

HOST OPERATIONS 2019-20 MANUAL

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Introduction

On behalf of the NCAA Division II Women's Volleyball Committee, thank you for being an important part of the 2019 NCAA Division II Women's Volleyball Championship. Administration of the championship is under the direction of the committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to provide direction and guidance for the host as it plans and conducts the event. It is essential that the host staff become familiar with the information and policies included in this manual. The information in this manual pertains to both regional and national hosts, unless otherwise noted.

The NCAA considers this hosting opportunity a partnership between the host, 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 experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

Role of the Governing Sports Committee. The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the competition. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Divisions II Presidents Council.

<u>Role of the Host</u>. The support, commitment and involvement of the host, its key staff members and local media are essential elements in hosting a successful NCAA championship.

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

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

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

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

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

Definitions

<u>Championship</u>. 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 Division II Bylaw 31.

NCAA Championship Manager. The staff member representing the NCAA championships and alliances staff assigned to serve as administrator for a championship.

<u>Host Institution/Conference</u>. 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.

<u>Local Organizing Committee</u>. 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.

The host shall appoint staff members to assume the positions of tournament director and media coordinator.

<u>Tournament Director</u>. 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.

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

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

<u>Media Coordinator</u>. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championship 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.

The NCAA championship manager will serve as your main point of contact and will work in conjunction with the host and the NCAA site representative/committee in the planning and execution of the championship.

Regional hosts will be selected Nov. 25. The following teleconferences will be conducted for selected hosts/teams. Times will be communicated on selection of teams.

- Nov. 26, 11 a.m. Eastern time Call with regional hosts, NCAA staff and NCAA site representatives/committee.
- Nov. 26, 4 p.m. Eastern time Call with regional hosts, participating teams and NCAA site representatives.
- Dec. 9, 3 p.m. Eastern time Call with finals host, final eight teams and NCAA staff and committee.

The committee's charge is to administer the championship in a manner that is consistent with the requirements, standards and conditions as may be prescribed by the Association's executive regulations and the NCAA Division II Championships Committee. In addition, committee members attend and supervise the conduct of regional competition whenever possible.

NCAA Division II Women's Volleyball Committee

Atlantic Region Karen Hjerpe Director of Athletics California University of Pennsylvania Phone: 724-938-4167 Email: hjerpe@calu.edu	Central Region Josh Collins, chair Head Volleyball Coach/ Director of Gameday Operations Southwestern Oklahoma State University Phone: 580-774-3050 Email: josh.collins@swosu.edu
East Region Kevin DesLauriers Associate Athletics Director for Operations Molloy College Phone: 516-323-3603 Email: kdeslauriers@molloy.edu	Midwest Region Chris Gravel Head Men's Volleyball Coach/ Assistant Athletics Director Hillsdale College Phone: 517-607-3162 Email: cgravel@hillsdale.edu
South Region Jill Stephens Associate Athletics Director/SWA Florida Southern College Phone: 863-680-4474 Email: jstephens@flsouthern.edu	South Central Region Melanie Robotham Assistant Commissioner/SWA Lone Star Conference Phone: 972-234-0033 Email: Melanie@lonestarconference.org
Southeast Region Dustin Fuls Senior Assistant Athletics Director for Compliance and Internal Operations North Greenville University Phone: 864-977-7254 Email: Dustin.Fuls2@ngu.edu	West Region Mo Roberson Director of Athletics Concordia University Irvine Phone: 949-214-3210 Email: mo.roberson@cui.edu

NCAA Staff

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Alcoholic Beverages and Tobacco

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any Division II championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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.

Americans with Disabilities Act

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

Awards

Championship Awards

Regionals

Regional hosts will receive a large team trophy for the regional champion and 17 participant medallions for each of the seven non-advancing teams. These awards will be sent from MTM, the awards vendor, to the tournament director at each regional site. When the awards arrive, the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area.

Finals

The championship host will receive one large national champion team trophy, 17 watches (three additional watches will be ordered by the NCAA after the championship) and 20 gold minitrophies for the national championship team. The host will also receive 20 silver mini-trophies for the runner-up, 40 bronze mini-trophies for the semifinalists and 80 bronze mini-trophies for the quarterfinalists. An Elite 90 award, which recognizes outstanding academic achievement, also will be shipped to the finals site. These awards will be sent to the tournament director approximately two weeks before competition. When the awards arrive, the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area. The hosts may want to have the awards available for viewing at the banquet. If so, appropriate security measures must be taken.

Awards Ceremonies

Regionals

Regional hosts should conduct a brief awards ceremony after the regional championship match. Participant medallions should be given to a staff member of the non-advancing team after each match, to be distributed to the team at an appropriate time. After the final match of regional competition, the team trophy should be presented to the regional team champion and there should be a formal ceremony in which the non-advancing team receives the participant medallions.

Finals

An awards ceremony will be held immediately after each quarterfinal, semifinal and final match. Hosts must have a long skirted table with the awards ready to be taken onto the court immediately after the conclusion of the match. The committee, in conjunction with representatives from the host institution, will organize the awards table and make the presentations. Refer to APPENDIX O for detailed awards ceremony procedures; these procedures should be covered on the host/participant teleconference or at the on-site administrative meeting. The original awards boxes should be kept to give to the teams after the ceremony.

Awards Presentation Enhancement (Non-Festival Years)

To celebrate and enhance the student-athlete experience at the championships site, the NCAA will work with the host to implement a unique and fun way to recognize the champions at the end of competition during the awards. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athlete's memories when looking back on their experience.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoors or outdoors and weather elements could be a factor, how many teams or individual student-athletes you may have participating in the awards presentation, and your budget.

In most cases, enhanced staging and unique signage opportunities are great options for both indoor and outdoor sports. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut-outs, confetti, streamers, a short video recap of championship performances, champions or coach interview, using pep bands or an emcee or notable sport representative (e.g., Olympic medalist) for the presentation.

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has pre-approved artwork with pricing available. If you need assistance with ideas or ordering the pre-approved items, please contact Durenka Robie at 317-966-6434 or drobie@ncaa.org. Otherwise, please work directly with your championship manager at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard

among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each NCAA championship. 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 and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championship manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championship manager can share the information with the coach of the winning student-athlete to ensure that person's attendance. However, the coach should not inform the student-athlete. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff for them to prepare a graphic that will post shortly after the announcement.

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

Award Presentation

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

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

The recipient of the Elite 90 award for Division II Women's Volleyball with a GPA of X.XXX in (major, is student-athlete and institution).

For Division II women's volleyball, the Elite 90 award will be presented at the championship banquet. Guidelines for presentation of this award at the student-athlete banquet are as follows:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championship manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given.
- The award should be presented after attendees have had a chance to finish their meals.

- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient 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.
- 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.

<u>In-venue recognition</u>

When the Elite 90 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 Sports & Entertainment will provide the following standard public address announcement sometimes accompanied by a video board slide. The championships manager will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award—for the (*list year/championship here: 2019 NCAA Division II Women's Volleyball Championship*), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

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

Social Media

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

American Volleyball Coaches Association Awards (Non-Festival Years)

AVCA All-America awards will be presented to student-athletes at the banquet. A member of AVCA staff will contact the host to review the details for shipping the awards, securing necessary tickets, awards ceremony process, etc. The AVCA plans to ship the All-America plaques to the banquet manager or the tournament manager.

Participation Awards

The NCAA will provide participation awards to the members of the official travel parties attending the national championship. The NCAA manager, in conjunction with the participant awards vendor MainGate, will work with participating institutions to coordinate ordering/delivering the awards after the championship competition. The host has no obligation regarding this award.

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 participation awards are NOT permitted at preliminary rounds.

All-Tournament Team

Regionals

A regional all-tournament team consisting of 12 players should be selected. A most outstanding player shall **not** be named. The all-tournament team should be announced immediately after the conclusion of the final match. No certificates will be awarded to the regional all-tournament team. The selection panel shall include the NCAA representative, who will serve as chair, and available media representatives, including the sports information director of the host institution.

Finals

A championship all-tournament team consisting of 12 players will be selected. One of those selected will be named most outstanding player. The all-tournament team should be announced immediately after the conclusion of the final match. The Women's Volleyball Committee will serve as the selection panel. Media liaisons on the committee will work directly with the host to secure statistics needed for selecting the all-tournament team. After the championship, personalized plaques will be ordered by the NCAA for each all-tournament team member.

Champions Locker Room Program

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion will receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- Please inventory the merchandise to ensure correct quantities and championship logos. Remove all hangtags and stickers (if needed) before distribution.
- The merchandise should be distributed to only the winning team immediately after the handshake as soon as the match has officially concluded. Extra product (if any) should be given to the team's equipment manager or administrator.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (<u>jared.hunt@hanes.com</u>) or Top of the World for hats (<u>npokorny@towlicensed.com</u>). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

Bands/Spirit Squads/Mascots

Admission

A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. **Live animal** mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.

Designated Areas

Bands, spirit squads and mascots must remain in an area designated by the tournament director with the approval of the committee. Use tape to designate the boundaries for the spirit squad. Bands should be seated in comparable areas of the competition site opposite the team benches. Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the committee liaisons. Bands should not be placed behind the bench areas.

Electronic Amplification

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

Banquet (Non-Festival Years)

Regionals

No banquets or social events are permitted at the regional sites.

Finals

Arrangements should be made for a banquet to be held Wednesday night, before competition, for the official travel party (20) of each of the eight participating teams. The banquet facility should accommodate a minimum of 250 individuals. Others who should be on the guest list include members of the NCAA Division II Women's Volleyball Committee, NCAA staff, official equipment providers, additional host institution personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship), community dignitaries and media.

If there is room and arrangements can be made easily, the host is encouraged to make banquet tickets available for sale to other interested parties (i.e., additional team participants, AVCA award winners and their family members, and other additional host staff and volunteers). The cost of the ticket should be based on the cost per plate. The host should include information regarding the availability of and process for requesting additional tickets in the participant manual.

Officials shall NOT be included in any social event involving the participating coaches or players.

Menu. The host should work with the NCAA championship manager to finalize the menu for the banquet. Vegetarian and gluten free options should be provided as part of the menu. Alcohol must **not** be available for consumption in connection with any NCAA championship.

Seating. It is recommended that team tables be designated by using school colors, the team name and/or team mascot. A table should be reserved for the NCAA committee and staff, as well as

host personnel, official equipment providers, AVCA representative(s), and any dignitaries attending the event. AVCA All-America recipients not affiliated with a participating team should be provided reserved seating near the front.

Banquet Program. Hosts should work with the NCAA championship manager to create and finalize the run of show for the banquet. The host institution should provide an experienced master of ceremonies (preferably with a background in public relations, broadcasting or related field). The master of ceremonies must be a neutral personality and must be approved by the committee. The host also is encouraged to secure some form of entertainment for the banquet. Student-athletes from each participating team should be given the opportunity to speak briefly. No guest speakers shall be invited.

AVCA All-America awards (the presenter will be designated by AVCA) will be presented at the banquet, as well as the NCAA Elite 90 award (presented by the committee chair). The AVCA will invite all honorees who are not members of participating teams to attend the banquet and receive their awards. The AVCA will purchase banquet tickets for those student-athletes.

Press Conference The host should plan a press conference before the banquet for all participating teams. Please see the Media Coordination section of this manual for more details.

Broadcasting/Internet

Please visit www.ncaa.com/media to review all of the broadcast and media services regarding the championship.

Commercialism/Contributors

Advertising/Signs/"Look and Décor"

1. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface before 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, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site before the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of

marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- 2. <u>Alcohol/Tobacco/Gambling</u>. All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- 3. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- 4. Commercially Named Venues. Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- 5. <u>Covering Existing Signage/Product Branding</u>. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- 6. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions 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.
- 7. If facility approves, patrons are permitted to bring in small signs (signs that can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noisemaking items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- 8. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the

championship, inclusive of any inventory that may be added by the venue after the bid is awarded.

NCAA Corporate Champions and Partners

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

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

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

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

NCAA Corporate Champions & Partners

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 for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

<u>Local Organizing Committee Hospitality</u>. If approved by the NCAA, the local organizing committee has the option to host specified events during the championship. Commercial identification of any kind at any local organizing committee 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 local organizing committee 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 local organizing committee'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.

Local Contributors

Local non-CCP corporate entities are not permitted to use the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA corporate relationships staff. The local organizing committee is permitted to involve a local contributor in the championship only as a sponsor of local

organizing committee 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 local organizing committee." 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, except for small signage in private hospitality locations, in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA corporate relationships staff for review and approval.

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

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 before the first NCAA championship related event. The NCAA will then use and share that information with its NCAA Corporate Champions and Corporate Partners.

<u>Laser Pointers</u>. Laser pointers of any kind.

<u>Noisemakers</u>. 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.

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

<u>Signs, Flags, Banners</u>. 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.

<u>Video Camera/Still Camera Policies</u>. 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.

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. <u>Click here for more information about the NCAA licensing program.</u>

- 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 TM 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 TM 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 TM in the text or header (first use only) should be inserted.

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

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

Official Championships/Licensee Suppliers

The NCAA licensing program is designed to ensure the quality and consistency of all NCAA championship event merchandise, protect the intellectual property of the NCAA and its 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.

