sign or entrance way (e.g., balloon arch), if appropriate.
- Staff or volunteers.
- Security, if appropriate.
- Lighting elements if it is going to be dark out, depending on the time of the arrivals.
- Tents over the carpet if it is raining, unless the location of the red carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red carpet arrivals/team walk).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate.
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red carpet arrival/team walk location of the arrival time changes, if appropriate.
- Other entertainment (e.g., DJ/music, local drum line) to keep fans entertained before and in-between team arrivals, if appropriate.

Section 4 • Banquet (Finals only)

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

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA games presentation team and inform the host.

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

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

Run-of-Show

6:30 p.m.	Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair).
	Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA tribute video, DII or DIII branding video – optional).
6:45 p.m.	Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative.
6:50 p.m.	Dinner buffet lines open or plated dinner served.
7:20 p.m.	Guest speaker (optional).
7:40 p.m.	Comments by head coaches or Q&A with selected student-athletes (optional)*
	Team 1
	Team 2
	Team 3
	Team 4
7:50 p.m.	Comments by the NCAA committee chair and the presentation of Elite Student-Scholar Award.
	Championship Video (if available).
7:55 p.m.	Closing Comments (emcee with talking points from NCAA or NCAA chair).

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

Best Practices

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

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

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

Sample Enhancements

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

Coaches' Association Award Guidelines

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

Section 5 • Championship Presentation/Fan Engagement

FAN FESTS

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

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

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

NCAA MARKS

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

IN-VENUE ENTERTAINMENT

Video Board Content and Public Address Scripts

NCAA championship hosts are required to utilize NCAA provided public address announcer scripts, run-of-shows and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements that you'd like to propose for the event must be approved in advance your NCAA staff point person.

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Brandon Anthony – Senior Producer
Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

Break in Action Contests or Promotions

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

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

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

National Anthem Singers

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

- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- A brief description and "thank you" for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable).
- Highly recommend a pre-event rehearsal with the performer(s) and others involved.

Enhanced Team Introductions

Examples of this could include using special music, smoke machines, flame units, on-field fireworks, team banners/flags, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration:

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

Musical Entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated Award Recognitions

If appropriate, award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete award, coaches' association player of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

Military Involvement

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

Guidelines

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

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind are not permissible.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 91 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:
NCAA Corporate Champions & Partners

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff.

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

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

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

   To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.
5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page.
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA Trademarked Protection Language

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray at **amurray@ncaa.org** or 317-790-7596.

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

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

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

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

For blue disc/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademarks
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, **NCAA Licensing - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view) including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA,

including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA corporate champion or corporate partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

e. **Covering Existing Signage/Product Branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noise-making items. Items may include any (non-CCP) commercial identification.

i. **Digital Inventory.** At no charge, the NCAA will have full access to, and control of, all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 7 • Critical Incident Response/Emergency Plan

PREPARATION

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

Each host will be asked to provide the following:

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

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

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

- Scorer's Table. Assure that the game clock, shot clock and score are accurately recorded.
- Officials. Assure that the officials know the exact game situation when play was halted.
- Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

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

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

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

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

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

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

Section 8 • Competition Site Requirements

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

CONCESSIONS

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

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

ELECTRICAL COMMUNICATION

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

EQUIPMENT

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

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

- Preliminary Sites. The host will provide the net system. Nets must be free of corporate logos.
- Regional Sites. Sports Imports will provide the net and pads with the NCAA logo on them.
- Finals Site. Sports Imports will provide the net system including the poles, net and pads.

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

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

Radios

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

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

Scoreboard. Scoreboards shall display the names of the participating institutions rather than "Home" and "Visitors." If the scoreboard does not have the capability of displaying the teams' names electronically, printed team names should be used on the scoreboard.

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

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

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

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

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

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

Streaming Requirement. All first and second round sites are required to stream all matches.

FACILITY AVAILABILITY

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

MEETING WITH NCAA REPRESENTATIVE(S)

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

NCAA SPACE REQUIREMENTS

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

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

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

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

Locker Rooms. A locker room with shower facilities should be provided for each team (a total of four), and two rooms for the match officials. Signs should be posted to identify the team's locker rooms. A sign reading, "NCAA Use Only" shall be posted on the official's locker rooms.

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

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

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

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

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

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

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

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

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

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

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

Player Warmup. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warmup, if available.

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

NEUTRALITY

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

OFFICIAL SCORER'S TABLE

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

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

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

OFFICIAL SCORER'S TABLE PERSONNEL

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

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

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

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

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

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

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

PARKING

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

SEATING REQUIREMENT

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

VIDEOTAPING

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

Section 9 • 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.

Comprehensive drug testing details for hosts can be found at the following link: **NCAA Drug Testing Program**

Section 10 • Equipment

GAME VOLLEYBALLS

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

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

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

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

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

Finals. Ninety-six (96) balls will be sent to the final site approximately 2 weeks in advance of the championship.

Ball carts will be provided only for the finals.

PLAYING SURFACE

Preliminary Rounds. The playing floor should meet all specifications as outlined in Appendix A of the 2025 and 2026 NCAA Volleyball Rules and Interpretations Book, which may be found online at **ncaapublications.com**. There shall be no commercial marks on the competition court.

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

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

Regionals. For the 2026 season, any institution interested in hosting regionals must have access to or own a Taraflex floor. The NCAA may send logos to place on the competition floor.

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

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

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

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

TEAM BENCHES/UNIFORM COLORS

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

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

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

Permissible Number. The bench limit is 16 players in uniform plus seven additional non student-athletes and any additional rostered student-athletes not part of the squad size.

Preliminary Rounds. The host site will provide bench chairs.

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

Team Doctor. If an institution wishes to have its own team doctor in the bench area, that individual must occupy one of the 16 chairs and will not count in the bench limit of 23. Under no circumstances may an institution be provided more than 16 chairs.

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

Section 11 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by NCAA staff and receipt of the automated email noted above. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "Summary" tab as documentation supporting each line of their revenue and expense figures.

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

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the **drug testing manual** (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

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

SITE REPRESENTATIVES

The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

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

Local Transportation for Teams. For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel. Individual sports, eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

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

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 12 • Game Management

ADMINISTRATIVE MEETING

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

BALL CREW

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

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

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

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

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

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

COMPETITION TIMES

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

Match Times

First and Second Rounds. On the first day of competition, the first match must start between 4:30 and 6 p.m. and there must be a **minimum** of two hours scheduled between the start of the first and second matches (e.g., 5:30 p.m., 7:30 p.m.). The second match will start 30 minutes after the conclusion of the first match or the designated time, whichever is later. If the second day of competition is Friday, matches should start between 6:30 and 8:30 p.m.

