



# **HOST OPERATIONS 2024-25 MANUAL**

# Division II Women's Volleyball

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## INTRODUCTION

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

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

## DEFINITIONS

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

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

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

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

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

## ROLE OF NCAA

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

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

## ROLE OF GOVERNING SPORT COMMITTEE

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

## DIVISION II WOMEN'S VOLLEYBALL

### NCAA DIVISION II WOMEN'S VOLLEYBALL COMMITTEE

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# Section 1 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

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

### General

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

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

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

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

### **TOBACCO PRODUCTS**

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

## Section 2 • Americans with Disabilities Act

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

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



## Section 3 • Awards

### CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

To celebrate and enhance the student-athlete experience at the championship site, the NCAA will work with the LOC to implement a unique and fun way to recognize the champion(s) 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.

This should not add any additional time or delay to TV taking the winning celebration.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoor or outdoor 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, pyrotechnics/fireworks, a short video recap of championship performance(s), champion(s) or coach interview, utilizing pep bands or using an emcee or notable sport representative (i.e., Olympic Medalist) for the presentation.

These items can be covered through the operations budget, as well as the LOC budget. If you need assistance with ideas please contact Ali Narracci at 317-966-6950 or [anarracci@ncaa.org](mailto:anarracci@ncaa.org). Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

### CHAMPIONSHIP AWARDS

#### Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send a large trophy for the regional champion and participant medallions for the nonadvancing team's squad size (17) to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

#### Finals

MTM, Inc., the NCAA national office awards supplier, will send one large national champion team trophy, 17 watches (four additional watches will be ordered by the NCAA after the championship) and 21 gold mini trophies for the national championship team. The host will also receive 21 silver mini-trophies for the runner-up, 42 bronze mini-trophies for the semifinalist and 84 bronze mini-trophies for the quarterfinalists. An Elite 90 award, which recognizes outstanding academic achievement, also will be shipped to the finals site. The host will receive the official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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

### ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. If a tie occurs for the highest GPA, the student-athlete with the most credits completed will be awarded the Elite 90. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other

requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Olivia Baumhoer or a 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 in order for them to prepare a graphic which will post shortly after the announcement.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner 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 semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

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

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

#### Presentation at the student-athlete banquet

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

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

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### In-venue presentation

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

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

### Other in-venue recognition

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

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

The recipient of the Elite 90 Award for the 2024 NCAA Division II 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 of/or prior to the winner of the Elite 90 award being publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate, this press release may also be provided to the host for distribution to local media.

### Social Media

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

- Host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

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

## PARTICIPATION AWARDS

### Preliminary Rounds

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

### Finals

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

### Awards Ceremonies

#### Regionals

Regional hosts should conduct a brief awards ceremony, after the regional championship match only. For all other matches, participant medallions should be given to a staff member of the nonadvancing 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.

#### Finals

An awards ceremony will be held immediately after the 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. The original awards boxes should be kept to give to the teams after the ceremony.

### American Volleyball Coaches Association Awards (Non-Festival Years)

AVCA All-America awards will be presented to student-athletes during 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.

### 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. Certificates should be made by the host institution and 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. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team championships only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- 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 Jared Hunt with Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or with Underground Printing for hats ([ncaachamphat@undergroundshirts.com](mailto:ncaachamphat@undergroundshirts.com)). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, [dclendenin@ncaa.org](mailto:dclendenin@ncaa.org) or 317-917-6496.

## Section 4 • 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 committee approval.

## Section 5 • 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 (21) of each of the eight participating teams. The banquet facility should accommodate a minimum of 260 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, 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.

**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.

**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).

# Section 6 • 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 visitors 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.

## 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 Van Wagner box is necessary.

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

Fred Bowen – Senior Producer

Van Wagner

Telephone: 574-807-5287

Email: [fbowen@vanwagner.com](mailto:fbowen@vanwagner.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 Van Wagner. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship manager.