Helpful Links

- NCAA Championship Information (ncaa.com)
- NCAA Online Marketing Website

- NCAA Logo Library
- NCAA Trademarks
- NCAA Trademark Protection Program
- NCAA Licensees
- NCAA Corporate Champions and Partners Program

Official Ball/Equipment Providers

Molten, Sports Imports, Connor Sport Court and Spec Seats are the official equipment providers for NCAA volleyball. All equipment used at regional and national competition will be provided by these vendors. Specific details on equipment provided for the championship is outlined later in this manual. (Note: Sports Imports will provide equipment to current customers only.)

Ticket Information

Ticket prices must be approved by NCAA staff and the committee. Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

<u>Computerized Tickets</u>. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

<u>Coupons</u>. Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

<u>Ticket Back Disclaimer Language</u>. See Ticket section for language that must be on the ticket back.

Drug Testing

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

Drug-Testing Expenses

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

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

Facility Specifications

Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the doping control

officer will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing room must have fully equipped restrooms adjacent to or close to the testing room. These restrooms must be secure and closed to the public.

Host Notification

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

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

Media Obligations

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

Next-Day Testing

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately after the contest and all student-athletes selected for testing from that team must defer until the next morning. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the next day, the testing must begin no later than noon local time at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have left.

Participant Notification

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

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

Seating

Escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the doping control officer.
- Championships Drug-Testing Site Coordinator Manual. The Championship Drug-Testing Site Coordinator Manual is available at www.ncaa.org/drugtesting on the NCAA website.
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the doping control officer during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
 - Credentials. Ensure that the host issues All Access credentials and parking passes for the
 drug-testing crew and other necessary drug-testing personnel. Credentials should not
 reference drug-testing, doping control, etc. If an affiliation must be listed on the
 credential, "Game Management" is preferred.
 - Doping Control Officer. Contact the doping control officer assigned to the site to discuss logistics.
 - Meet with Crew Chief. Meet with the drug-testing crew chief the day before the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - Transportation. Pre-arrange for transportation for student-athletes to and from the
 competition venue to the drug-testing area and back to the sports venue or team hotel,
 should transportation become necessary.
- Transportation/Lodging (drug-testing crew). The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

Drug Testing Statement

The following statement will be read by the NCAA championship manager or the NCAA site representative at the mandatory administrative meeting the day before competition:

"NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

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

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

Equipment

The host institution is responsible for providing the equipment required to conduct the championship that is not provided by NCAA official equipment vendors. Please refer to Rule 1 of the NCAA Volleyball Rules and Interpretations Book to ensure compliance with equipment and facility specifications. Specific equipment policies are outlined below.

POWERADE Product and Equipment

Regional Sites

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

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

Finals

The NCAA will provide POWERADE branded equipment (sidelines hydration, competition playing equipment, etc.) that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. The host will receive information from the NCAA pertaining to any equipment that will be provided. After the championship, 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.

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.

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

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

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

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, 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.

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)].

Molten

Regionals

Forty-eight (48) balls and four ball carts will be provided by Molten to all regional hosts, and only this equipment should be used for competition. The equipment will be shipped to each regional site for arrival by Monday, Dec. 2. If you do not receive the shipment Monday, contact the NCAA championship manager immediately. Hosts should use the balls as soon as they receive them to break them in.

All balls of good quality and proper inflation should be set out for each team before each practice session and each game. All tournament balls should be worked into practice sessions. Match balls will be selected by the NCAA site representative and officials before the first match. All teams should be awarded two tournament balls after they are eliminated from the tournament. The host institution will keep the remaining balls.

Finals

Ninety-six (96) balls and six ball carts will be provided by Molten, and only this equipment should be used for competition. In addition, miniature volleyballs, backpacks, blankets and T-shirts (if applicable) will be shipped to the finals site. The miniature volleyballs should be thrown into the crowd by each player as she is announced and used promotionally in between sets. The backpacks and blankets should be given to each participating team (20 per team). The T-shirts and any additional mini volleyballs can be used in various manners (e.g., community engagement), and the host should work with the NCAA championship manager and committee to determine the best use for the T-shirts.

The equipment will be shipped to arrive the week before the championship. Contact the NCAA championship manager if you experience any problems. The host should use the balls as soon as they receive them to break them in.

All balls of good quality and proper inflation should be set out for each team before each practice session and each game. All of the tournament balls should be worked into practice sessions. Match balls will be selected by the NCAA committee and officials before the first match.

All teams should be awarded two tournament balls when they are eliminated. The host institution will keep the remaining balls.

Playing Surface (Connor Sports – Finals Only)

The NCAA, as part of its agreement with SportCourt, Inc., will provide the playing floor. The NCAA staff will determine the color of the floor and all designs. It will be delivered and installed the week before the championship. The court will be shipped in four stackable crates (4'w by 4'h by 7'l). If stored outside, the crates must be covered properly. The hosts will need equipment for off-loading the crates and moving them into the competition venue.

Accordingly, the tournament director must ensure that there are no conflicting events in the arena that would preclude the floor from being installed and ready for inspection not later than Tuesday afternoon. The host should secure an adequate number of volunteers (ideally 15) to assist the SportCourt representative in installing and uninstalling the floor. Installation will take approximately four to six hours depending on the number of volunteers. Breakdown of the court will take place Saturday after the final match and the court will be scheduled for pickup Monday after the championship.

Sports Imports

Regionals

Regional sites that are customers of Sports Imports will receive a netting system, including upright pads and pads for the official's stand by Dec. 2. Sports Imports will contact the hosts for shipping instructions and contact information.

Finals

As part of its agreement with Sport Imports, the NCAA will provide the netting system, including upright pads and pads for the official's stand. All equipment will arrive the week before the championship.

Spec Seats – Finals Only

Spec Seats will provide 36 chairs to be used in the team bench areas and at the head table. Instructions for shipping the chairs to participating teams, committee members, NCAA staff and Spec Seats will be provided after the championship.

Challenge Review System.

Regionals

Regional hosts may use the Challenge Review System at their own expense. Please <u>click here</u> for details related to the use of the system and frequently asked questions.

Finals

The Challenge Review System must be used. The championship manager will work with the host on securing the system if it is not available on site.

Flags

The host must provide flags for line judges.

Power/Internet

The host should ensure that all necessary parties are supplied with power and internet connections.

Public Address/Sound System

The host is responsible for providing high-quality public address and sound systems.

Radios

The host should provide an adequate number of handheld radios for the NCAA committee/representative, NCAA staff, announcer and host personnel. Is highly recommended the earpieces be provided and used.

Signage

The NCAA will provide a basic signage package for all hosts. Additional signage may be available for the finals site and should be ordered through the NCAA championship manager. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

Tables/Skirting

The host must provide tables with skirting as needed. The NCAA championship manager will work with the tournament director to finalize these needs.

Towels

Towels <u>must</u> be available for each competing team and officials in their locker rooms and on their benches. In addition, towels should be available for floor use. Any towels used in the competition area must be devoid of any corporate logos/marks.

Competition Site Requirements

The facilities used in the NCAA Division II Women's Volleyball Championship must meet the following requirements:

• Regulation-size court with extended attack lines.

- Regulation playing area including free zones and overhead clearance.
- Adequate spectator seating.
- Adequate capacity to allocate at least 100 tickets to each team participating in regional competition.
- Courtside, computerized game-by-game statistics.
- Live video streaming capabilities.
- Coverage for all non-NCAA signage.
- Visible electronic scoring/timing device off the floor.
- Separate areas for media interviews and officials.

Additional requirements are outlined below.

Athletic Training Room

An athletic training room must be available for all participants for practice and competition days. Athletic training areas should be close to the competition area and should be equipped with towels, POWERADE/water product, heat, electric stem, hydrocollator, taping tables and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open two hours before the start of competition and remain open until one hour after the conclusion of the last match.

Committee Seating (Finals)

Three members of the committee and one NCAA staff member will sit at the head table. Additional seating should be secured for the remaining five committee members. If the facility has spectator seating on both sides of the court, the remaining committee members should be positioned on the opposite side of the head table to allow for viewing of the spectator seating behind the head table.

Concessions

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

Facility Availability

The facility should be made available for practice the day before the first day of competition. The site representative/committee may arrive the day before practice to conduct a facility walk-through.

Hospitality Room

A tournament hospitality room should be available on site for use by the committee, host institution/volunteers and media. Officials' hospitality should be separate. At the finals site the committee hospitality should also be separate. Host are encouraged to provide only food and beverages in accordance with NCAA Corporate Champions and Partners in the hospitality areas. Fruit and light snacks may be made available for the student-athletes hospitality. Alcohol must **not** be available for consumption in any area.

Locker Rooms

Teams

Four adequate locker rooms should be made available for participating teams. Assignments should be made for each team and a key given to the member of the team staff to ensure security of the locker room. Towels and water should be available in locker rooms for matches and practices.

Officials

An area must be provided for the officials to change, meet and relax in before, between and after matches. If possible, two locker rooms are preferred for a mixed gender crew. Hospitality for the officials may be provided in this room if no other, separate, hospitality room is available.

NCAA Space Requirements (Finals)

A private meeting area should be secured for the Women's Volleyball Committee and NCAA staff. This area should be immediately adjacent to the competition area and can also be used as hospitality for the committee and staff.

Official Scorer's Table

There should be enough seats at the official scorer's table for the following individuals: scorer, alternate official, public-address announcer, scoreboard operator, assistant scorer and NCAA representative/committee/staff. For the regionals, one seat should be available for the NCAA site representative. For finals, four seats should be available for three committee members and one NCAA staff member, one seat for the head of officials, and two seats for live stream talent. Refer to APPENDIX E for court setup.

Overhead Clearance

The recommended clearance over the playing area is 12.4 meters (41 feet), measured from the playing surface. For facilities constructed after 2006, the space above the playing area must be free of obstruction to a minimum height of 7.62 meters (25 feet) measured from the playing surface.

Parking

Hosts should designate parking areas for the participating teams and tournament personnel (i.e., key host institution personnel, NCAA committee/staff and match officials). Parking passes should be provided if necessary.

Playing Surface

The preferred free zone area is 3.05 meters (10 feet) outside the sidelines and 4.58 meters (15 feet) beyond the end lines. The court and a free zone area at least 2 meters (6 feet, 6 inches) adjacent to and surrounding the court must be flat, smooth and free of obstructions, other than net supports. The free zone may include playing area that is even with or not more that approximately 1.25 centimeters (1/2 inch) lower than the primary surface. For facilities constructed after 2016, a free zone of 3 meters (9 feet, 9 inches) is required.

Practice/Warm-up Area

It is preferred that hosts have an additional practice/warm-up area available for stretching, ball work, etc., before practices and matches. The area designated for pre-practice warm-up must be outside the competition venue to allow for closed practices.

Signage

The host institution should keep in mind that an NCAA event is not a home event; therefore, items such as the institution's school colors, use of players on programs and institutional signage should be used sparingly and only after consultation with the NCAA national office and the sport committee. The NCAA requires that potential host sites of championship competition limit commercial signage in the competition area. Alcohol, tobacco, gambling and professional sport signage must be removed or covered at the host agency's or institution's cost. All commercial signage must either be removed, covered or, at a minimum, not be backlit. If the host agency or institution has contractual obligations that limit this policy, those provisions must be submitted in writing to the NCAA championship manager with the bid proposal.

<u>Banners</u>. Signs or banners promoting the participating teams are permissible under the following circumstances:

- 1. They are hung only in areas designated by the host institution.
- 2. The games committee approves them with regard to appearance and content.
- 3. They are free of commercial identification.

Stats/Media Table

An area, typically opposite the scorer's table, should be designated for the stats crew and media.

Team Benches

Twelve chairs should be set up on either side of the scorer's table for the team benches.

Videotaping

The host institution is required to videotape all matches and upload for video exchange. Video cameras must be a minimum of 15 feet from the end line and placed in the center of the court. It is recommended that the camera be placed at a height of at least 10 feet, and the host should work with the NCAA site representative/committee/staff to finalize setup of the videotaping area. The camera should be focused primarily on the near side of the court and most of the far side of the court. Hosts should note the videotaping area in the facility diagram included in the participant manual. Details on this will be sent at a later date.

If teams wish, they may also tape from the designated area in the facility. If the facility is not crowded, teams may videotape from alternative areas, but the games committee reserves the right to refuse such requests. Coaches may videotape their own matches only; videotaping for scouting purposes is not allowed. Hosts should be prepared to upload game film onto the video exchange program.

<u>Spectator Videotaping</u>. Parents and/or friends may videotape only their team matches without signing a release form or obtaining prior approval from the NCAA. All recording devices must be handheld; no tripods or monopods allowed.

Financial Administration

Audit

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

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

Budget Approval

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

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, score table and line judges, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA. All projected expenses that are not directly paid for should be included on the proposed budget.

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

Financial Report

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

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

Drug-Testing Expenses

The budget for drug testing expenses should be completed and returned to Drug Free Sport only 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.

Officials

Payment of fees and expenses (excluding hotel expenses) for the referees will be paid directly by the NCAA. Hotel expenses (excluding incidentals) will be direct-billed to the host institution and should be included as a budgeted item on the host budget.

Fees and expenses for the line judges, announcer, scorekeeper and assistant scorer should be included in the proposed budget and paid by the host. These officials should be local and shall not be reimbursed for any transportation, per diem or lodging expenses.