Saturday matches must start between 2 and 8 p.m. At least **22** hours must be allocated between the scheduled start of the last first-round match and the start of the match the second day. **The host team will play the second match for first and second rounds. Any changes to match times or order must be approved by the committee in advance and/or television schedule that may necessitate a revised schedule.**

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

Finals. The semifinal matches start times will begin at 5:30 p.m. local time, 6:30 p.m. Eastern time, conducted between 4 and 10 p.m. local time Thursday; the championship match will be conducted at 3:30 p.m. local time, 3:30 p.m. Eastern time Sunday. Adjustments to match times may be necessary due to television coverage. The order of matches will be confirmed the Sunday preceding the finals.

Match Protocol Sheets (Timing Sheets)

All Rounds. The NCAA staff will distribute a match protocol template for preliminary-round games to be filled out with opponents and game times by host. The NCAA will complete a match protocol for the national semifinals and national championship game.

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

FAN SEATING

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

DECORATING AND ADVERTISING

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

- ESPN Banners (two - must get approval from site rep on location)
- NCAA Radio Banner (one - may be used to cover nonpermissible signage)
- NCAA Banner

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

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

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

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

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

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

EVALUATIONS

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

GAMES COMMITTEE

The games committee shall be comprised of:

- **Preliminary Rounds:** The NCAA site representative, tournament manager and a match official.
- **Finals:** The games committee will be the NCAA Division I Women's Volleyball Committee.

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

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

The NCAA national coordinator of officials will email officials assignments.

HOSPITALITY

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

INSURANCE

If event is held on-campus:

Host institution/conference must maintain:

a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
   - $5,000,000 Per Occurrence
   - $5,000,000 General Aggregate
   - $5,000,000 Products/Completed Operations Aggregate

b. Automobile Liability Insurance, covering owned, nonowned, leased or hired autos, with a minimum combined single limit of $5,000,000 Each Accident.

c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.

d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
   - $1,000,000 Each Accident
   - $1,000,000 Disease - Each Employee
   - $1,000,000 Disease - Policy Limit

If event is held off-campus (also applies when on campus venue is operated by a third party). Host institution/conference or Local Organizing Committee must maintain:

a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
   - $5,000,000 Per Occurrence
   - $5,000,000 General Aggregate
   - $5,000,000 Products/Completed Operations Aggregate

b. Automobile Liability Insurance, covering owned, nonowned, leased or hired autos, with a minimum combined single limit of $5,000,000 Each Accident.

c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.

d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
   - $1,000,000 Each Accident
   - $1,000,000 Disease - Each Employee
   - $1,000,000 Disease - Policy Limit

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

a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
   - $10,000,000 Per Occurrence
   - $10,000,000 General Aggregate
   - $10,000,000 Products/Completed Operations Aggregate

b. Automobile Liability Insurance, covering owned, nonowned, leased or hired autos, with a minimum combined single limit of $5,000,000 Each Accident.

c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.

d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
   - $1,000,000 Each Accident
   - $1,000,000 Disease - Each Employee
   - $1,000,000 Disease - Policy Limit

e. Liquor Liability insurance with minimum limits of $10,000,000 per occurrence and $10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue shall include mutual indemnification language.

2. If an Unmanned Aerial Vehicle (UAV) or drone will be used by the host or venue or its contractor, $1m in liability insurance coverage shall be procurred and maintained for third party body injury, property damage, or privacy with no exclusion for loss arising from electronic malfunction.

3. Certificate must be submitted to NCAA 30 days prior to competition.

4. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.

5. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.

6. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of $25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

NATIONAL ANTHEM

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

Team Introductions

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

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

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

PRACTICE

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

The committee representative is responsible for approving all practice schedules prior to the schedule being sent to the teams and will monitor all practices. For the day prior to the first competition practices should be scheduled between noon and 10 p.m. Five-minute breaks will be scheduled between each practice to accommodate teams' arrival at and departure from the arena floor.

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

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

Bench Personnel/Squad Size. All teams are limited to 16 players in uniform. Remaining team members may wear team warmup, but must keep it on for duration of match. Place tape on the floor to designate boundaries of team areas. **Bench personnel will be requested to stay seated while in the bench area and play is "live." If personnel wish to stand, they may do so in the designated area adjacent to the bench.**

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

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

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

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

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

STATISTICS CREW

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

Scoresheets and Lineup Sheets. Only official NCAA forms should be used for the championship. These forms can be downloaded from the NCAA website at: **ncaa.org/championships/playing-rules/womens-volleyball-rules-game**.

TOURNAMENT MANAGER

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

Section 13 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on **Health, Safety & Performance - ncaa.org.** A nonexhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the following documents: **Preventing Catastrophic Injury and Death in Collegiate Athletes**, the **NCAA's Guidance for Medical Care and Coverage for Student-Athlete at Away Events** and the ***NCAA Sports Medicine Handbook***.

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
    - Asthma.
    - Burners (Brachial Plexus Injuries).
    - Cardiac Emergencies.
    - Cervical Spine Injuries.
    - Concussion and Traumatic Brain Injury.
    - Diabetic Emergency.
    - Head and Neck Injury.
    - Heat Illness and Heat Stroke.
    - Hypothermia.
    - Mental Health Emergencies.
    - Rhabdomyolysis.
    - Sickle Cell and Other Exertional and Nonexertional Collapse.
    - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

AMBULANCE SERVICE

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

MEDICAL STAFF CREDENTIALS AND ACCESS

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

PORTABLE IMMERSION TUBS

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Section 14 • Hydration Product

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Kristin Fasbender (317-917-6520; **kfasbender@ncaa.org**).

First and Second Rounds

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

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

Championship Regional and Final Site

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

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

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

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

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

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

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

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

NCAA Non-Predetermined Preliminary-Round Competition

For all NCAA non-predetermined preliminary-round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations. Twenty-six rooms should be reserved for each team (16 double doubles and 10 run of house).

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

For all NCAA predetermined preliminary-round competition and predetermined championships, Anthony Travel, acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party.

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

MERCHANDISING

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

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

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championships marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA championships marketing contact prior to implementation.