# Section 7 • Commercialism/Contributors

## SPACE REQUIREMENTS

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

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

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

## PREMIUMS GUIDELINES

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

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

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

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

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

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

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### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

## LOCAL CONTRIBUTOR PROGRAM

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

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

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

## NCAA TRADEMARKS

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

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

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

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

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

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

### **Identification of commercially named venues on NCAA materials**

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

### **NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

### **NCAA trademarked protection language:**

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6222.

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

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

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

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

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

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

**NCAA Licensed Trademarks:**

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

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

**Helpful Links:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, [ncaa.org/championships/marketing/ncaa-official-licensee-list](http://ncaa.org/championships/marketing/ncaa-official-licensee-list).

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

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

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

## Section 8 • Community Engagement (Finals Site Only)

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 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 held in conjunction with our national championships.

## Section 9 • 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)

Four members of the committee, one NCAA staff member and the officials coordinator will sit at the head table. Additional seating should be secured for the remaining four 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 for similar events or primary tenants in the competition site. No food, beverage or merchandise of any nature may be sold 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. At regional sites, officials' hospitality should be separate. At the finals site the committee hospitality can be paired with the officials' hospitality. Host are encouraged to provide a variety of hot and cold 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 the locker rooms for matches and practices. Locker rooms should be equitable in size, amenities and location.

### 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.

## 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, five seats should be available for four committee members and one NCAA staff member, one seat for the head of officials, and two seats for live stream talent if space is available. 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 than 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 prepractice warmup 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.



## DIVISION II WOMEN'S VOLLEYBALL

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**Banners.** 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

Ten 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 video along with score sheets to volleymetrics 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 include most of the far side of the court. Hosts should note the videotaping area in the facility diagram included in the participant manual. Further details on this will be provided at a later date.

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

## Section 10 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

## Section 11 • 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.

### MOLTEN

#### Regionals

Forty-eight (48) balls and four ball carts will be provided by Molten to all regional hosts, and only this equipment may be used for competition. The equipment will be shipped to each regional site for arrival by Tuesday, Nov. 28. If you do not receive the shipment Tuesday, 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, and additional gifts (if applicable) will be shipped to the finals site. The miniature volleyballs should be thrown into the crowd by each player as they are announced and used promotionally in between sets. Student-Athlete gift items should be given to each participating team (21 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 host 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 by Nov. 27. 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. Teams may purchase bench chairs. Information will be provided to them in the participation manual.

## CHALLENGE REVIEW SYSTEM

### Regionals

Regional hosts may use the Challenge Review System at their own expense. Please refer to Rule 18 of the [2024 and 2025 Women's Volleyball Rule Book](#) for details related to the use of the system.

### 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. It 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

The host must provide towels 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.

# Section 12 • Financial Administration

## AUDIT

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

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

## APPROVAL OF THE BUDGET

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

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

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

## FINANCIAL REPORT

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

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

## DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) ([ncaa.org/Student-Athlete Programs/Health and Safety](https://ncaa.org/Student-Athlete Programs/Health and Safety)).

## PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System \(TES\)](#) within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

## SITE REPRESENTATIVES

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

## COMMITTEE/NCAA STAFF/OFFICIALS (FINAL SITE)

For the finals site, the host is not required to secure the rooms for NCAA staff, officials, the Women's Volleyball Committee and official equipment providers. On Location, 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 2024 championship is as follows:

Hyatt Place Sioux Falls South  
4935 Lake Shore Blvd.  
Sioux Falls, South Dakota 57106

## TRANSPORTATION

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

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

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

## NCAA Championship Travel Policies

## 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 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 \$705 (paid by NCAA)
- Line judge - \$130 fee each per match (\$260/match, \$1,820 total - paid by NCAA)
- Scorekeeper - \$105 fee per match (\$735 total - paid by host)
- 6 Assistant scorers (Libero Tracker) - \$105 fee per match (\$735 total - paid by host)
- Announcer - TBD by host, subject to NCAA approval (paid by host - maximum of \$95 per match, \$665 total)