Officials' fees at regionals shall be as follows:

Referee - flat fee of \$685 (paid by NCAA)

Line judge - \$110 fee each per match (\$220/match, \$1,540 total – paid by host)

Scorekeeper - \$85 fee per match (\$595 total – paid by host)

Assistant scorer - \$85 fee per match (\$595 total – paid by host)

Announcer – TBD by host, subject to NCAA approval (paid by host – maximum of \$85 per match, \$595 total)

Officials' fees at the finals site shall be as follows:

Referee - flat fee of \$835 (paid by NCAA)

Line judge - \$110 fee each per match (\$220/match, \$1,540 total – paid by host)

Scorekeeper - \$85 fee per match (\$595 total – paid by host)

Assistant scorer - \$85 fee per match (\$595 total – paid by host)

Announcer – TBD by host, subject to NCAA approval (paid by host – maximum of \$85 per match, \$595 total)

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 to the travel group at the NCAA national office within 30 days of the competition Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

Site Representatives

The host institution will be responsible for paying the NCAA representative's hotel room and tax via direct bill. This expense **should be included as a budgeted item on the host budget.** All other expenses (i.e., per diem, travel) will be paid directly by the NCAA via the Travel Expense System.

Committee/NCAA Staff/Officials (Finals Site)

For the finals site, the host no longer is required to secure the rooms for NCAA staff, officials, Women's Volleyball Committee and official equipment providers. Anthony Travel, the official

hotel management provider for the NCAA, has solicited, negotiated and contracted all rooms for the headquarters hotel. However, hotel expenses (excluding incidentals) and hotel parking for the NCAA committee and the officials must be **included in the host budget and will be direct-billed to the host**. NCAA staff and the equipment providers will pay their own expenses.

The headquarters hotel for the 2019 championship is as follows:

Courtyard Denver Cherry Creek 1475 South Colorado Boulevard Denver, Colorado 80222

Phone: 303-757-8797

Transportation

Officials and Site Representatives. 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 receive a rental car and the individual will need to call Short's Travel Management to book.

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

Schools eligible for air transportation must make their flight arrangements through Short's Travel Management.

Operations Management

Administrative Meeting

A mandatory meeting will be conducted the day before competition begins and will be chaired by the NCAA site representative/committee chair (Appendixes J and K). The host should secure a room at the venue with classroom style seating and a podium for the meeting. Dependent on convenience for teams, this meeting may take place at the hotel in a similar type room. The NCAA site representative or committee members (8), NCAA staff (1-2) and key host personnel should be seated near the front of the room. Seating should also be secured for coaches and administrators from the participating teams.

The purpose of the meeting is to review the policies and procedures governing the conduct of the championship and to introduce the games committee. For regionals, the games committee consists of the NCAA representative, tournament director and an administrator from each institution. For the finals, the NCAA Women's Volleyball Committee will serve as the games committee. Each institution's designated administrator and the head coach are required to attend the meeting. Institutions will be fined for failing to comply with this attendance requirement, so attendance must be taken at the meeting. Each administrator shall submit a typewritten list of players and other members of the official party and, if attending competition, a gate list of cheerleaders, mascots and band members.

Bands

Bands, or any component thereof, shall not play while a match is in progress, only during timeouts and between sets.

Ball Rotation Crew

The host is responsible for securing volunteers for the ball rotation crew for each match. The following instructions should be given to the three- or four-ball rotation crew before the matches:

- Three to six ball retrievers can be used, depending on the facility layout. When there are six retrievers, they are stationed as follows: one at each corner of the court about 4 to 5 meters (13 feet to 16 feet, 3 inches) from the end lines and 2 to 3 meters (6 feet, 6 inches to 9 feet, 10 inches) from the sidelines; one behind the first referee; one near the scorer's table.
- At the start of each set, one ball is placed on the scorer's table and each line judge takes a ball(s) to his/her base position. Once the second referee has checked the lineups before the set, the second referee will deliver the ball that is on the scorer's table to the first server. Each line judge will then deliver his/her ball to the ball retrievers nearest the serving areas. Only these retrievers and the second referee are authorized to give a ball to the server.
- When the ball in play goes outside the playing area, it is retrieved by one of the ball
 retrievers and delivered to the retriever who has already given a ball to the next server. If
 the ball is on the court, the player nearest the ball should immediately direct it outside the
 court.
- When the ball is ruled out of play, the ball retriever nearest to the service area quickly bounces or rolls a ball to the player executing the next service.
- A ball being transferred from one ball retriever to another will be rolled, not thrown, along the floor outside the court, avoiding the space in front of the scorer's table. If four balls are used, the fourth ball should be held by the retriever directly behind the first referee's stand. A ball that is returned to the match should be delivered to the ball retriever who has just given a ball to the server.
- A different ball should be used for each rally to allow ball retrievers to adequately clean/dry the ball used in the previous rally, using towels provided by event management.

Credentials

For regionals, the host institution is responsible for providing credentials for the up to 25 members of each team, media committee representatives, match officials and other personnel as necessary. Credentials should be approved by the national office before print. An optional-use template is available for use by regional hosts. The credentials should be provided to each participating team's administrator or coach at the administrative meeting. The NCAA national office will produce and provide credentials for the finals site.

When 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/media, also should be visible at credential pickup.

If it appears there will be a large crowd during the competition sessions, an area of the facility should be reserved for the teams to sit when they are not playing. This area should be marked on the facility diagram placed in the coaches' packets.

For information on media credentials, please see the 'Media' section of this manual.

Flash Photography

Flash photography is not permitted during competition.

Games Committee

<u>Regionals</u>. The Division II Women's Volleyball Committee will designate an NCAA representative for each regional site. You will be notified of this person's name and contact information after selections. The representative will serve as chair of the games committee, which also will include the tournament director and an administrator from each of the participating institutions.

Hosts should contact the NCAA representative to determine arrival and departure times and lodging needs. They also shall review the tournament schedule, including meeting, practice and match times, with the representative and cover topics included in the checklist in APPENDIX B.

<u>Finals</u>. The Division II Women's Volleyball Committee members will comprise the games committee at the finals site. If a committee member is associated with a participating team, he or she will not serve on the games committee. The chair of the volleyball committee will chair the games committee, and the NCAA championship manager will work with the committee in an advisory capacity.

A meeting of the games committee (including the NCAA representative and the tournament manager) will be held before competition and is conducted by the chair of the Division II Women's Volleyball Committee. The purpose of this meeting is to review tournament preparations, tournament staff and games committee members' assignments, and the safety and security plan.

<u>Duties</u>. The games committee at each site will actively supervise the conduct of each championship session. This includes ensuring adherence to NCAA policies with regard to misconduct, games management (e.g., what to do in case of electrical failure, broken equipment), corporate signage, etc. It is important that games committee members remain in the gym throughout the competition to promptly address any situations that may occur.

Hospitality

Hosts should arrange for meals to be prepared for key personnel who are working during meal hours for the tournament. Expenses for hospitality should be included in the host budget. For the finals site, the NCAA championship manager will work with the tournament director to finalize the hospitality needs for committee, officials, etc.

Laundry

Hosts should work with participating institutions to allow teams to use laundry services on-site.

Impermissible Items

<u>Laser Pointers</u>. Laser pointers are not permitted.

<u>Noisemakers</u>. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, whistles, etc., are not allowed in the stands by fans or bands/spirit squads/mascots. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility.

<u>Weapons/Firearms</u>. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject individuals to ejection as well as other applicable discipline or action.

Announcer

The public-address announcer fulfills an important role in the administration and conduct of the championship. It is highly recommended that the same announcer be present for the entire tournament. The committee chair and NCAA staff will meet with the announcer before the first match to review the procedures for announcements. Refer to APPENDIXES L-S for announcer scripts.

The announcer shall:

- 1. Meet with the committee representative before the match to review time schedules, coordination of the national anthem, starting lineup and the start of the match.
- 2. Review crowd control procedures with the committee representative and the tournament manager (these may include notes regarding exits, seating, safety measures and first-aid station).
- 3. Introduce the two student-athletes who will read the Game Environment Statement before the start of competition (Appendix N).
- 4. Use the prescribed language for introductions and the national anthem (Appendix M).
- 5. Identify the score and all substitutes.
- 6. Announce the team taking a timeout.
- 7. Obtain approval from the tournament committee representative at the site for all emergency calls and announcements.
- 8. Not make any special announcements without committee approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
- 9. 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 the NCAA procedures/scripts rather than those that may have been in effect during the regular season.
- 10. Not recognize corporate contributors or tournament sponsors unless directed by the NCAA.

Music is allowed during timeouts and between games. The NCAA representative and committee will monitor to ensure adherence to championship policies.

Match Times

Tournament managers should be prepared to notify participating institutions of match times on the host/participant teleconference.

If sufficient time is not available after the first matches for the 60-minute protocol, a 40-minute warm-up is guaranteed.

Regionals

Match times for regional competition are outlined below. These match times are prescribed by the committee and any deviations require committee approval.

First Round Second Round Finals

Noon 5 p.m. No earlier than 3 p.m.

2:30 p.m. 7:30 p.m.

5 p.m. 7:30 p.m.

Finals

Match times for the championship site will be as follows:

QuarterfinalsSemifinalsFinalsNoon5 p.m.5 p.m.

2:30 p.m. 7:30 p.m.

5 p.m. 7:30 p.m.

<u>Court Readiness</u> The court should be set up for competition at least 90 minutes before match time. The pre-match protocol clock will start at 60 minutes. Participating teams will not be allowed on the court until 60 minutes before the start time of the match.

National Anthem

The host will be responsible for securing a national anthem performer or music, which should be played before the first match each day. If needed, be prepared to play the Canadian national anthem and display the Canadian flag.

Participant Manual/Information

The NCAA will create a participant manual template for all sites, and will send the template to the hosts to complete and distribute to the teams. Regional hosts must have the participant manual prepared to send to teams the Tuesday after selections.

Personnel

The tournament manager is responsible for recruiting personnel to assist in the hosting efforts. Identified below are most of the individuals involved in hosting a championship event, but actual assignments will vary depending on the facility. Please review responsibilities with the assigned individuals.

1. Athletic Trainer.

- Arrange for a physician to be on call for all matches and practices. The head athletic trainer should be able to explain the medical procedures at the administrative meeting, noting also training room hours and services.
- Plan for a certified athletic trainer to be at every practice and match.

- Arrange for medical supplies, water, towels and ice for all practices and matches.
- Review medical procedures with all staff, including the blood rule.
- Water should be available beginning 30 minutes before each practice and 90 minutes before each match.
- 2. Officials. The host is responsible for securing the following:
 - Experienced collegiate scorekeeper.
 - Experienced assistant scorer.
 - Four lines judges to be rotated throughout the tournament. (These need to be the same four throughout the tournament and are subject to approval by the NCAA championship administrator.) It is highly recommended the host consult with the conference assignor or the national coordinator of officials when selecting line judges. Match assignments will be determined by the NCAA site representative or the Women's Volleyball Committee.

Scorekeeper and line judges must be certified as an official in his/her designated position. None of these individuals may have any other duties during the tournament.

- 3. <u>Match Personnel</u>. In addition to the officials, the following personnel are needed for each match:
 - One scoreboard/clock operator.
 - One public-address announcer (may not have any other duties).
 - Qualified statisticians to provide electronic statistics.
 - Floor sweepers for timeouts and in between matches.
 - Three to six persons for the ball-rotation crew.
 - Five drug-testing couriers, if applicable.
- 4. <u>Facility Management</u>. Depending on the facility, the number of people needed in each area will vary. In addition to the number you designate, it is always best to have four or five individuals who can fill in at a variety of places. The types of personnel needed are as follows:
 - Adequate security, with at least one uniformed security person.
 - Awards coordinator.
 - Ticket sellers.
 - Ticket takers.
 - Ushers.
 - Concession workers.
 - NCAA merchandise sellers.
 - Hospitality monitor(s).
 - Media room director.
 - Interview facilitator/moderator.
 - Support staff to clean up bench area after each match.

• One host or hostess for each visiting team.

Playing Rules

All competition must be conducted in accordance with the 2018 and 2019 NCAA Women's Volleyball Rules and Interpretations book. In addition to rules, the book outlines suggestions and best practices for event management.

Practices

The championship court should be set up in competition conditions for all practices (i.e., if the basketball goals will be up during competition, they should be up in practice; if the bleachers will be out during competition, they should be out in practice; signage should be installed).

Teams must be allowed to practice on the competition court the day before the competition. Practice times will be assigned based on the schedule of matches (the teams that play first will be assigned the first practice times with the teams designated as visitors practicing first for each match pairing). The visiting teams' travel schedules should be taken into consideration when assigning practice times.

1st Match	Visitor Home	3rd Match	Visitor Home
2nd Match	Visitor Home	4th Match	Visitor Home

All official team practices must be closed to the public and other participating teams.

Practice times may be changed if mutually agreed on by the institutions involved and approved by the NCAA representative/volleyball committee.

<u>Day Before Competition</u>. All teams have 55 minutes of practice time with 5 minutes of transition.

<u>First Day of Competition</u>. All teams have 25 minutes of practice time with 5 minutes of transition.

<u>Second Day of Competition</u>. All advancing teams have 55 minutes of practice time with 5 minutes of transition.

<u>Third Day of Competition</u>. All advancing teams have 55 minutes of practice time with 5 minutes of transition.

Participating institutions should not be allowed to practice on the competition court two days before the first finals matches. Hosts may work with teams to find alternative practice options for that day.