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Marketing Portal can be accessed at **ncaachampspromotion.com**.

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact **ncaachampspromotions@ncaa.org** if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- Print
  - Poster
  - Flyer
  - Print ad
  - Table tent
- Digital
  - Email blast
  - Banner
  - Social media graphics
  - Video board
- Outdoor
  - Billboard
  - Banner
- Resources
  - Marketing best practices
  - Social media guidelines
  - Special artwork requests

If you have artwork needs and/or sizing which may not be available on the NCAA Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to **ncaachampspromotions@ncaa.org**.

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

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

NOTE: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

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

MICROSITE GUIDELINES

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

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

Final approval of the city-specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share with the championship manager to begin the approval process.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

Local News

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

Venue and Transportation Information

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

- Venue address.
- Venue parking map and details, Google Map.
- Venue security information.
- Public transportation options.

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to: **ncaa.com/travel**

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

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

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at **ncaa-logo.pd.dmh.veritone.com/user/login**.

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

Social Media

All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at **ncaa.com/social**.

Mobile Version

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

Metrics

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

- Referral pages.
- Page views.
- Time spent on site.
- Click thru information.
- Unique visits/traffic numbers.

Microsite Examples

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

- Oklahoma City Women's College World Series Microsite: **visitokc.com/wcws/**

Once your site has been developed, please send the URL to Nate Flannery (**nflannery@ncaa.org**) for review and approval.

Should you have any questions, please contact:

Nate Flannery
Championships & Alliances
317-917-6222
nflannery@ncaa.org

SOCIAL MEDIA GUIDELINES

Hosts may use existing institutional, venue, destination or local organizing committee social media accounts to promote NCAA championships.

Key Requirements:

- Do not create championship-specific social media accounts.
- Use official NCAA social media handles and event hashtags.
- Use only NCAA-approved creative assets and branding.
- Sponsored content and corporate logo integration are not permitted.
- Hosts may share approved event coverage, fan experience content, and ancillary event content in accordance with NCAA media policies.
- All championship-related content must comply with NCAA branding and intellectual property guidelines.

Section 17 • Media and Broadcast Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.

ALL-TOURNAMENT TEAM

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

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org/sports/2021/2/9/statistics.aspx.

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for regional and final championship sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at ncaa.com/credentialterms, should also be visible at credential pickup.

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

- All Access – For event management-type personnel who need access to every area, including game surface.
- Event Management – For event management staff who do not need all access.
- Media – For members of the media to provide them access to press areas (press row/box, media room, interview room, locker rooms (postgame only).
- Participant – For student-athletes, coaches, equipment managers (anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (allows for access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Finals. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets.

The information should be directed to media to apply for credentials at ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postgame notes/quotes.

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

FLIP CARDS

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

INTERNET POLICY

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. Please visit ncaa.com/media for updated NCAA championship internet policies.

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

Internet Live Statistics

The current live statistics policies can be found at ncaa.com/media-center/coordination-statistics.

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

Media Workroom. If possible, a media workroom should be designated at each site, where media members can be provided a workspace. The workspace should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

MINI CAMS AND NEWS FILM

Please visit **ncaa.com/media** for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff.

Pool reporters may request an officiating and/or rules interpretation via the NCAA committee and staff members on site, when a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the respective sport committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the committee and the NCAA staff representatives assigned to the site are permitted in the locker room during this meeting.

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA will not pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.

- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

All student-athletes and coaches must be made available for interviews. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

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

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

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

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

PRESS CONFERENCE MODERATOR DUTIES

- The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
- Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
- The moderator should open the press conference by asking the head coach for his/her opening statement
- After the coach's comments, the moderator should invite questions from media.
- If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
- Limit the losing team to 10 minutes and the winning team to 20 minutes.
- The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

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

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

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

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

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes from formal press conference shall be made available to the media immediately following each game.

PHOTOGRAPHER

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

PHOTOGRAPHY AREA POLICIES

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

RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made-for internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA **media services group**.

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log on **here**.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at **ncaa.com/media-center/broadcast-services**.

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

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

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

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

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

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

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

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, ncaa.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to **NCAA-Editorial@warnermedia.com**.
- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

INTERNET

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

STROBE LIGHTS

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

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

All hanging or installed strobes must be as close to the playing surface as possible, depending on the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes. After approval of the strobes, photographers and technicians shall not make changes to the strobes' power output or locations.

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

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard, without approval from the NCAA.

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

TEAM PRACTICES

Team practices at all rounds of competition are closed, except for Wednesday of the final site.

WORKING PRESS ROOM

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

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

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

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

Telephones. At each site, telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The NCAA media coordinator shall determine the number of telephones required by evaluating the number of press credentials.

To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at courtside.

HOST PRODUCTION REQUIREMENTS

First and Second Rounds

All host institutions for first and second rounds of this championship are required to produce a live production for distribution on ESPN+ with whip-around coverage on ESPN linear networks. Host institutions must meet the production requirements in order to host preliminary round competition.

Production Minimums. Production minimums for DI women's volleyball are as follows:

- 4 manned cameras (game, endzone, slash and optional position).
- 2 announcers (play by play and analyst). Location preferably at 3m line on camera left side of net.
- Replay (4 channels in, 2 channels out).
- Graphics (inclusive of ESPN bug but if not available, clock and score to be displayed bottom center).
- Transmission out (fiber, satellite or IP encoder).

Production Stipend. A production stipend of $5,000 per game will be provided to assist each host that meets the minimum production requirements, detailed within the manual and bid checklist. Broadcast production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to the hosts that meet all the requirements postchampionship when finalizing the championship financials.

Host Production Call. The NCAA will host a broadcast-specific call the Tuesday or Wednesday following selections to discuss specifications for the production minimums inclusive of equipment, staffing, graphics, music, transmission, etc., and will answer any questions hosts may have on this requirement. Please ensure your broadcast liaison for your host institution is in attendance. All questions related to production should be directed to Natalie Steger (**nsteger@ncaa.org**).

TELEVISION (REGIONAL AND CHAMPIONSHIP SITES)

ESPN owns the exclusive rights to all rounds of the Division I Women's Volleyball Championship.

Meal Area. It is required to provide the TV production crews with space for up to 40 staff during meals for regionals and up to 75 for the championship site. Please work with ESPN on accommodation location and timing.