## DIVISION II WOMEN'S VOLLEYBALL

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

- Referee - flat fee of \$855 (paid by NCAA)
- Line judge - Flat fee of \$480 (paid by NCAA)
- Scorekeeper - \$105 fee per match (\$735 total - paid by host)
- Assistant scorer (Libero Tracker) - \$105 fee per match (\$735 total - paid by host)
- Announcer - TBD by host, subject to NCAA approval (paid by host - maximum of \$95 per match, \$665 total)

## Section 13 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A nonexhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#) and the [NCAA Sports Medicine Handbook](#).

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

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



### **Ambulance Service**

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

### **Coaches, Officials, Event Staff and Spectators**

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

### **Medical Staff Credentials and Access**

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

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

### **Portable Immersion Tubs**

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

# Section 14 • Hydration Product

## **POWERADE - FINAL SITE**

### **Equipment Information**

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

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

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

### **Hydration Program**

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact the Champs Manager.

### **Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product**

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

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

## Section 15 • Insurance

If event is held on-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability (CGL) 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. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL 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. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL 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.

Notes:

1. All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

# Section 16 • Lodging

## **Regionals**

### **Team Accommodations**

Hotel reservations for the official travel party of the competing teams shall be made by the host institution. Hosts should secure 13 double rooms and three 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 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 to a different hotel, which generally is not approved by the NCAA, 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 travel 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 in 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 specific date. The NCAA shall provide final approval.
- Hosts must upload a copy of the letter(s) of agreement to the NCAA Championships Bid Portal as part of their bids. Hosts that fail to secure the rooms in the contract may be restricted from hosting in the future.

### **NCAA Site Representative**

Room and tax for NCAA site representative should 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 and line judges should be direct billed to the host institution and be included as part of the host budget. Officials will be responsible for their own incidentals.

Referees and line judges 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 be housed in the same hotel as the officials.

## **Finals**

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

Hotel expenses (including 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.

## DIVISION II WOMEN'S VOLLEYBALL

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### 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.

# Section 17 • Marketing

## CONTACTS

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

## EXPECTATIONS

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

## MARKETING PLAN

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

## MARKETING COLLATERAL

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

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

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

## DIVISION II WOMEN'S VOLLEYBALL

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

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

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

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

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

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

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

### SOCIAL MEDIA GUIDELINES

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

# Section 18 • Media Services

## CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](http://ncaa.org) ([ncaa.org/sports/2021/2/9/statistics.aspx](http://ncaa.org/sports/2021/2/9/statistics.aspx)). 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

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. 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.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS.

With permission from the NCAA, exceptions may be made to the policy.

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

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

### Precompetition

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.

### Postmatch

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

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

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-



minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

**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 postcompetition 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 postcompetition 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 Jenn Rodgers ([jrodgers@ncaa.org](mailto:jrodgers@ncaa.org)) for more information. If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at [ncaa.com/credentialterms](http://ncaa.com/credentialterms), should also be visible at credential pickup.

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

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

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

### MEDIA CREDENTIAL QUALIFICATION AND ACCEPTANCE

**Finals.** Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should be directed to media to apply for credentials at [ncaa.com/media](http://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 requests have 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.

**Regionals.** 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 nontransferable and will be issued to only the person whose name appears on the credential. Credential pickup for others is not allowed.

## CREDENTIAL BOARDS

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

## 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.

## MEDIA GUIDES AND POSTSEASON GUIDES

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

## NEWS FILM AND MINI-CAMS

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

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

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

For additional questions regarding championship photography, please contact Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org) or 317-917-6222).

### PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

### 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 warmup 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 [ncaa.com/media](http://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](http://ncaa.com/media) then click "Broadcast Services," then "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 [web1.ncaa.org/stats/StatsSrv/login](http://web1.ncaa.org/stats/StatsSrv/login) or sent to Jenn Rodgers ([jrodgers@ncaa.org](mailto: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-editorial@warnermedia.com](mailto:ncaa-editorial@warnermedia.com), [jrodgers@ncaa.org](mailto:jrodgers@ncaa.org) and Donisha Carter ([dcarter@ncaa.org](mailto:dcarter@ncaa.org)). Please be sure to submit all information in the following manner:

- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.
- 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](http://ncaa.com), serves as the official online resource for NCAA championships.