Pre-Match Format

The court must be set up and available at least 90 minutes before the first scheduled match time. Participating teams will not be allowed on the court until 60 minutes before the starting time of each match. Please arrange for the playing of music during the warm-up period. Music must be

neutral and contain only non-offensive lyrics. "Practice" or "game" playlists from the participating teams must not be played.

One hour before match time, the clock should begin a 60-minute countdown, signaling the beginning of the pre-match format (Appendix D).

If one hour is not available for pre-match protocol after the first match is completed, there will be at least 40 minutes before the next match.

Results

Host institutions will receive instructions for submitting official results to neaa.com after each match. Live statistics should be run on tablets available to participating coaches in-match and available on the championship websites.

Bench Size/Squad Size

Official roster forms from each team will be collected during the mandatory administrative meeting. Participating teams are limited to a maximum of 17 players in uniform once the roster has been declared. Team rosters may be declared up to 10 minutes before the starting time of any match; after the match starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Team benches should be set for 12. The event manager may provide additional chairs for the tournament manager and a security representative. The higher-seeded team will be the home team and sit on the right side of the scorekeeper's table facing the first referee. The team bench area is limited to 25 individuals, which may include any combination of players, coaches and other credentialed team personnel.

Video Board

Please see the 'Branding' section of this manual for details regarding video boards.

Webcasting

Please see the 'Media' section of this manual for details on webcasting.

Insurance

If event is held on-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to the NCAA before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to the NCAA before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

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

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal.

Lodging

Regionals

Team Accommodations

Hotel reservations for the official travel party for the competing teams shall be made by the host institution. Hosts should secure 13 double rooms and two single rooms for each participating team. 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. When working with the hotel, try to block one team's rooms in the same vicinity and at least on the same floor. If multiple properties are secured, teams will be assigned to properties by a random draw. Additional hotel accommodations may be reserved on the request of the participating teams.

Unless commuting to the championship site, an institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which generally is not approved by the NCAA, to a different hotel the following must occur:

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note the institution is responsible for the first night's room charges even if it fails to use those rooms.

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

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or a specified date. The NCAA shall provide final approval.

Hosts must upload a copy of the letter of agreement to the NCAA Championships Bid and Profile System as part of their bids. Hosts that fail to secure the rooms in the contract may be restricted from hosting in the future.

- 1. Visiting teams will arrive one to two days before the competition. Availability of hotels in the area should be confirmed beginning with the potential day of arrival. Some teams may check out early, but the host school should check availability through the last day of competition. No participating teams will be required to move during the tournament. If possible, arrange for late checkout on match days.
- 2. Hotel accommodations are expected to be clean, safe, well-maintained, non-smoking rooms and have adequate parking. The proximity of the team hotel to the arena must facilitate travel back and forth in a reasonable time or distance. It is recommended that the accommodations be no more than 30 miles or 30 minutes from the competition site, whichever is greater. If multiple properties are secured, the quality and distance for all hotels must be similar.
- 3. Hotel information including the contact person, rates, approximate distance to the arena and the telephone numbers should be included in the participant manual.
- 4. The host institution should prepare hotel information for the general public (visiting team spectators) and have it available on request.

NCAA Site Representative Accommodations

Room and tax for NCAA site representative shall be direct billed to the host institution and should be included as part of the host budget. Site representatives will be responsible for their own incidentals. The representative will arrive one to two days before the start of competition and will depart after the final match.

Officials Accommodations

Room and tax for referees only shall be direct billed to the host institution and should be included as part of the host budget. Officials will be responsible for their own incidentals.

Referees who require overnight accommodations will check in the day before the start of competition and may check out the day after the completion of competition.

Officials may not be housed in the same hotel as the participating teams. It is recommended the NCAA site representative is housed in the same hotel as the officials.

Finals

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA championship hotel program and all championship housing needs. Anthony Travel will consult with the host to gain any preference and feedback on hotels. The host may be involved in rate solicitation, if requested by Anthony Travel. So while the host is not in the lead position with hotels, its help is still needed in identifying and potentially securing properties.

The following hotels have been secured by Anthony Travel:

Headquarters and Officials Hotel

Courtyard Denver Cherry Creek 1475 South Colorado Boulevard Denver, Colorado 80222

Phone: 303-757-8797

Hotel expenses (excluding incidentals) and hotel parking for the officials and NCAA committee shall be paid by the host. NCAA staff and equipment suppliers will pay for their own expenses.

Team Hotel(s)

Each team requires 15 double/double rooms and one suite. The proximity of the team hotel to the competition site must facilitate travel back and forth in a reasonable time or distance (e.g., within a 15-minute drive in traffic).

Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and, thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment arrangements. Detailed information regarding the team hotel shall be distributed by the host institution in the participant manual.

Participating institutions are responsible for the rooms reserved for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager and provide a copy to the committee before the start of the championship; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for the full cost of the original reservations of those rooms.

Marketing and Promotions

Contacts

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

Expectations

- Know the marketing budget. The NCAA championship administrator 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.
- 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.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan (Finals Site only)

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

Marketing Collateral

The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products that will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at ncaachampspromotion.com.

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

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

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

- PRINT
 - Poster
 - o Flyer
 - o Print ad
 - Table tent
- DIGITAL
 - o Email blast
 - o Banner
 - Social media graphics
- OUTDOOR
 - o Billboard
 - o Banner
- RESOURCES
 - Marketing best practices
 - Social media guidelines

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

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

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

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

:30 Video/Television Spot

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

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

:30 Radio Spot

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

Social Media Guidelines

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Refer to ncaa.org/about/social-media-directory for a listing of official NCAA social media accounts. For additional NCAA guidelines and information on social media, please refer to Appendix Y.

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

- **12.5.1.1.3 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)
- **12.5.1.7 Promotion of NCAA and Conference Championships.** The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)
- **12.6.1.2 To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. **[D]** (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)
 - **De Minimis** Violations of articles designated by a capital letter D in brackets and bold font "[D]" at the end of the legislative language shall be considered institutional violations per Constitution 2.8.1; however, the involved prospective student-athlete's eligibility shall not be affected.
- **13.4.3.2 NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)
- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

NCAA Logos

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship.

All NCAA logos are available online at www.ncaalogos.com to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use.

Signage

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a number of banners and decals displaying NCAA logos in a variety of sizes. This includes a score table banner.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with the NCAA championship manager. Materials containing NCAA marks and logos may not be sold.

Community Engagement (Finals)

The NCAA and the host will work together to provide community engagement experiences for participating student-athletes and coaches in your community. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our national championships depends largely on our successful partnerships with the local organizing committee and/or sports commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship manager, identifying shared experience opportunities and alleviating logistical burden from the championship manager. This contractor will communicate with your point person early and often to foster great community partnerships and events in held within our national championships.

Branding

Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity

(e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

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

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

Logos

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Hosts should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners 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 before approval and production.

Public Address and Text Board Scripts

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

Video Boards

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

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

Fred Bowen – Senior Producer

Van Wagner Sports & Entertainment, Inc.

Telephone: 574-807-5287 Email: bowen@vwbsn.com

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

Media Coordination

Championship Records

NCAA championship records are available in PDF format at ncaa.org (https://www.ncaa.org/championships/statistics/ncaa-records-books). please contact a member of the NCAA media coordination and statistics staff if you have trouble accessing the information

Publicity

Be ready to notify the local media of your institution's selection as host for the regional or championship tournament. Make personal contact with the key media in the area to try to get a feature or column in one of the major newspapers before the competition, as well as a story on the local television stations. Remember to work with your campus newspaper to generate institutional support.

Press Conferences

Hosts are strongly encouraged to videotape all press conferences and make them available to their participating institutions and post them to the host's dedicated championship website.

Pre-Competition

A press conference is preferred at regionals and mandatory at the finals site before the first day of competition. The head coach and one or two players from each team must be available, and you should notify the institutions about the media event. Press conferences are designed to provide the media with championship information required for thorough coverage and to limit the time demands placed on the coaches and student-athletes.

At the finals site, each head coach and designated players from each team are required to participate in the scheduled press conference. Coaches and players should be in proper attire (i.e., banquet attire) and be at the site of the press conference 10 minutes before their scheduled press conference. Sports information directors will be responsible for preparing questions to engage student-athletes in the interview process. Members of the coaching staff or other representatives of participating institutions or conferences are to be reminded that they shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject an individual, institution or conference to misconduct provisions of Bylaw 31.1.8.

Post-Match

All head coaches and designated student-athletes must be available for the post-match press conferences. Regardless of regular-season radio or television contracts(s), the coach is obliged to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period has concluded. A coach cannot delay a post-match interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. After fulfilling the commitment to the media staffing the tournament, the coach and student-athletes may participate in special interviews. The head coach also has the option to forego the 10-minute cooling-off period and immediately report to the interview room.

For all matches, with the exception of the championship match, the advancing team's coach and student-athletes will be interviewed first. After the championship match, the runner-up will go first, followed by the champion. Student-athletes shall remain for the entire press conference(s).

If media attention warrants it, quotes should be distributed after each post-competition interview.

The host sports information director shall designate an interview room or area at the facility and an individual to coordinate the activities. Subject to media coverage, the interview area shall have a public-address system, an elevated head table or rostrum, a video camera, and an audio mixer for tape recorders. Two microphones should be available in the interview room; one at the head table or podium and one in media seating. Please note that the interview staging area should prominently display NCAA seals and logos as backdrops. The host institution will designate a member of the media staff who will serve as the facilitator for each post-competition interview. The moderator must be familiar with volleyball and build on topics throughout the tournament.

Media Credentials

All media credentials are authorized and issued by the host. The NCAA provides credentials for the finals site. For regional sites, hosts should produce all credentials. PDF templates for regional credentials are available, if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or 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/media, should also be visible at credential pickup.

Media Credential Qualification and Acceptance

<u>Finals</u>. 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 direct media to 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). There will be training sessions for any sports information director who is unfamiliar with the system. The system will notify via email all media members who apply for credentials whether their request has been granted 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.

<u>Regionals</u>. The site media coordinators at regionals should send a credential request form to members of the local media to determine who will be covering the event.

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

Media Accommodations

A table should be available at courtside for the working press. In addition, a telephone and internet access in the facility should be made available for the media. Statistics should be distributed as quickly as possible to the media after each match.

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 cannot 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.

Photography

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

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

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

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

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to:

©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

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

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

Photo Areas

Photographers may shoot from the ends of the court in the marked photo areas. Photographers are permitted to shoot from the side of the court (if space is available and authorized by the committee) opposite the scorer's table and players' benches. It is suggested that the host institution tape the location of the photographers' boxes on the floor. Photographers are not permitted in front of the scorer's table or the team benches any time after the competition begins, including timeouts. Photographers may work unrestricted on the playing court and in the bench area after a match. Photographers quickly must clear the playing court to permit the next teams to begin warm-up preparations.

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. (Refer to http://www.ncaa.com/media.)

All stations broadcasting any round of an NCAA championship are required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto ncaa.com/media then click "Broadcast Services," then "2019-20 Audio Policy."

Statistics

The keeping of statistics and recording of the play-by-play are an integral part of the championship's success and every effort should be made to provide an efficient crew. A computerized statistics program is required. Statistics must be provided to competing coaches and the games committee during timeouts and immediately after the completion of each set of each match. The use of bench-side tablets to provide live statistics is strongly encouraged. Postmatch statistic packets should include game-by-game, cumulative and play-by-play statistics.

The sports information director organizes the statistics crew and should be responsible for working with the crew in completing the box score form. If the sports information director is not involved, a statistics crew leader should be designated to oversee the completion of the box score form. The best location of the crew is near the 3-meter line (helps depth perception). It is important to have adequate equipment that can handle a vast amount of printing/copying.

The stats crew leader should check the box score using the following methods: Service aces on one team should correspond with reception errors on the other team; the number of assists should not be more than kills; and total kills plus errors for both teams subtracted from total attacks for both teams should equal the number of digs for both teams combined.

Statistics Reporting to the NCAA

All host sites should use statistical software that can produce an XML file to submit statistics for the contests. The XML from each regional/championship contest must be either uploaded at http://web1.ncaa.org/stats/StatsSrv/login or sent to Jenn Rodgers (jrodgers@ncaa.org) at the NCAA national office. These files can be sent immediately after each contest or after the day of competition is complete.

Please email a copy of results to ncaa-content@turner.com, jrodgers@ncaa.org and Marie Scovron (mscovron@ncaa.org). Please be sure to submit all information in the following manner:

- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email *or* send email as an attachment in a Word document.
- Please convert photos to JPEG format and attach to the email.
- On the final day, the email should include the all-tournament and Most Outstanding Player selections (finals only).

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.

Internet Policy

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

The NCAA and its partners own the internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage

use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

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

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

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted - on a non-exclusive basis - to each participating school. A "participating school" is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media, (nflannery@ncaa.org).

Webcasting

Regional hosts are required to produce a live stream of the matches. Hosts must complete the rights request (http://www.ncaa.com/rights-request) to stream matches. Please reference Appendix Z for the video streaming requirements. Questions about internet streaming can be directed to Nate Flannery (phone 317-917-6523; nflannery@ncaa.org).

For the finals site, Turner will provide personnel and equipment to stream the matches. The host will work with the NCAA and Turner to finalize logistics and needs for the stream.

Championship Website Guidelines

NCAA championships hosts/local organizing committees have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please see Appendix X.

Medical Procedures

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

Medical Facilities

Ambulance Service

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

Biohazard Cleanup

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

General Public

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

Hospital

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

Participants

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

Supplies

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

- Automated external defibrillator.
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.
- Splints.
 - o Immobilization splints.
 - o Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.