Facility Access. The host institution and championship site will not charge the NCAA, or any other televising entity, a fee in connection with the use of the facility's power, lighting or parking. Adequate television facilities will be available at the facility, and the host institution and championship site will make space available to provide a satisfactory telecast of the championship. In order to install and set up the necessary technical equipment, the engineering crew must have free access to the facility where camera/audio cables are to be run.

Facility Requirements. The host institution verifies that the facility will meet the following requirements before the event, and any expenses incurred to meet these requirements are the host institution's responsibility.

Power

- Two Truck Event + Uplink
  - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 280V
- Three Truck Event + Uplink
  - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Four Truck Event + Uplink
  - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V

If a generator is required, it shall be a dual twin pack, crystal sync with operator; and the operator shall stay with such generator from hook up to power down. ESPN will provide NCAA with the name and contract information of its preapproved third-party generator supplier/operator for such predetermined site games or world feed games and the NCAA shall use commercially reasonable efforts to engage (or shall use commercially reasonable efforts to cause the applicable venue site operator at the predetermined site game or world feed game to engage) such approved supplier/operator for any applicable generator needs.

Parking. An area for parking the mobile units will be available within 150 feet of the power service in an area closest to the anticipated camera positions. This designated area should provide enough room for two production trucks 60-feet long by 18-feet wide. There must be room for an uplink truck and generator.

Production Equipment. Access free of charge to standard camera positions in the center court, endzones and slash positions. Handhelds will also be in use at regionals and championship site. The championship site will also have two breaks at the 3-meter lines for court handhelds to be between tables. Also access free of charge to an on-site set location at the final site only.

Access free of charge to standard announce position, preferably at the 3-meter line on the left camera side of the net, and reporter location for regional and championship sites.

Lighting. The minimum lighting requirements for the Division I Women's Volleyball Championship tournament are 100 footcandles for preliminary rounds and 125 footcandles for the finals site. Lighting level requirements can be located here: **NCAA Summary 2024.pdf**

Section 18 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.

b. Locked and supervised storage adequate to accommodate all championship merchandise

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public's access to them.

h. Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations
- Selling locations located in high traffic and easily located locations.

- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
- Keeping selling areas clean and neat at all times.
- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

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

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

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

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 19 • Officials

CONFIDENTIALITY

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

EVALUATION

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

FEES AND EXPENSES

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

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

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

FLAGS

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

HOTEL

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

MEETINGS

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

SELECTION

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

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

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

TICKETS

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

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

TRANSPORTATION

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

UNIFORM

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

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

Section 20 • Programs

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (**clerrinda.queen@learfieldimgcollege.com**).

SUPPLEMENTAL HANDOUTS

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

- Are only distributed with the purchase of a program;
- Do not include information available in the program; and
- Do not include advertisements.

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

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

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

LEARFIELD Responsibilities

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

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:

Championship Breakdown	Sites Per Round	Team Sports		Media/ Other Comps Per Site	Total Comps Per Site	2025 Comps Per Round
		Travel Party Size	Teams Per Site			
DI Women's Volleyball First and Second Rounds	16	23	4	20	108	1,728
DI Women's Volleyball Regionals	4	0	0	25	25	100
DI Women's Volleyball Champ	1	23	4	100	188	188

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

Program Vending Standards

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

- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
    - Designate individuals to sell programs and pay them a commission for each program they sell; or
    - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.

QUESTIONS

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (**chad.laytham@learfield.com**) at LEARFIELD.

Section 21 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining safe events for all athletes, coaches, officials, fans and staff.

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

WEATHER

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

It is expected that the host institution will identify one or more tournament staff members that who will have designated responsibility for weather monitoring. The site representative, host tournament staff, and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather plan should be created and available for reference. The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship manager with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule before making or announcing any formal changes.

Section 22 • Ticketing

TEAM TICKET BLOCKS

First and Second Rounds

Each participating institution will be allocated a maximum of 100 single-session, prime, lower-level seats, beginning with row one.

Regionals

Each participating institution will be allocated a maximum of 200 single-session seats for regional competition; however, of the 200 seats, only a minimum of 100 must be prime, lower-level seats, beginning with row one.

Championship

- Team tickets for the championship will now be sold as single-session tickets.
- Each participating institution will be allocated a maximum of 250 prime, lower-level seats for Thursday's semifinal matches.
- The two advancing teams will be allocated the same number of seats for Saturday's championship match and will be invoiced for all-session tickets.
- The two nonadvancing teams will not be allocated any tickets for Saturday's match and will only be invoiced for Thursday's tickets.
- Requests for additional tickets for either day of competition will be handled based on availability.

Team Ticket Block Locations

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

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

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

**The home team for the nonhost match will occupy the normal visiting bench. If both higher seeds advance they will remain on the same bench they used in their first match.*

TICKET BLOCKS

General Public

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

Bands/Cheerleaders/Mascot

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

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

Nonparticipant Seating

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

Scouting Seats

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

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

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

Officials

Seats must be made available for the nonworking match referees and line judges.

TICKET PRICES

The Division I Women's Volleyball Championship is a premium event and should be priced accordingly. Championship tickets should be priced at least equal to the single-game regular season ticket price and not less than previously sold prices for this event, or the minimum listed in the chart below, whichever is higher. Additionally, ticket prices should reflect fair market value based on comparable championship or high-demand sporting events in the host market.

Proposed prices must be submitted to the NCAA during the bid process for review and approval by the NCAA. Prices may not be changed unless approved in advance by the NCAA. Tickets cannot go on sale without approval from the NCAA

Participating team ticket allocations will now be provided for the session the team is participating in ONLY. Non-advancing teams will not receive tickets to future rounds:

First/Second Rounds: 100 single-session tickets

Regionals: 200 single-session tickets

Championship: 250 single-session tickets

First and Second Rounds:

All-Session Minimum	Single-Session Minimum
Adult - $35	Adult - $20
Student/Youth/senior citizen/Group - $25	Student/Youth/senior citizen/Group - $10
Courtside - NCAA Approval	

The required minimum ticket prices for the regionals are as follows, but the host institution may charge more if appropriate for the market. The minimum financial guarantee for regionals is $15,000.

Regionals:

All-Session	Single-Session
Adult - $45	Adult - $30
Student/youth/senior citizen/group - $35	Student/youth/senior citizen/group - $20
Courtside - NCAA Approval	

Please note, promotional pricing to encourage increased ticket sales may fall outside of these parameters with advance approval from the NCAA. Ticket prices for a particular seat location may change from session to session at a site with NCAA approval.