Please visit [ncaa.com/media](http://ncaa.com/media) for updated NCAA championship internet policies.

The NCAA and its partners own the internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent 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 nonexclusive 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](mailto:nflannery@ncaa.org)).

## WEBCASTING

Regional hosts are required to produce a live stream of the matches. Hosts must complete the rights request ([ncaa.com/rights-request](http://ncaa.com/rights-request)) to stream matches. Please reference Appendix P for the video streaming requirements. Questions about internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto: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 microsite to house information about local events, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through [ncaa.com](http://ncaa.com). For complete guidelines, please see Appendix N.

# Section 19 • Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

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

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

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

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

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

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

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

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

## DIVERSE SUPPLIERS

The NCAA strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.

## Section 20 • Neutrality

See Appendix P for neutrality requirements.

# Section 21 • 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 F for the rotation format.

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

- Scorer
- Assistant scorer
- Four (4) line judges (**same four** must be used and rotated – two per match). Host may reach out to conference assignors for assistance securing line judges. Line judges must be PAVO certified and registered through the NCAA Central Hub on RefQuest+.
- Scoreboard/clock operator
- Head of Officials (Finals only)

**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 the referees, hosts must work with the NCAA championship manager to determine if hotel expenses 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.



## Section 22 • 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. 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 room type or virtually. 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 also should 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 their 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 their 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 30 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.

Requests for admittance for presidents/chancellors, athletics directors, senior woman administrators, faculty athletics representatives and/or conference commissioners should be sent to the respective tournament director. These individuals will be admitted to the venue via a pass list.

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](http://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

**Regionals.** The Division II Women’s Volleyball Committee will designate an NCAA representative for each regional site. The host will be notified of this individual’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.

The host 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.

**Finals.** 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, they 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.

**Duties.** 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 manager 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.

## 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.

## DIVISION II WOMEN'S VOLLEYBALL

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.
4. Use the prescribed language for introductions and the national anthem (Appendix H).
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. Refrain from making any special announcements without committee approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
9. Be neutral and refrain from being 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 there is not enough time after the first matches for the 60-minute protocol, a 40-minute warmup 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, prior to submitting a bid, please email Donisha Carter at [dcarter@ncaa.org](mailto:dcarter@ncaa.org). The hosting institution will determine the match order.

<u>First Round</u>	<u>Second Round</u>	<u>Finals</u>
11 a.m.	4 p.m.	No earlier than 3 p.m.
1:30 p.m.	7 p.m.	
4:30 p.m.		
7 p.m.		

#### Finals

Match times for the championship site will be as follows:

<u>Quarterfinals</u>	<u>Semifinals</u>	<u>Finals</u>
11 a.m.	4 p.m.	5 p.m.
1:30 p.m.	7 p.m.	
4:30 p.m.		
7 p.m.		

**Court Readiness.** The court should be set up for competition at least 90 minutes before match time. The prematch 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, the host should 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 it to the hosts to complete and distribute to the teams. Regional hosts must have the participant manual prepared to send to teams the Monday 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. The tournament manager should 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.
- The scorekeeper must be certified as an official in their designated positions. These individuals may not have any other duties during the tournament.

### 3. Match Personnel. 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.
- Videoboard operator, if applicable.

4. **Facility Management.** Depending on the facility, the number of individuals 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 [2024 and 2025 NCAA Women’s Volleyball Rules 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. 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	3rd Match	Visitor
	Home		Home
2nd Match	Visitor	4th Match	Visitor
	Home		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.

Day Before Competition. All teams have 55 minutes of practice time with 5 minutes of transition.