- Blood-borne pathogen kitMoist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

Locker Rooms

The team locker rooms shall be equipped with hot hydrocollators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes.

Communication

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

Team Physicians

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

Concussions

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

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

Medical Staffing

<u>Host Medical Staff</u>. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical

staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

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

<u>Access</u>. Medical staff traveling with teams will have access to their team participants through the host medical staff should an injury occur.

<u>Communication</u>. Participating teams are encouraged to contact the host medical staff before arriving at the championship site. On arrival, the host should outline competition site access during the event to help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

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; delendenin@ncaa.org).

Availability

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise before the championship. Orders will be shipped by Event 1 directly to the participating institutions' campuses.

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 is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

- a. Receive and count in all merchandise on arrival from Event 1, Inc., as well as receive all reorders required to meet customer demand. Reorders could arrive any day of the week and could be as early as 8 a.m. Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.

- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. Any lost, stolen or damaged goods are the responsibility of the host institution/conference or vendor.
- e. All unsold merchandise sent must be returned to Event 1, Inc. within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked before 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 price clearly marked.
 - Merchandise should always be neatly folded.
 - Neatly dressed personnel who 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 accessible locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of backup inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
- k. The remaining inventory must be forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
- 1. Having met each of the above requirements, Event 1, Inc. will pay the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20 percent 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 seven days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes on 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 Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Re-ordering 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 re-order 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.

Neutrality

Host institutions should keep in mind that an **NCAA event is not a home event. Neutrality is important**; therefore, items such as host institutional signage should not be used to create a "home" atmosphere. Traditional pre-match or between-match activities are not permissible (e.g., tossing institutional items to the crowd, permitting mascots to lead "trains" through the stands, etc.). In addition, hosts must ensure the neutrality of their public address announcers and web stream commentators.

Officials

Assignments

The NCAA Division II Women's Volleyball Committee will select the referees for regionals and the finals and approve all other officials for the championships. The required officials at the regionals and the finals are four referees, four line judges, one score keeper and one assistant scorer. Refer to Appendix H for the rotation format.

The host site is responsible for obtaining the following individuals who must be highly qualified and available for the entire championship:

- Scorer.
- Assistant scorer.
- Four (4) lines judges (same four must be used and rotated) [two per match].
- Scoreboard/clock operator.

All officials must be on-site 60 minutes before the match and courtside 45 minutes before the start of competition. The scorer and assistant scorer may not have any other duties during the tournament.

Communication

The tournament manager should notify all officials of the following: (1) time and place of the officials meeting, (2) match schedule, (3) location of and directions to the facility and parking, and (4) official attire for referees and lines judges [navy pants, a short-sleeved shirt (white, blue or gray) with no patches and white shoes]. The NCAA will provide patches, to be worn on the top right portion of the shirt, for each official. The scorer, assistant scorer and scoreboard/clock operator are not required to wear a uniform but should wear items devoid of institutional or conference logos and affiliation.

Hosts must determine if any of the referees will need lodging. For all officials other than referees, hosts must work with the NCAA championship manager to determine if hotel expenses for other officials are reimbursable. Hosts should prepare an informational packet for each official.

Fees and Expenses

Please see the Financial Administration section of this manual for details on officials' fees and expenses.

Officials Meetings

An officials meeting will be held the morning before the first match (at regionals, if convenient for all, the meeting can be held the night before). The NCAA representative or a member of the volleyball committee along with the head official will conduct the meeting. In addition to referees, line judges, the scorer and the assistant scorer must attend. Subsequent meetings will be held each night (Appendix G).

Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

All digital programs available can be found at http://www.ncaa.com/gameprograms.

Content/Editorial

IMG College Responsibilities

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

Host Responsibilities

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

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

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program:

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

For the Division II Women's Volleyball Championship, the host is expected to produce and distribute a supplemental handout to include team rosters, updated statistics and match notes.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. If sold, the host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions, please feel free to contact your NCAA championship manager or Chad Laytham (chad.laytham@learfieldimgcollege.com) at IMG College.

Safety and Security

The NCAA has established a Safety and Security Advisory Group to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 when developing a safety and security program.

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

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

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

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

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

General Guidelines

<u>Preparation</u>. The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site 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:

- 1. Develop contact lists.
 - a. NCAA.
 - b. Local authorities and critical incident response team.
- 2. Review emergency protocol before the start of the event.

- 3. Identify chain of authority.
 - a. Incident commander (second in command).
 - b. Decision-making personnel/team.
- 4. Identify incident command center.
- 5. Identify incident communication plan.
- 6. Review evacuation plan review plan with competition site manager.
- 7. Review emergency response plan for typical emergencies.
- 8. Review emergency response plan for national disasters.
- 9. Review emergency response plan for terrorist actions.
- 10. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. Send a request to PSCDOperations@hq.dhs.gov to receive the contact for a local PSA. Refer to Appendix BB for additional information.

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

<u>Interruption of Competition</u>. The officials have the authority to interrupt the matches. If competition 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 competition schedule also shall be adjusted by the games committee. The committee should review the following procedures for interruption of competition:

<u>Head Table</u>. Ensure that the timing devices are operational and manual times are accurately recorded.

Officials. Ensure that the officials know the exact situation when competition was halted.

<u>Student-Athletes and Coaches</u>. On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

<u>Power Source/Public Address</u>. 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.

<u>Responsibility</u>. 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 competition 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 student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

<u>Communication</u>. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the head 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. Participants, coaches and officials must be kept informed throughout the delay.

<u>Meeting</u>. The committee chair, NCAA staff and meet management staff (facility manager, meet director and senior law-enforcement officer) should assemble immediately at the head table to assess the situation.

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

<u>Resumption of Competition</u>. As soon as possible, competition shall be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition 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 committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

<u>Spokesperson</u>. 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.

Crowd Control

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. The designated representatives of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championship announcer should read the following crowd control statement at least once during each championship session:

"_______ (Host institution) and the NCAA promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal. Also, consumption or possession of alcoholic beverages is prohibited."

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. Bands, or any component thereof, shall not play while a match is in progress, only during timeouts and between games.

<u>Spectators</u>. Spectators are prohibited from accessing the court at any time. If necessary, the first row of seating may be emptied so that spectators do not encroach on the playing area.

Personnel

At least one uniformed security guard should be at the facility during competition. Security measures also should be established for officials and team locker rooms, press areas, post-competition interviews and any other area for which a credential is required.

<u>Emergency Plans</u>. Competition site management must have specific written policies and procedures outlining the competition site's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament director should meet with security personnel to discuss existing security procedures

and review potential security threats, review the competition site to determine potential security problems, and discuss the emergency/evacuation plan.

Practices

Practice sessions are closed throughout the tournament. Measures should be taken to secure these sessions for all teams.

Tickets

Ticket Pricing

With input and a recommendation from the host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent of the revenues from ticket sales shall be included in the championship receipts to help offset the championship expenses and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA. Minimum ticket prices for all rounds are as follows:

Minimum Ticket Prices

Regionals

\$5 - adult

\$3 – student/senior

\$2 - children under 12

Finals

All session:

\$30 - adult

\$15 – student/senior

\$6 - children under 12

Single session:

\$12- adult

\$5 - student/seniors (55 and older)

\$2 - children under 12

<u>Note</u>: Children two and under will not be required to purchase a ticket for admission provided the child is seated on the lap of ticket holder and the facility policy permits this practice.

Ticket Back (Disclaimer)

The ticket back language below should be placed on the back of the ticket stubs. If this cannot be done, the language must at a minimum be posted at all ticket windows for the patrons to see, be included as an insert with the ticket mailing, etc. so that all patrons are placed on notice about the restrictions.

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE (Updated 08/16/2019)

The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

NOTE: Handgun policy - text applies only to events hosted in the state of **Texas**. Remove text if it does not apply.

THIS TICKET IS A REVOCABLE LICENSE USER ACCEPTS RISK OF INJURY

THIS TICKET IS A REVOCABLE LICENSE USER ACCEPTS RISK OF INJURY

By using this ticket, Holder (as defined below) agrees to the full terms and conditions of use, as may be amended from time to time, found at www.NCAA.com/ticketterms. The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility. Holder may only capture any account, description, video, audio, photographs, scoring-related data or statistic ("Content") of, from or at the event on any day of the event throughout the event site (including, for clarity, competition areas on competition days), consistent with all posted rules and instructions of NCAA and/or NCAA staff. Please visit www.NCAA.com/ticketterms for additional terms regarding Content. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No readmittance. No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun or a handgun that is carried openly. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE

Volunteers

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 host 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 based on the same criteria as the general public applicants.

Apparel (Finals Site only)

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

The championship logo and the licensee's mark will be printed or 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 2 ¼ inches square.

The local organizing committee will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the local organizing committee 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 manager on the selection, ordering and distribution of volunteer apparel.

Goals

The volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area.
- Answer questions and provide information to visitors.
- Contribute to the general aura of excitement surrounding the championship.
- Assist the host with championship operations.

Recognition

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

Waivers

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix W). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, who will keep them on file for future reference.

Host Checklist/Timeline

Nov. 15

Deadline for submitting regional bids.

Nov. 25

Selection of teams and regional host sites and notification of participating teams and host sites.

Nov. 26

NCAA staff member will contact the tournament manager to provide the name and contact information for the NCAA representative who will be attending the competition and the officials assigned to the site. The tournament manager must contact the NCAA representative and the officials to confirm assignments, travel arrangements and lodging.

Nov. 26/ 11 a.m. ET

All eight regional tournament directors and designated event staff, the NCAA championship manager and volleyball committee will review host information on a teleconference (conducted by the NCAA championship manager and the committee chair).

Nov. 26/ 4 p.m. ET

Each regional tournament director and designated event staff, the NCAA regional representative and the respective participating teams will review game information on a teleconference (conducted by the regional tournament manager).

The tournament manager confirms that the insurance certificate has been uploaded to NCAA championships bid portal and is current.

The sports information director should contact media about tournament.

The tournament manager will receive a call from Event 1, Inc. (merchandising).

Dec. 2

Regional tournament managers will receive the following items from the national office via overnight delivery service:

- 1. Officials' patches.
- 2. NCAA signage.
- 3. Regional team trophy.
- 4. Participant medallions for non-advancing teams.
- 5. Balls and carts.

Dec. 5/6

Team practices. Games committee, coaches and officials meetings.

Thursday-Sunday,

Dec. 5-7/6-8

Regional competition

Dec. 8 Determination of finals teams; participating teams will be notified of seeding by Sunday evening.

Dec. 9 3 p.m. ET

A teleconference will be held with the finals tournament manager and designated event staff, the NCAA championship manager, NCAA volleyball committee, the head coach and designated administrator from each participating team.

Dec. 11 Team practices.

Administrative meeting.

Media event.

Dec. 12 Team practices.

Official's meeting.

Competition begins – Quarterfinals.

Dec. 13 Team practices.

Semifinals.

Dec. 14 Team practices.

Finals.

Closing ceremonies.

Advance Planning Checklist

REGIONAL HOSTS SHOULD REVIEW AND COMPLETE THIS LIST BEFORE SUBMITTING BIDS.

The host institution is encouraged to make the following preliminary arrangements for the 2019 Division II Women's Volleyball Championship: Accommodations. Secure team rate at local hotels. 1. **Regionals:** Tentatively block 13 non-smoking double rooms and two non-smoking single rooms per team at nearby hotel(s) (91 total non-smoking double rooms; 14 non-smoking single rooms), and five non-smoking rooms for the NCAA representative (1) and referees (4). Referees must be housed at a hotel separate from the teams. Finals: Hotel accommodations have already been secured. 2. Schedule. Prepare a tentative tournament schedule, outlining match, practice and meeting times, and entertainment activities (if applicable). Confirm that the competition court is available exclusively for all practices, competition, etc. Seating Diagram. Prepare seating diagram that meets the women's volleyball seating 3. policy regarding non-competing teams. Promotion/Publicity. Develop a promotional/publicity plan. 4. 5. Facility Appearance. Determine if additional items (e.g., signage, banners, floor tape, etc.), besides what is provided by the NCAA, are needed to dress up the facility for championship competition. All commercial signage must be covered. Insurance. Begin the process of acquiring the NCAA required insurance. 6. ____ 7. Parking and Transportation. Designate weekday/weekend parking areas for participating teams and officials and provide information regarding rental vehicles.

Match Personnel Checklist

MATCH:		vs.	
DATE:		TIME:	
Ticket Sellers	1. 2.	3 4	
Ticket Takers	1. 2.	3. 4.	
Ushers	1. 2.	3. 4.	
Scoreboard Operator			
PA Announcer			
Concession Workers	1. 2.	3. 4.	
Three-Ball Rotation Crew	1. 2.	3 4	
Floor Sweepers	1. 2.	3 4	
Merchandise Sellers	1	2	
Awards Coordinator			
Scorer			
Assistant Scorer			
Line Judges	1. 2.		
Statistics Crew	1. 2. 3.	4	

NCAA DIVISION II WOMEN'S VOLLEYBALL CHAMPIONSHIP PRE-MATCH FORMAT

Sample (7 p.m. match)

1. NOTE: The protocols described below will be used at the 2019 NCAA championship, and are required for use in the regular season. Adjustments will be made as necessary for televised matches. The host administration should start a continuous, visible countdown clock one hour before match time. Under normal circumstances, that clock will not be stopped between segments of the warm-up.