Student Tickets

All students, both from the home and visiting teams, must be offered the student ticket price. All NCAA championship tickets must be paid. The host can determine if tickets are paid by students, the university, donors or other sources. If courtside seating is available, a limited number of student courtside tickets may be offered at the host's discretion, with pricing subject to NCAA approval.

Youth/Senior Tickets

Hosts should follow their regular season ticket policy to define the age criteria for a youth or senior ticket.

Group Pricing

Hosts are encouraged to offer group ticket pricing to accommodate larger fan groups, schools and organizations. Group pricing should be structured to provide a discount off the standard ticket price, with the minimum group size determined by the host. All group pricing must be submitted for NCAA approval before tickets go on sale.

Reserved Seating vs. General Admission

Hosts may designate seating as either reserved or general admission based on venue layout and demand. Reserved seating should include assigned sections, rows and seat numbers, while general admission seating will be available on a first-come, first-served basis within designated sections. Any combination of reserved and general admission seating must be clearly communicated in all ticket sales materials.

Special Ticket Prices. Any special ticket plans must meet minimum pricing as identified in the above chart and must be approved in advance by the NCAA. The NCAA strongly encourages hosts to propose creative plans that will result in increased ticket sales by adding value instead of reducing prices.

PLAYER-GUEST TICKET DISTRIBUTION/WILL CALL

The NCAA strongly encourages institutions to manage their team ticket allocations from campus rather than traveling to the site. The NCAA will not provide space at the arena for institutional ticketing personnel.

Institutions will not be required to obtain in-person signatures from those using player-guest tickets. No special tables or entrances are needed for player-guests as they may enter through any public ticket entrance. Suggested gate entry will be noted on the mobile tickets.

With the use mobile tickets, the end user of the ticket can be tracked for compliance purposes. If an institution wishes to obtain a signature for the use of player-guest tickets, it is permissible to do so through other means managed by the institution. It is the responsibility of the participating institution to ensure that all student-athletes and player-guests are aware that all tickets are mobile, and the usage of those tickets can be tracked.

Institutions are required to provide the host ticket manager with the name, cell phone number and email address of a representative who can be contacted if an issue or question should arise regarding team 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.

COMPLIMENTARY TICKET POLICY

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

MOBILE TICKET DELIVERY

To encourage a safe and contactless environment, the NCAA strongly recommends that all championship tickets be sent via mobile delivery to protect against fraud and to reduce the number of lost, stolen or forgotten tickets. If mobile ticket delivery is not an option, paper tickets may be distributed.

TICKET DESIGN AND PRINTING

Preliminary Rounds. Hosts are responsible for printing and distributing all tickets for preliminary-round competition. The ticket back language should be placed on the back of all ticket stubs. If it cannot be done (e.g., no new ticket stock is produced), this language must, at a minimum, be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions. The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

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

AGE RESTRICTIONS

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

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

TICKET PURCHASER DATA

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

Section 23 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at **ncaaalo@shortstravel.com**.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at **ncaachamps@stmdriven.com**.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at **travel.ncaa.org**.

All NCAA Championship travel information can be found **here**.

PARKING

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

Section 24 • Volunteers

GOAL AND RECRUITMENT

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

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

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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

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

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

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2026-27 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

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

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

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

Section 25 • Miscellaneous

GOODS AND SERVICES FOR CHAMPIONSHIPS

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

RECRUITS

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

SCHEDULE OF EVENTS

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

SPECTATOR PHOTOGRAPHY/VIDEO CAMERAS

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

PARTICIPANT MANUAL — PRELIMINARY ROUNDS

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

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

Distribution

First/Second Rounds. The participant manual must be electronically distributed to participating teams no later than noon on Monday following selections.

Regionals. The tournament manager must communicate electronically with each team no later than noon the day following second-round matches including sending the participant manual.

TEAM HOSTS

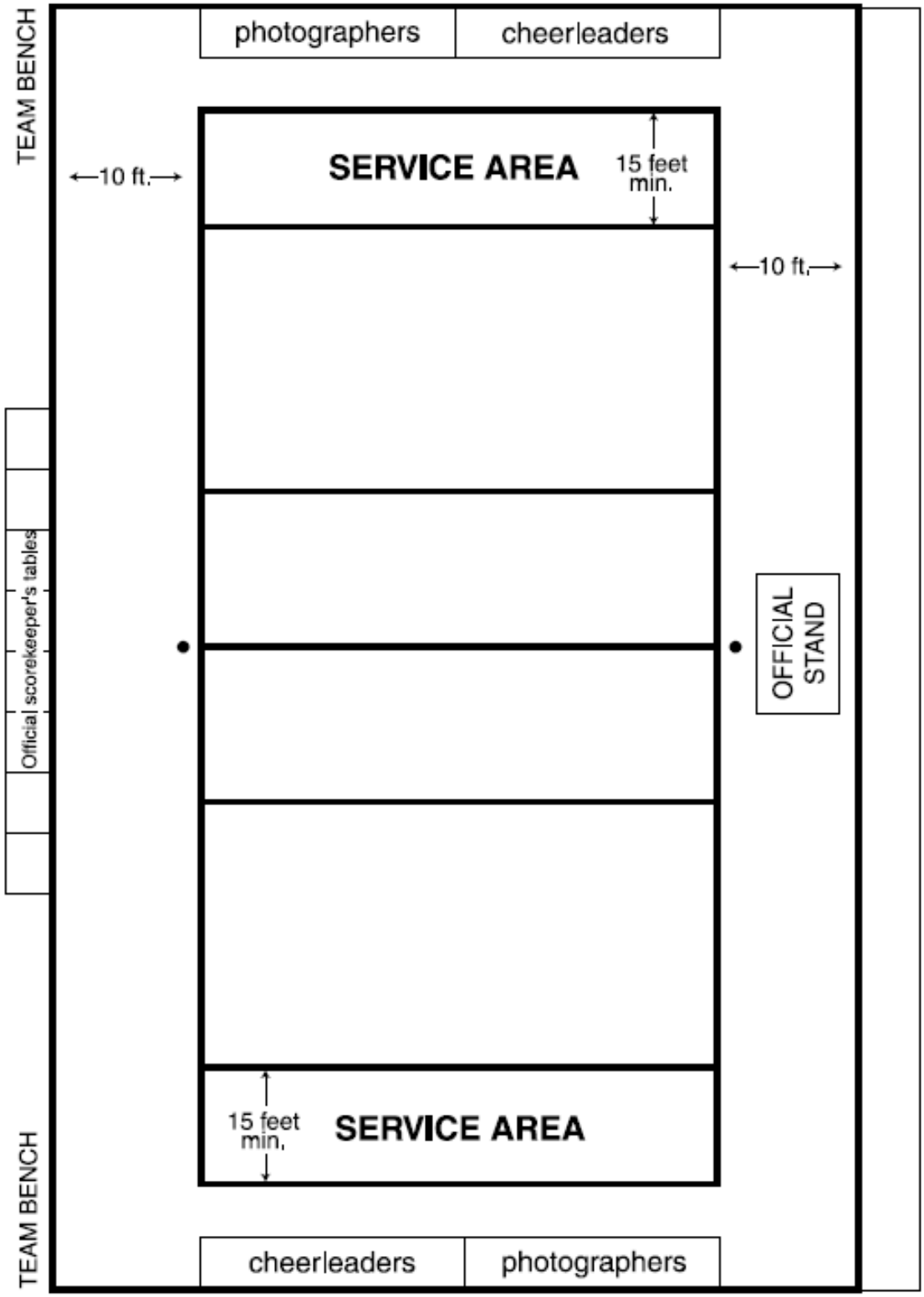
Each team should be assigned a team host to assist it during its stay.