Time	Actual	Visible	Protocol
Allotted	Time	Clock	
:41	6-6:41	:60 - :19	Court available for shared warm-up
	6:30	:30	Coin toss
:04	6:41-6:45	:19 - :15	Visiting team court
:04	6:45-6:49	:15 - :11	Home team court
:05	6:49-6:54	:11 - :06	Visiting team court
:05	6:54-6:59	:06 - :01	Home team court
:01	6:59-7	:01 - :00	Team huddle/announcements
	7 p.m.	:00	Match begins with national anthem and
			introductions

2. The first referee will determine by flip of a coin which team will serve in the first game. This should be done about 30 minutes before play begins.

Thirty minutes before the start of the match, the following sequence will begin:

- a. Four-four-five-five warm-up.
 Read crowd control statement within last minute of warm-up.
- b. The national anthem is played with teams lined up at the end line.
- c. The announcer introduces the team members in numerical order, non-starters, starters and libero (players will line up on the end line before introductions).
- d. The referee signals the captains to the net to shake hands, followed by the other team members.
- e. The floor is cleared and the starting players return to the floor.
- f. Play starts.
- g. There will be at least 40 minutes between matches.
- 3. NOTE: LATE MATCH PROTOCOL (to be used when the start of the later match is delayed).

40 minutes Separate court warm-up (each team must remain on its side).

20 minutes Begin protocol listed above.

*Participating teams will not be allowed on the court until 60 minutes before the start time of the match.

COURT SETUP

Refer to the 2018 and 2019 NCAA Women's Volleyball Rules and Interpretations.

- 1. Scorer's Table (Four, 8-foot tables).
 - Official scorer.
 - Assistant scorer.
 - Public address announcer.
 - Scoreboard operator.
 - Alternate official.
 - Television personnel, if applicable (if that is the institution's normal operating procedure and if space permits) (2).
 - Tournament director.
 - NCAA representative.
 - Coordinator of officials (finals site only).
 - Committee chair (finals site only).
 - Stats crew (if that is the institution's normal operating procedure and if space permits) (3).
 - Two volleyball committee members (one on each side-finals only).
 - Video board operator.
 - Music coordinator (if that's the institution's normal operating procedures and if space permits).
- 2. Press Row (four or more 8-foot tables).
 - Two scouting chairs.
 - Two radios.
 - Press and media.
- 3. Ensure that all foot traffic passes behind the scorer's table and team benches.

AGENDA

National Collegiate Athletic Association Games Committee/Host Institution Meeting

FINALS

<u>Note</u>: Meeting will include NCAA committee, NCAA staff, tournament director and other host institution personnel as deemed necessary (e.g., sports information director, athletic trainer, etc.).

- 1. Inspect the facility (the facility should be game ready at this point).
 - a. Ground rules for facility.
 - b. Parking area/arrangements.
 - c. Placement of NCAA logos, welcome banners.
 - d. Institutional signage.
 - e. Ticket sales area (venue appearance).
 - f. Merchandise/concessions.
 - g. Locker facilities for teams and officials.
 - h. Measure court and net height.
 - i. Team seating area.
 - j. Scorer's table seating assignments.
 - k. Designated videotaping area.
 - 1. Challenge Review System setup.
 - m. Post-competition press interview area.
 - n. Hospitality room (officials and committee).
 - o. Emergency headquarters, off-site.
- 2. Review schedule of all activities:
 - a. Practice.
 - b. Meetings.
 - c. Social events, including hospitality mealtimes.
- 3. Check to make sure all items that were shipped to the site arrived in good condition.
 - a. Balls and carts, including mini balls for team introductions.
 - b. Credentials and media supplies.
 - c. Merchandise.
 - d. Promotional items.
 - e. Hydration product and equipment.
 - f. Package of miscellaneous items from NCAA championship manager, if applicable.
 - g. NCAA awards (including Elite 90 award).
 - h. AVCA all-America awards. (non-festival years)
 - i. Drug-testing supplies, if applicable.
- 4. Review responsibilities for key personnel:
 - a. Sports information director.
 - (1) Supplemental program (content).

- (2) Statistics (crew in place).
- (3) Media arrangements (accommodations and interview procedures).
- (4) Reporting of scores.
- (5) Remind web stream commentators of neutrality.
- (6) Provide neutral warm-up music.
- (7) Provide statistical information to coaches during match.
- (8) Press conference.

b. Head athletic trainer.

- (1) Supplies.
- (2) Medical procedures.
- (3) Emergency phone numbers.
- (4) Drug testing, if applicable.

c. Security.

- (1) Arrangements for uniformed security guard.
- (2) Crowd control statement available for announcer.
- (3) Security measures for facility and locker rooms.
- (4) Review safety and security plan.

d. Officials.

- (1) Arrival times.
- (2) Review ground transportation arrangements.
- (3) Parking arrangements.
- (4) Assignments of officials and lines judges.
- (5) Officials evaluation forms.
- (6) Review of expense payment procedures.

e. Announcer and live stream talent.

- (1) Neutral, nonbiased.
- (2) Materials provided (e.g., script, rosters, etc.).
- (3) Arrangements for help with name pronunciations.

f. Miscellaneous.

- (1) Floor needs to be swept between matches.
- (2) Review ball rotation system. (Appendix U)
- (3) Neutral music during warm-up, visible electronic scoreboards, announcer's messages and the public address system.
- (4) Placement area for media, photographers and camera crews.
- (5) Provisions for videotaping of competition and distribution to participants.

NCAA Division II Women's Volleyball Championship Agenda – Games Committee/Host Meeting Page No. 3

- 5. Review coaches packet materials (i.e., credentials, patches, local information, parking pass).
- 6. Review agendas for administrative and officials meetings.
 - a. Identify home bench.
 - b. Locker room assignments, if possible.
- 7. Review pre-match format and awards ceremonies.

AGENDA

National Collegiate Athletic Association 2019 NCAA Division II Women's Volleyball Championship Officials Meeting

<u>Note</u>: Meeting will include games committee chair, NCAA site representative, tournament manager, referees, line judges, scorekeeper and assistant scorer.

- 1. The volleyball committee chair or assigned representative will direct this meeting and will perform these duties and review the following:
 - a. **REGIONALS:** Confirmation of head official/crew chief.

FINALS: A head of officials will be appointed along with an NCAA official liaison from the Division II Women's Volleyball Committee.

- b. Emphasize impartiality and professionalism.
- c. Announcements of officials' first-round match assignments.
- d. Role of alternate referee.
- e. Ground rules.
- f. Schedule of events.
- g Pre-match format.
 - Warm-up.
 - Timing for submission of list of starters and lineups.
 - Team introductions, reading of sportsmanship statement and national anthem.
 - Review protest memo.
- h. Match format.
 - Timeouts media or regular.
 - Intervals between sets.
- i. Use of Challenge Review System (if applicable).
- j. Home team determination and bench location.
- k. Protest procedure.
- 1. On-court promotions.
- m. Post-match information.

- 1.61 111 -
 - Policies regarding fraternizing with coaches and participants, and watching of matches.
 - Post-match debrief.
 - Process for officials' assignments for the next day's matches.
 - Pre-match meetings.
 - n Officials' evaluation (procedures and forms).
 - o. Payment of officials' fees and transportation/per diem.
 - p. Officials' uniforms navy pants, matching shirts (white, blue or gray), NCAA patch (to be worn on the top right front of the shirt).
 - q. Officials' hotel and cell phone information.
- 2. The tournament director will perform the following duties:
 - a. Provide facility tour.
 - b. Introduce officials to key personnel.
 - Only key personnel may adjust net height and official's stand.
 - c. Review safety and security plan.

OFFICIALS ROTATION SCHEDULE

Day	Round	R1	R2	ALT	OFF	Scorer	Assistant Scorer	Lines Judge	Lines Judge
Day 1	1st QF								
	2 nd QF								
	3 rd QF								
	4 th QF								
Day 2	1st Semi								
	2 nd Semi								
Day 3	Final								
Pay scale:	1		er diem (inc. t	nals) or		\$75 / match	\$75 / match	\$100 / match	\$100 / match

Officials rotations schedule for day 1: R1 to OFF/ OFF to R2/ R2 to ALT After evaluation, different pairings may be assigned for days 2 and 3.

Line Judges: No consecutive matches on the same day.

Notes:

- These are the best teams in the nation, so all the teams are good and equal. Call the ball handling errors. Watch the setters during warm-up, set the tone of the match with your calls and stick to it. Doesn't mean call it tight, but don't let it get sloppy it is a championship.
- Poise / Demeanor show that you are "in control" but still be approachable (especially the R2 listen be able to handle the coaches and the issues).
- Game control acknowledge coaches without getting into long conversation (especially R1 not talking across the court); R1 remember to scan the crew/benches; R2 help and communicate with R1.
- Line Judges call all balls that are your responsibility.
- Exhibit proper mechanics.



NCAA Women's Volleyball Championship Officials Evaluation

Date:	Site:	Match:
Coach/Site Rep (circle one):		Institution (if coach):

Using the scale provided below, please circle the appropriate rating for each section. Comments are welcome in any area, but a rating of 1 should include a comment.

Rating Scale: 1 – Needs Improvement 2 – Displayed Competence 3 – Excelled

First Referee:			Second Referee:						
PROFESSIONALISM	Rating: 1 2 3		3	PROFESSIONALISM	Rating:	1	2	3	
demeanor; respect for participants;		Punctuality; appearance; poise; appropriate demeanor; respect for participants; impartiality; confidence Comments:							
COMMUNICATION	Rating:	1	2	3	COMMUNICATION	Rating:	1	2	3
Communication with players and coaches; communication with partner; clear and appropriate mechanics; used line judges effectively; approachable	Comments:				Communication with players and coaches; gave help to partner; clear and appropriate mechanics; anticipated questions and was ready to answer them; approachable	Comments:			
CONSISTENCY	Rating:	1	2	3	CONSISTENCY	Rating:	1	2	3
handling – including 1st and 3rd team		Displayed knowledge of the rules and applied them throughout the match in regard to net violations, center line violations, rotational faults, etc.	Comments:						
MATCH CONTROL	Rating:	1	2	3	MATCH CONTROL	Rating:	1	2	3
Controlled behavior appropriately and gave verbal warnings and sanctions when needed; displayed decisiveness; set a match tempo that was appropriate and consistent; displayed court awareness and was attentive to questions without allowing a delay	Comments:				Controlled behavior appropriately and gave verbal warnings and sanctions when needed; displayed decisiveness; displayed court awareness and was attentive to questions without allowing a delay	Comments:			
Would you recommend that this official be considered for the next round of play?	☐ Yes	□ No	•		Would you recommend that this official be considered for the next round of play?	☐ Yes	□ No	1	
Would you recommend that the line judge on the bench side be considered for the next round?	☐ Yes	□ No	•		Would you recommend that the line judge on the first referee's side be considered for the next round?	☐ Yes	□ No	,	

AGENDA

National Collegiate Athletics Association 2019 NCAA Division II Women's Volleyball Championship Regional Administrative Meeting

Meeting should include: head coach and administrator from each participating institution; tournament director, sports information liaison, athletic trainer and other key personnel from host institution, and NCAA site representative. An attendance sheet should be provided for all coaches and administrators to sign and provide cell phone numbers for emergency contact. Any institution without a coach and administrator present will be fined.

SITE REPRESENTATIVE AGENDA ITEMS

- 1. Congratulations and introduction of games committee.
- 2. Collection of team rosters and Code of Conduct forms (if necessary).
- 3. Official squad size, travel party and bench size.
- 4. Rules and lineup procedures modifications review.
- 5. Bag policy.
- 6. Uniform and logo policies.
- 7. Coaches' attire.
- 8. Sideline equipment and hydration product policies.
- 9. Videotaping procedures.
- 10. Pre-match format.
- 11. Pre-match Game Environment Statement and designation of student-athlete.
- 12. Match timeout format and format for interval between sets.
- 13. Use of Challenge Review System (if applicable).
- 14. Awards distribution.
- 15. Press conference and post-match interview procedures.
- 16. Misconduct statement.

C

- 17. Officials' evaluation forms and announce tournament officials.
- 18. Drug-testing statement.
- 19. Banners, cheerleaders, mascots, bands and noisemakers (if applicable).
- 20. Finals site reminders.

HOST TOURNAMENT DIRECTOR AGENDA ITEMS

- 1. Schedule of events, including practice sessions.
- 2. Parking arrangements.
- 3. Facility diagram review.
 - Participant entrance.
 - Team seating.
 - Home team bench area to begin match.
 - Videotaping area.
 - Court setup.
 - Locker room assignments and security.
 - Location of athletic training facilities.
- 4. Availability and location of NCAA merchandise.
- 5. Emergency evacuation plans and any other critical incident plans.
- 6. Participant credentials (20); tickets must be purchased for admission if additional team personnel credentials are requested (maximum of five).
- 7. Pass list procedures for presidents, athletics directors, senior woman administrators, faculty athletics representatives, conference commissioners and their guests.

HOST SPORTS INFORMATION DIRECTOR AGENDA ITEMS

- 1. Process for providing in-match statistics at timeouts and set-by-set statistics for each match to each coach/team.
- 2. Designated media areas on court and location of press conferences.
- 3. Web streaming of matches, live stats and press conferences.

NCAA Division II Women's Volleyball Championship Regional Administrative Meeting Agenda Page No. 3

- 4. Confirm team logos and mascots.
- 5. Postgame media responsibilities.
- 6. Availability and downloading process for digital programs.

HOST ATHLETIC TRAINER AGENDA ITEMS

- 1. Availability of athletic trainers and training facilities.
- 2. Important phone numbers (team physician/athletic trainer, local emergency, etc.).
- 3. Available modalities.
- 4. Medical procedures.

AGENDA

National Collegiate Athletic Association 2019 NCAA Division II Women's Volleyball Championship Administrative Meeting – Finals Site

<u>Note</u>: Meeting should include head coach and institutional representative from each team, tournament manager, sports information director, athletic trainer, ticketing and merchandise coordinator, and NCAA representative/committee.

- 1. Women's Volleyball Committee chair agenda items:
 - a. Congratulate teams and introduce games committee (NCAA committee) and key host staff, including tournament director, sports information director, athletic trainer, and ticketing and merchandise coordinators.
 - b. Review official squad size (17) and number of individuals on bench (25) and chairs (12). Collect travel party forms.
 - c. Review uniform policy (logos). [Note: Policy also applies to practice.] Discuss determination of dark/light uniforms. Uniforms must be of contrasting colors.
 - d. Review proper coach's attire. Minimum should be business casual (e.g., dress pants/slacks, skirts, dress shirts) for the head coach. No jeans for anyone in the bench area. The warm-up coach may wear shorts and an institutional polo shirt.
 - e. Review bag policy for competition. No team bags or equipment bags, with the exception of the coach's and athletic trainer's bags, will be allowed on court for matches. Locker rooms will be locked during match play.
 - f. Review banners, cheerleaders, mascots, bands and noisemaker policies.
 - g. Review any rules and lineup procedures modifications.
 - h. Review use of Challenge Review System.
 - i. Review pre-match format noting that there will be a minimum of 40 minutes between matches, even if the first match goes over the allotted time, and 3-minute intervals between sets with 90-second timeouts. [Appendix C]
 - j. Review pre-match reading of the Game Environment Statement.
 - k. Review awards ceremonies procedures.
 - 1. Review officials evaluation forms and announce tournament officials.
 - m. Discuss procedures for press conference and postmatch interviews. Discuss interview etiquette.
 - n. Review videotaping procedures noting that coaches cannot videotape for scouting purposes.

....

- o. Review drug-testing procedures and read statement.
- p. Review misconduct statement.
- q. Remind teams to submit revised Code of Conduct form, if necessary.
- 2. Tournament manager's agenda items:
 - a. Review schedule of events (including practice sessions).
 - b. Review parking arrangements.
 - c. Review diagram of facility, noting the following:
 - (1) Participant entrance.
 - (2) Warm-up area until 60 minutes before start of match off court.
 - (3) Locker room assignments.
 - (4) Home team bench area to begin match.
 - (5) Court setup.
 - (6) Videotaping area.
 - (7) Non-participating team seating.
 - d. Review availability and location of NCAA merchandise.
 - e. Review safety and security plan.
 - f. Distribute participants' credentials (20); additional bench passes (maximum of five) must be purchased.
- 3. Host sports information director's agenda items:
 - a. Review postgame media responsibilities.
 - b. Provide computerized timeout and set-by-set statistics for each match to each coach and games committee member.
- 4. Host athletic trainer agenda items:
 - a. Review medical procedures and the availability of athletic trainers and training facilities.
 - b. Modalities/phone numbers.

ANNOUNCER'S FORMAT SAMPLE Pre-match Protocol

1.	We	lcome.
2.		ding of the crowd control statement. "Ladies and gentlemen, please turn your attention tenter court and welcome from (Institution) and from (Institution). [Student-athletes read Game Environment Statement - Appendix
3.	Nat	ional anthem (only for first match of each session).
4.	Intr	oduction of teams (no more than 20 to a team – 17 student-athletes plus staff).
	a.	How teams advanced to the championship.
	b.	Win/loss record.
	c.	Location.
	d.	Number of tournament appearances.
	e.	Nonstarter in numerical order, starters in numerical order and the libero.
	f.	Coaching staff.
5.	"Le	t's play volleyball."
		Announcements Special efforts by players in the areas of kills, assists, blocks and noting of All-America selections.

End of Evening's Competition Announcements. Finals only - Awards presentation for

eliminated team and match pairings for the next night and times.

GAME ENVIRONMENT STATEMENT

Paragraph one to be read by home-team student-athlete:
Welcome to today's match between the ("Home" Institution Mascot) and the ("Visitor" Institution Mascot). We see this volleyball court as an extension of our classroom environment where we learn dignity and respect for others.
Paragraph two to be read by visiting-team student-athlete:
Today we ask for your enthusiastic support of your team. We also ask that you support the student-athletes from both institutions by honoring our request to treat all fans, officials, coaches and student-athletes with respect. Thank you.
Note for hosts: Please print off completed copies of this form before each match. Include team names and indicate student-athlete name next to the paragraph they will be reading.

SAMPLE SCRIPT FOR PUBLIC-ADDRESS ANNOUNCER

Good afternoon/evening ladies and gen	ntlemen and welcome to for
today's/ tonight's m	natch between and the
Let's meet the teams, beginning with _	, who enters the tournament with a conference.
record of and representing the	conference.
At	
(position)	(name)
At (position)	(name)
At	
At(position)	(name)
At	
(position)	(name)
At(position)	
•	, ,
At(position)	(name)
At	
(position)	(name)
Starting for:	
At(position)	
-	(name)
At(position)	,
At	
(position)	(name)
At	
(position)	(name)
At	
(position)	(name)
At(position)	
(position)	(Haine)

Libero: (position) (name) The Head Coach is ______. Assistants: ______. And now let's meet the (designated) home team of _______, representing the ______ conference, and entering the tournament with a record of _____. (position) (name) (name) (name) (name) (position) (name) (position) (name) (position) (name) Starting for _____: At ______, _____ (position) (name) At _______, ______ (name) At ______, ______, ______ (name) At ______, ______, (name) At _______, ______, (name)

At,	
(position)	(name)
Libero:	
At,	
(position)	(name)
The Head Coach is	·
Assistants:	·
Note: Team nicknames (list institutions ar	nd nicknames.)

AWARDS CEREMONY PROCEDURES

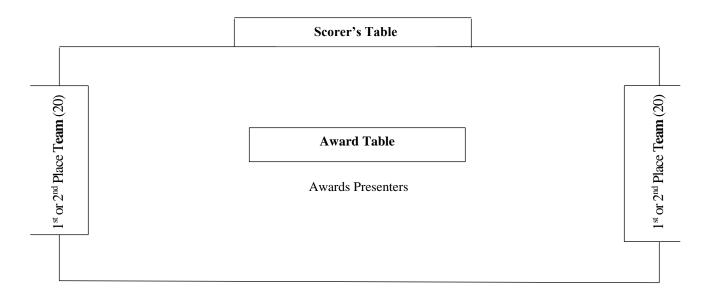
- 1. <u>Awards Ceremony</u>. The awards ceremony begins immediately after each match. The procedure for the ceremony is as follows:
 - a. Presentation of individual and team awards.
 - (1) The two participating teams line up on the end line according to the positions designated (see example on next page) for the awards ceremony. Provide an escort to lead teams to assigned positions.
 - (2) Players, coaches and others who are to receive an individual award approach the awards table as their names are announced. Each person receives an award and returns to their position in line.
 - (3) The team captain(s) approaches the awards table to accept the team award from the committee chair or designee.
 - b. Order of presentation of awards.
 - (1) Introduce the players of the second-place or non-advancing team and present the individual awards.
 - (2) Introduce the players of the advancing or first-place team and present the regional team award (regionals). Present the first-place individual awards and then award the national championship team award (finals).
 - c. Awards presenters. At regionals, the NCAA site representative will present the awards. At finals, NCAA Division II Women's Volleyball Committee members remove the awards from the awards table and hand them to the recipients.
- 2. <u>Announcement/Recognition of All-Tournament Team</u> (immediately **before** the awards ceremony of championship match).
 - a. As the announcer announces the name of each member of the all-tournament team, each member individually approaches the awards table for visual recognition only and shakes hands with each award presenter.
 - b. After shaking hands with each award presenter, the all-tournament team remains standing in front of the awards table for photographs.
- 3. <u>Photograph Session</u> (immediately after the announcement of the all-tournament team).
 - a. Photographs are to be taken of the all-tournament team standing in front of the awards table.
 - b. Team photographs are to be taken of the first-place team.
 - c. Photographs are to be taken of the ceremonial net cutting. (finals only)

SUMMARY OF CONCLUDING EVENTS FOR CHAMPIONSHIP MATCH

- 1. A staging area (e.g., NCAA championships logo/banner) for photos and awarding of trophies should be set mid-court.
- 2. Take awards out of boxes and prepare to present (finals site only). (Watches shall be placed in the champion's locker room.)
- 3. Reminder to crowd to remain for the awards ceremony.
- 4. Set up awards table and line up teams.
- 5. Teams line up on their respective end lines.
- 6. Introduction of the NCAA site representative or NCAA Division II Women's Volleyball Committee member who will present the awards.
- 7. Introduction of the all-tournament team (after championship match only).
- 8 Introduction of the recipients:
 - a. Second-place team (players in numerical order, coaches and other institutional personnel) remain on the court until award ceremony is over.
 - b. First-place team (same format as above).
- 9. **After championship match at finals site only**: Provide box of Fiskars scissors and loosen net immediately after the match to prepare for cutting.
- 10. Autograph signing, if applicable
- 11. Thank you to fans for attendance.

THIS CONCLUDES THE NCAA DIVISION II WOMEN'S VOLLEYBALL CHAMPIONSHIP

Team lineup positions for awards ceremony



AWARDS CEREMONY SCRIPT -- REGIONALS

REGIONAL CHAMPION

FIRST, WE WOULD LIKE TO ANNOUNCE THE NCAA	ALL-
(Region)	
TOURNAMENT TEAMWHEN YOUR NAME IS CALLED PLEASE ST	EP ONTO
CENTER COURT TO BE RECOGNIZED.	
**** READ NAMES ****	
And now we would like to recognize the 2019 NCAA Division II Women's Runner-Up.	Volleyball
(Region)	
Finishing with a record of,	
the from	
(nickname) (University/College)	
Congratulations to the 2019 NCAA DIVISION II WOMEN'S VOI	
(Region)	
Finishing with a record of,	
the from	
(nickname) (University/College)	
Will Head Coach and Co-Captains	and
please come forward to accept the REGIONAL CHAMI	QIH2NOIQ
TROPHY.	TONSTIII
**** (Long Pause)	
	го тне
(University/College)	
CHAMPIONSHIP, HELD DEC. 12-14 AT THE AURARIA EVENT CENTER IN D	ENVER.
LADIES AND GENTLEMEN, ON BEHALF OF THE NCA	AA AND
(Host Institution)	
THANK WOLL FOR WOLLD ATTENDANCE AND GLIDDONE OF NOAA D	

THANK YOU FOR YOUR ATTENDANCE AND SUPPORT OF NCAA DIVISION II WOMEN'S VOLLEYBALL.

SAMPLE AWARDS CEREMONY SCRIPT -- FINALS

Ladies and gentlemen, please direct your attention to center court for the NCAA awards presentation.

QUARTERFINALS/SEMIFINALS ELIMINATION MATCHES

Presenting the awards is NCAA I	Division II Women's Volleyball Committee member
	from
(Name)	from (University/College)
The(Region)	CHAMPION finishing with a record of, the
	from
(Nickname)	(University/College)
Team Members are: **Read indi	ividual names of awards recipients**
give them another round of	ollege) on their successful season. Ladies and gentlemen, let's applause! (University/college) will now move on to the against (university/college OR the winner of university/college
The next match will be between to for the semifinals or national characteristics.	university/college and university/college or announce date/times mpionship match.
	NATIONAL CHAMPION
	TO RECOGNIZE THE NCAA ALL-TOURNAMENT IS CALLED PLEASE STEP ONTO CENTER COURT TO BE
**** READ NAMES ****	
THE MOST OUTSTANDIN	G PLAYER IS FROM (Name)
(University/College)	
And now we would like to recog Up.	nize the 2019 NCAA Division II Women's Volleyball Runner-
Finishing with a record of	
the	from
(Nickname)	(University/College)

Team Members are: **Read indi	vidual names o	f awards recip	pients**	•		
Congratulations to the 2019 NC CHAMPIONS.	CAA DIVISIO	N II WOME	N'S VO	OLLEYB	ALL NAT	IONAL
Finishing with a record of	, the _				fro	m
	,	()	Nicknaı	ne)		
(University/College)	·					
Team Members are: **Read indi	vidual names o	f awards recip	pients**	•		
Will Head Coach	8	and Co-Captai	ins			and
TROPHY.	se come forwar	rd to accept th	ie NAT	IONAL (CHAMPION	NSHIP
**** (Pause for team photos)						
THE TEAM WILL NOW COND	UCT THE CE	REMONIAL	NET C	UTTING.	•	
*** (Pause for net cutting)						
LADIES AND GENTLEM	MEN, ON	BEHALF	OF	THE	NCAA	AND
	(Host In	stitution)			-	
THANK YOU FOR YOUR A VOLLEYBALL.	ATTENDANC	E AND SU	PPORT	OF N	CAA WO	MEN'S

AWARDS RECIPIENT FORM

Please list the individual to be recognized during the awards ceremony, with players in **numerical order**.