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Appendix A • Court Setup



Appendix B • Sample Match Protocol

NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP

Division I Sample Match Protocol

MATCH PROTOCOL EXCEL TEMPLATE TO BE PROVIDED BY NCAA TO HOST INSTITUTION

Single Match

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

Double Match

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

(30 minutes between matches)

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

Appendix C • Championship Credentials

NCAA® DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP CREDENTIALS

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

The following should be referenced via ncaa.com/credentialterms on the back of all credentials:

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

GENERAL

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

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

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

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

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

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

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

MEDIA

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

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer

may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

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

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

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

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

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

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

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

NCAA CHAMPIONSHIP VIDEOGRAPHER

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

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

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

Appendix D • Print Photography Criteria

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

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

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

Appendix E • Print Photography Policies

NCAA DIVISION I WOMEN'S VOLLEYBALL CHAMPIONSHIP

PRINT PHOTOGRAPHY POLICIES

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

Appendix F • Postmatch Responsibilities

1. Match Concludes. Head coaches and teams must head directly to the locker room. Unless the head coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the match unless requested for a short interview (not to exceed four minutes) by the television network or station that has purchased rights.

2. Cooling-Off Period. Please also refer to the 2024 NCAA Division I Women's Volleyball Prechampionship Manual.

    a. The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the match.

        (1) NCAA committee representative should assign a person to each team to time the cooling-off period, which will be 10 minutes.

        (2) 1st/2nd rounds and regionals – The advancing team's head coach and players will go to the press conference first, followed by the nonadvancing team's head coach and players.

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

            (a) It is very important to get the losing head coach and players to the postmatch interview area quickly after the cooling-off period has ended.

            (b) The holding area should be near the interview room, to be used by the winning head coach and players as they wait. They must be escorted to the news conference area as soon as the first team is finished. It is important that the first team has left the interview room and/or corridor before bringing in the winning coach.

            (c) If a coach permits any single media agency to enter the locker room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

            (d) Two-way radios for the news conference officials and locker room representatives are recommended for all rounds.

    b. In the event of post-match drug testing of student-athletes, the drug-testing couriers will notify the student-athletes selected for testing immediately after the cooling-off period expires. Personnel will be notified at the administrators' meeting if drug testing will be conducted.

3. Postmatch News Conference.

    a. Coaches and Players.

        (1) Regardless of regular-season radio or television contract(s) (outside of rights holding radio or television outlets), the head coach is obligated to the entire media staffing the tournament and must report to the interview room immediately after the cooling-off period.

        (2) Assistant coaches are not obligated to the entire media staffing the tournament and may grant post-match radio interviews at any time after the conclusion of the match.

        (4) At 1st/2nd rounds and regionals– The advancing team's head coach and players will go to the press conference first, followed by the nonadvancing team's head coach and players.

        (5) At the Finals site, the advancing team's head coach and players will go to the press conference first, followed by the nonadvancing team's head coach and players with the exception of the championship final match in which the runner-up team's head coach and players will proceed to the press conference first, followed by the national championship team's head coach and players.

        (6) After fulfilling the commitment to the media staffing the tournament, the head coaches may participate in interviews managed by the team's sports information director.

b. Moderator.

(1) Moderator should give pertinent match statistics (i.e., kills, blocks, aces and records) to media while they wait for first team to arrive. Box scores should be distributed to media as soon as they are available.

(2) Sports information representatives should get the names of the student-athletes who will attend the news conference and give the names to the moderator so he/she can announce names in advance.

(3) Coach and players should be told to let the moderator repeat all questions before they attempt to answer them. Moderator should tell them this as they sit down.

(4) The moderator should repeat all questions from the media, even if everyone might have heard the question.

(5) Moderator should open the news conference by asking the head coach for his/her thoughts on the match.

(6) The moderator should request questions for the student-athletes. After they have taken questions, the student-athletes may be dismissed to return to the locker room. Questions may then be directed to the coach.

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

4. Postmatch Award Presentations.

a. Regional and National Championship Only.

All-Tournament Team.

(1) Media coordinator shall distribute ballots to certified media representatives during the final match of each regional and national championship match. Seven players should be selected (position not important) and one of the seven players shall be named the most outstanding player.

(2) In the event of a close match, ballots shall not be collected and counted until the match has concluded.

(3) All-tournament team shall be announced as soon as possible following the final match at each site.

(4) Inform all-tournament team members that certificates are given for selection to the team at the National Championship.

(5) All-tournament team selections should be emailed to the NCAA media coordinator at the conclusion of regional play.

b. Regional Champion Award Presentations

(1) The winning team will be presented a regional champion trophy on the court. Mini trophies will be presented in the locker room.