Instit	nution
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	(Title)
19.	Assistant Coach:
20.	Head Coach:
	gnated student-athlete to read e Environment Statement:

Please return to the designated NCAA representative at the administrative meeting.

All-Tournament Team Selection

(For Finals Site only - Circle most outstanding player)

NAME	POSITION	INSTITUTION	
).			
1.			
2			

Please return to the NCAA representative.

BALL RETRIEVERS

Three-ball system The three ball system will be used for all matches (see diagram below).

The following procedures should be used:

- 1. Three to five ball retrievers will be used stationed as follows: one at each corner of the court about 4m (13') to 5m (16'3") from the end lines and 2m (6'6") to 3m (9'10") from the sidelines; one behind the first referee.
- 2. At the start of a match, one ball is replaced on the scorer's table and one is given to each of the ball retrievers nearest the serving areas. Only these retrievers and the second referee are authorized to give a ball to the server. For the first service of each game, the second referee will give the server the first ball to be put in play.
- 3. When the ball is outside the playing areas, it is retrieved by one of the ball retrievers and delivered to the retriever who has already given a ball to the next server. If the ball is on the court, the player nearest the ball should immediately place it outside the court.
- 4. At the instant the ball is ruled out of play, the ball retriever nearest the service area quickly gives a ball to the player executing the next service.
- 5. A ball being transferred from one ball retriever to another will be rolled, not thrown, along the floor outside the court. A ball being returned should be delivered to the ball retriever who has just given a ball to the server.

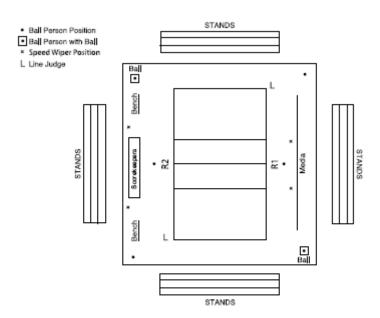


Fig. 2—THREE-BALL SYSTEM

FINALS EMCEE BANQUET SCRIPT (SAMPLE) (NON-FESTIVAL YEARS ONLY)

THE PROGRAM WILL BEGIN IN 5 MINUTES.

GOOD EVENING, LADIES AND GENTLEMEN. WELCOME TO THE 2019 NCAA DIVISION II WOMEN'S VOLLEYBALL CHAMPIONSHIP BANQUET. ON BEHALF OF THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION, WE CONGRATULATE AND WELCOME YOU.

MY NAME IS	AND I WILL BE YOUR MASTER OF
CEREMONIES THIS EVENIN	IG. AT THIS TIME, I WOULD LIKE TO INTRODUCE,
, AND	, TO MAKE A FEW
COMMENTS.	
[and	to make a few comments.]
THIS CHAMPIONSHIP WOUL	D NOT BE POSSIBLE WITHOUT THE CONTRIBUTIONS
OF OUR EQUIPMENT PROVI	DERS, FISKARS, MOLTEN, SPORT IMPORTS, CONNOR
SPORT COURT AND SPEC S	EATS, AND THE COUNTLESS HOURS OF VOLUNTEER
WORK BY THE NCAA DIVI	SION II WOMEN'S VOLLEYBALL COMMITTEE. THE
MEMBERS REPRESENT THE	EIGHT GEOGRAPHIC REGIONS OF THE COUNTRY AND
THE COMMITTEE IS CHAIRE	D BY (NAME), (POSTION) AT (SCHOOL).
[Chair will make comments and	d introduce committee members and NCAA representative.]
THANK YOU IN	STEAD OF ASKING YOUR COACH TO COMMENT ON
HOW GREAT YOU ARE AND	HOW HARD YOU WORKED ALL YEAR TO ATTAIN THE
GOAL OF REACHING THE F	FINALS, WE WOULD LIKE TO HEAR FROM YOU, THE
STUDENT-ATHLETES. TO ST	ART OFF THE TEAM COMMENTS, REPRESENTING:
THE ATLANTIC	REGION and,
(University/College) (I	Ex. Senior outside hitter, Michelle Lamb)

THE	MIDWEST	REGION	and	
	(University/Colleg	re)		
THE	CENTRAL	REGION	and	
	(University/Colleg	re)		
THE	EAST	REGION	and	
	(University/Colleg	re)		
THE	SOUTH	REGION	and	,
	(University/Colleg	re)		
THE	SOUTH CEN	NTRAL RE	GION and	·,
	(University/Colleg	e) .		
THE	SOUTHEAST	REGION	and	,
	(University/Colleg	e)		
THE	WEST	REGION	and	,
	(University/Colleg	re)	•	

THANK YOU, LADIES.

AT THIS TIME WE WOULD LIKE TO PRESENT THE ELITE 90 AWARD. THIS AWARD WAS INSTITUTED TO RECOGNIZE THE TRUE ESSENCE OF THE STUDENT-ATHLETE BY HONORING THE INDIVIDUAL WHO HAS REACHED THE PINNACLE OF COMPETITION AT THE NATIONAL CHAMPIONSHIP LEVEL IN HIS OR HER SPORT, WHILE ALSO ACHIEVING THE HIGHEST ACADEMIC STANDARD AMONG HIS OR HER PEERS. THE ELITE 90 IS PRESENTED TO THE STUDENT-ATHLETE WITH THE HIGHEST CUMULATIVE GRADE POINT AVERAGE PARTICIPATING AT THE FINALS SITE FOR EACH OF THE NCAA'S 90 CHAMPIONSHIPS.

THE RI	ECIPIENT	OF 7	THE E	LITE 90	AW	'ARD I	FOR	DIVISI	ON II	WC	OMEN'S
VOLLEY	BALL WI	TH A	GPA O	F X.XXX	IN	(MAJOR	R, IS	STUDE	NT-AT	HLET	E AND
NSTITU	TION).										
AND NO	W WE W	'ILL BI	EGIN T	HE PRES	SENTA	ATION	OF T	HE AV	CA AI	L-AN	MERICA
AWARD	S. HERE T	O PRE	SENT T	HE AWA	RDS I	S			·		
			will pre	sent the a	ward	s for All	-Ame	ricas.]			
ГНАПК	YOU.	LET'S	GIVE	ANOTH	ER	ROUND	OF	APPL	AUSE	ТО	THESE
OUTSTA	NDING ST	'UDEN'	T-ATHI	LETES.							
ГНАТ С	ONCLUDI	ES THE	E PROG	RAM. T	HANI	K YOU I	FOR	COMIN	G, BES	ST OI	F LUCK

TO EACH OF YOU TOMORROW AND THROUGHOUT THE CHAMPIONSHIP.

$\frac{\text{ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY}}{\text{AGREEMENT}}$

Event:	(the "Event")
Participant's Name (Please print):	(the "Participant")
Participant's Age:	
In consideration for permitting Participant directed by the relevant staff, the undersigned, for personal representatives and assigns, agree as follows:	<u>-</u>
Assumption of Risk: The undersigned hereby act the nature of the Event; that Participant is qual condition to participate therein; that there associated with the Event; and that, except as and voluntarily, accept, and assume responsibiliall other risks and dangers that could aris participation in the Event.	lified, in good health, and in proper physical are certain inherent risks and dangers expressly set forth herein, they, knowingly ity for, each of these risks and dangers, and
Release and Waiver: The undersigned hereby COVENANT NOT TO SUE the National Colleinstitutions,	egiate Athletic Association and its member
thereof, and each of them, their officers and empand for any liability resulting from any pers death), and/or property loss, however caused Participant's participation in the Event, except gross negligence or intentional torts of the above	sonal injury, accident or illness (including l, arising from, or in any way related to, for those caused by the willful misconduct,
Indemnification and Hold Harmless: The under DEFEND AND HOLD the Releasees HARMLE procedures, costs, expenses, damages and liabilities arising from, or in any way related to, Participant arising out of the willful misconduct, gross negliged applicable.	ESS from any and all claims, actions, suits, es including, but not limited to, attorney's fees, t's participation in the Event, except for those
Permission to Use Likeness/Name: The uncompensation, Participant's likeness and/or nammaterial, regardless of media form, promoting tand/or its championships, events and activities, licensees.	ne to appear, and to otherwise be used, in the National Collegiate Athletic Association,
Severability: The undersigned expressly agree to and waiver of liability and indemnity agreement appermitted by the law of the State of invalid, it is agreed that the balance shall, notwiths	is intended to be as broad and inclusive as is and that if any portion thereof is held

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

Signature of Participant	Date
Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date



NCAA Championships Microsite Guidelines

NCAA championship hosts and LOCs 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 enhance the fan experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Travel Information

Hotel, car rental and other travel accommodations should link to: www.NCAA.com/Travel.

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign-Up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the 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 micro site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: http://commerce.wazeedigital.com/license/home/ncaa.do.
- The 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

Local Contributor Recognition

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

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

Microsite Examples

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

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

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

Should you have any questions, please contact: Levida Maxwell Coordinator, Digital and Social Media, Championships & Alliances 317-917-6356 lmaxwell@ncaa.org

NCAA Social Media Guidelines for Championship Hosts Updated 07/10/17

The official NCAA social media pages and official hashtags are available at http://www.ncaa.org/socialmedia

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts._If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through Chris Dion, NCAA championships associate director of social media, cdion@ncaa.org.

A host should not create a social media account or page (Facebook page, Twitter feed, Instagram, Snapchat, Tumblr account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

- **1. Know your social media audience.** Use account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- **2. Encourage community.** Ask for feedback and opinion. This helps to engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- **3.** Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- **4.** Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- **5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

- **6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- **7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
- **8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
- **9.** If you hesitate about posting something, you probably shouldn't. There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, <u>cdion@ncaa.org</u>, or send ideas or news to the general box, <u>socialmedia@ncaa.org</u>.

Division II Preliminary Round Video Streaming Requirements

(Revised 8/6/2019)

Beginning with the 2019-20 academic year, video streaming will be listed as a facility requirement in minimum bid specifications for prospective regional hosts and will be required to be implemented for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

Hosts must meet the following minimum standards related to video streaming:

- At least one camera must be used. However, institutions are encouraged to produce a multi- camera video stream. In addition, cell phones are not permitted as the camera source.
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be onscreen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, the conference mark may be used.
- Contests must be recorded and shared with participating schools as requested.

The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers). It will also reimburse for closed captioning costs that go above and beyond any pre-existing negotiated rates for schools that host a preliminary round during the 2019-20 academic year if they are required to provide closed captioning during the regular season.





2019-20 Host Site Stats Document

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

Latest Version of StatCrew Required (some exceptions)

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

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

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

NCAA LiveStats Integration

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

Downloading NCAA Broadcastr 10

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

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

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





Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

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

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

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

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

Turner Contact Information Jason Venson jason.venson@turner.com 404-704-2493





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

Network Connection

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

Equipment

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

Equipment Receiving/Shipping

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

Crew/Announcers

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

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

Event Specific Accommodations

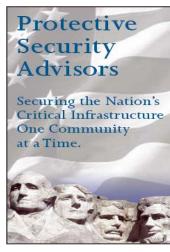
We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For additional information, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at acrawford@tupeloraycom.com



Protective Security Advisor Program

The Department of Homeland Security, National Protection and Programs Directorate's Office of Infrastructure Protection (IP) operates the Protective Security Advisor (PSA) Program. Protective Security Advisors are security subject matter experts who engage with State, local, tribal, and territorial (SLTT) government mission partners and members of the private sector stakeholder community to protect the Nation's critical infrastructure. The PSA Program maintains a robust operational field capability, with Regional Directors (RDs) and PSAs serving in 73 districts in 50 States and Puerto Rico. The RDs and PSAs serve as the link to Department of Homeland Security (DHS) infrastructure protection resources; coordinate vulnerability assessments, training, and other DHS products and services; provide a vital link for information sharing in steady-state and incident response; and assist facility owners and operators with obtaining security clearances.



Courtesy of DHS

PSA Program

The PSA Program's primary mission is to proactively engage with Federal, State, local, tribal and territorial government mission partners and members of the private sector stakeholder community to protect critical infrastructure. Regional Directors oversee and manage the Department's PSA program in their respective region, while PSAs facilitate local field activities in coordination with other DHS offices. The PSAs have five mission areas that directly support the protection of critical infrastructure:

- **Plan, coordinate, and conduct security surveys and assessments** PSAs conduct voluntary, non-regulatory security surveys and assessments on critical infrastructure assets and facilities within their respective regions.
- **Plan and conduct outreach activities** PSAs conduct outreach activities with critical infrastructure owners and operators, community groups, and faith-based organizations in support of IP priorities.
- Support National Special Security Events (NSSEs) and Special Event Activity Rating (SEAR) events PSAs support Federal, State, and local officials responsible for planning, leading, and coordinating NSSE and SEAR events.
- Respond to incidents PSAs plan for and, when directed, deploy to Unified Area Command Groups, Joint Operations Centers, Federal Emergency Management Agency Regional Response Coordination Centers, and/or State and local Emergency Operations Centers in response to natural or man-made incidents.
- Coordinate and support improvised explosive device awareness and risk mitigation training PSAs work in conjunction with IP's Office for Bombing Prevention by coordinating training and materials to SLTT partners to assist them in deterring, detecting, preventing, protecting against, and responding to improvised explosive device threats.

Contact Information

For more information or to contact your local PSA, please contact PSCDOperations@hq.dhs.gov.