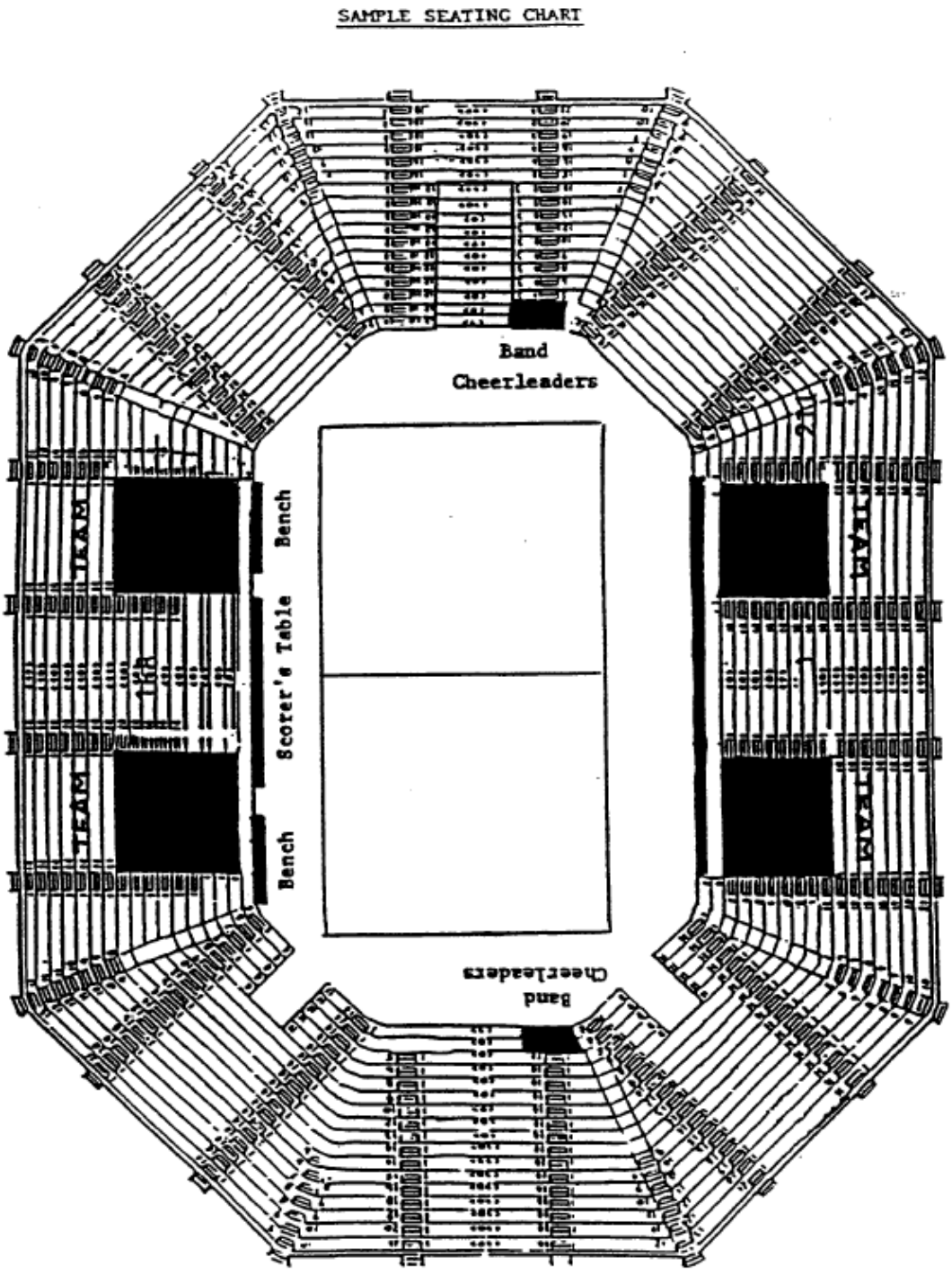
(2) A "ticket punched" sign will be provided to the winning team.

c. National Championship Award Presentations.

(1) Once court begins to clear after the post-match celebration, the table with the trophy and championship watches should be moved to center court.

(2) Script will be prepared in advance for public address announcer to present awards to the championship team.

Appendix G • Sample Seating Chart



Appendix H • Sample Schedule of Events

2024 Division I Women's Volleyball Championship

(All times are Eastern Time)

Monday, December 16

5 p.m. Eastern	Conference call with four participating teams, NCAA, Committee and Louisville LOC	Teams Meeting

Wednesday, December 18

9 a.m. - 5:15 p.m.	Athletic Trainers Available	KFC YUM! Center Game Management Room
9:30 am.	Doors open to the public	KFC YUM! Center
9:30 a.m. - 3 p.m.	Media credential pick up	KFC YUM! Center Box Office Entrance
10 - 11:30 a.m.	**TEAM A** Practice (Open) (Semifinal Match #1 – home team)	KFC YUM! Center Main floor
10 – 11:15 a.m.	**TEAM B** ESPN /NCAA Social/NCAA.com (Semifinal Match #1 – visiting team)	KFC YUM! Center ESPN/Social Interview Rooms
10 – 11:15 a.m.	**TEAM B** – Student Athlete Lounge	KFC YUM! Center Elijah Craig Speakeasy
10 a.m. - 5 p.m.	Media snacks & drinks	KFC YUM! Center Media Dining
11:35 a.m. - 1:05 p.m.	**TEAM B** Practice (Open) (Semifinal Match #1 – visiting team)	KFC YUM! Center Main floor
11:40 a.m. - 12:55 p.m.	**TEAM A** ESPN/NCAA Social/NCAA.com interviews/head shots (Semifinal Match #1 – home team)	KFC YUM! Center ESPN/Social Interview Rooms
11:40 a.m. - 12:55 p.m.	**TEAM A** – Student Athlete Lounge	KFC YUM! Center Elijah Craig Speakeasy
12:30 - 1 p.m.	**TEAM C** Press conference (Semifinal Match #2 – home team)	KFC YUM! Center Media Interview Room
1 – 1:30 p.m.	Team Ticket Managers meeting	KFC YUM! Center Main Floor
1 – 2:15 p.m.	**TEAM D** ESPN/ NCAA Social/NCAA.com interviews/head shots (Semifinal Match #2 – visiting team)	KFC YUM! Center ESPN/Social Interview Rooms
1 – 2:15 p.m.	**TEAM D** – Student Athlete Lounge	KFC YUM! Center Elijah Craig Speakeasy
1:05 - 1:35 p.m.	**TEAM A** Press conference (Semifinal Match #1 – home team)	KFC YUM! Center Media Interview Room
1:20 - 2:50 p.m.	**TEAM C** Practice (Open) (Semifinal Match #2 – home team)	KFC YUM! Center Main Floor
1:40 - 2:10 p.m.	**TEAM B** Press conference (Semifinal Match #1 – visiting team)	KFC YUM! Center Media Interview Room
2:20 - 2:50 p.m.	**TEAM D** Press conference (Semifinal Match #2 – visiting team)	KFC YUM! Center Media Interview Room
2:55 - 4:25 p.m.	**TEAM D** Practice (Open) (Semifinal Match #2 – visiting team)	KFC YUM! Center Main Floor

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3 – 4:15 p.m.	**TEAM C** ESPN/ NCAA Social/NCAA.com (Semifinal Match #2 – home team)	KFC YUM! Center ESPN/Social Interview Rooms
3 – 4:15 p.m.	**TEAM C** – Student Athlete Lounge	KFC YUM! Center Elijah Craig Speakeasy
6 – 7:30 p.m.	Student-Athlete Championship Reception	Kentucky Derby Museum

Thursday, December 19

8 a.m. - 11 p.m.	Athletic Trainers Available	KFC YUM! Center Game Management Room
9 – 10 a.m.	**TEAM A** - Semifinal Match #1 practice (Closed) – home team	KFC YUM! Center Main Floor
10:05 – 11:05 a.m.	**TEAM B** - Semifinal Match #1 practice (Closed) – visiting team	KFC YUM! Center Main Floor
11:10 a.m. – 12:10 p.m.	**TEAM C** - Semifinal Match #2 practice (Closed) – home team	KFC YUM! Center Main Floor
12:15 – 1:15 p.m.	**TEAM D** Semifinal Match #2 practice (Closed) – visiting team	KFC YUM! Center Main Floor
2 – 11:30 p.m.	Media snacks and drinks	KFC YUM! Center Media Dining
3 – 9 p.m.	Media credential pick up	KFC YUM! Center Box Office Entrance
3 - 8 p.m.	NCAA Fan Zone	KFC YUM! Center Pepsi Plaza
4:30 p.m. (approx.)	Semifinal Match #1 Red Carpet Arrivals	KFC YUM! Center Main Entrance
5 p.m.	Gates open to public Player guest pass gate open	KFC YUM! Center Main Entrance
4:30 – 7:30 p.m.	Media Meal	KFC YUM! Center Media Dining
5:30 p.m.	Court available for warm up	KFC YUM! Center Main floor
6:30 p.m.	Semifinal Match #1 **TEAM A vs. TEAM B**	KFC YUM! Center Main floor
7:30 p.m. (approx.)	Semifinal Match #2 Red Carpet Arrivals	KFC YUM! Center Main Entrance
8 p.m.	Warm-up area available for teams in Semifinal Match #2	KFC YUM! Center Warm-up Area
9 p.m. (approx.)	Post-game press conference (advancing team goes first) *(Begins 10 minutes following Semifinal #1)*	KFC YUM! Center Media Interview Room
9 p.m. (approx.)	Semifinal #2 **TEAM C vs. TEAM D** *(Begins 30 minutes following Semifinal #1)*	KFC YUM! Center Main floor

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11p.m. (approx.)	Post-game press conference (advancing team goes first) *(Begins 10 minutes following Semifinal #2)*	KFC YUM! Center Media Interview Room

Friday, December 20

10:45 a.m. - 12:45 p.m.	AVCA All American Brunch	Kentucky International Convention Center Ballroom CDE
1:30 - 6:30 p.m.	Athletic Trainers Available	KFC YUM! Center Game Management Room
1:15 - 4 p.m.	Media credential pick up	KFC YUM! Center Box Office Entrance
2 – 6 p.m.	Media snacks and drinks	KFC YUM! Center Media Dining
2:45 - 4:15 p.m.	Semifinal #1 winner practice (Closed)	KFC YUM! Center Main Floor
3:15 – 3:45 p.m.	Semifinal #2 winner ESPN interviews/NCAA Social	KFC YUM! Center ESPN/Social Interview Rooms
3:50 - 4:20 p.m.	Semifinal #2 winner – press conference	KFC YUM! Center Media Interview Room
4:25 - 4:55 p.m.	Semifinal #1 winner – press conference	KFC YUM! Center Media Interview Room
4:30 - 6 p.m.	Semifinal #2 winner practice (Closed)	KFC YUM! Center Main Floor
5 – 5:30 p.m.	Semifinal #1 winner – ESPN interviews	KFC YUM! Center ESPN Interview Room

Saturday, December 21

Noon – 5 p.m.	Athletic Trainers Available	KFC YUM! Center Game Management Room
12:30 – 2 p.m.	Semifinal #1 winner practice (Closed)	KFC YUM! Center Main Floor
2:15 – 3:45 p.m.	Semifinal #2 winner practice (Closed)	KFC YUM! Center Main Floor

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Sunday, December 22

8 a.m. - End	Athletic Trainers Available	KFC YUM! Center Game Management Room
9 a.m. – 10 a.m.	Semifinal #1 winner practice (Closed)	KFC YUM! Center Main Floor
10:05 - 11:05 a.m.	Semifinal #2 winner practice (Closed)	KFC YUM! Center Main Floor
10:30 a.m. – 3:30 p.m.	Media credential pick up	KFC YUM! Center Administrative Entrance
1 p.m. – 6 p.m.	Media snacks and drinks	KFC YUM! Center Media Dining
11 a.m. – 3 p.m.	NCAA Fan Zone	KFC YUM! Center Pepsi Plaza
12:30– 3 p.m.	The NCAA Fan Experience® (FAN)	KFC YUM! Center Spirit Room
12:30 p.m.- end of matches	The NCAA Fan Experience® (VIP)	KFC YUM! Center Deep Eddy Vodka Lounge
1 – 1:30 p.m. (approx.)	Championship Red Carpet Arrivals	KFC YUM! Center Main Entrance
1 – 4 p.m.	Media meal	KFC YUM! Center Media Dining
1:30 p.m.	Gates open to public Player guest pass gate open	KFC YUM! Center Main Entrance
2 p.m.	Court available for warm-up	KFC YUM! Center Main Floor
3 p.m.	Championship match (a*wards presentation follows immediately)*	KFC YUM! Center Main floor
5 p.m. (approx.)	Post-game press conference (second-place team goes first)	KFC YUM! Center Media Interview Room
5 p.m. (approx.)	Post Championship On Court Access – NCAA Fan Experience All Access	KFC YUM! Center Main Floor