First Day of Competition. All teams have 25 minutes of practice time with 5 minutes of transition.

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

Third Day of Competition. The 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.**

## **PREMATCH 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 inoffensive 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 prematch format (Appendix D).

If one hour is not available for prematch 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 [ncaa.com](http://ncaa.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 prior to competition. Participating teams are limited to a maximum of 17 active players 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 will include 10 chairs. The event manager may provide additional chairs for the tournament manager and a security representative. The higher-seeded team will be the home team, the hosting institution will designate the home and away bench. The team bench area is limited to 30 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.

## Section 23 • 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 [ncaa.com/gameprograms](http://ncaa.com/gameprograms).

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

Any pages promoting the host institution/venue/city will not display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Clerrinda Queen ([clerrinda.queen@learfield.com](mailto:clerrinda.queen@learfield.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 championship manager.

#### 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, LEARFIELD 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 LEARFIELD approval.

## QUESTIONS

If you have any questions, please contact the NCAA championship manager or Chad Laytham ([chad.laytham@learfield.com](mailto:chad.laytham@learfield.com)) at LEARFIELD.



## Section 24 • 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 [ncaa.org/sites/default/files/Best\\_Practices\\_for\\_Venue\\_Safety\\_and\\_Security.pdf?division=d2](https://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. These 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 the 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

Preparation. 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](mailto:PSCDOperations@hq.dhs.gov) to receive the contact for a local PSA.

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

**Interruption of Competition.** 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:

**Head Table.** 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.

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

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

**Responsibility.** Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if 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.

**Communication.** 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.

**Meeting.** 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.

**Resumption of Competition.** 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.

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

Spectators. 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, postcompetition interviews and any other area for which a credential is required.

Emergency Plans. 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.

# Section 25 • Ticketing

## TICKET POLICIES /OPERATIONS

1. **Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), 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.

Please note any minimum and maximum ticket prices as set forth by the committee or needed to meet financial guarantees.

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.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not resell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**

- a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

### 6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

### 2024-25 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at [ncaa.com/ticket-terms](https://ncaa.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, 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.

### Minimum Ticket Prices

#### Regionals

- \$5 – adult
- \$3 – student/senior
- \$2 – children under 12

#### Finals

- |                         |                                      |
|-------------------------|--------------------------------------|
| All session:            | Single session:                      |
| \$30 – adult            | \$12 – adult                         |
| \$15 – student/senior   | \$5 – student/seniors (55 and older) |
| \$6 – children under 12 | \$2 – children under 12              |

*NOTE: 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.*

# Section 26 • Volunteers

## GOAL AND RECRUITMENT

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

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

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

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

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

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

## WAIVERS

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

## APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2024-25 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

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## Appendix A • Host Checklist/Timeline

### 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. 25	NCAA staff member will contact the tournament manager to provide the name and contact information for the NCAA site 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. 18	Potential host call
<b>Nov. 26/ 1 p.m. ET</b>	<p><b>Each regional tournament director and designated event staff, the NCAA regional representative and the respective participating teams will review game information on a video/teleconference (conducted by the regional tournament manager).</b></p> <p>The tournament manager confirms that the insurance certificate has been uploaded to the NCAA championships bid portal and is current.</p> <p>The sports information director should contact media about tournament.</p> <p>The tournament manager will be contacted by Event 1, Inc. (merchandising).</p>
Nov. 27	<p>Regional tournament managers will receive the following items via overnight delivery service for the conduct of the regionals:</p> <ol style="list-style-type: none"> <li>1. Officials' patches/net height gauges.</li> <li>2. NCAA signage.</li> <li>3. Regional team trophy.</li> <li>4. Participant medallions for non-advancing teams.</li> <li>5. Balls and carts.</li> </ol>
Dec. 4/5	Team practices. Games committee, administrative and officials meetings.
Thursday-Sunday, Dec. 5-7 or 6-8	Regional competition
Dec. 7/8	Determination of finals teams; participating teams will be notified of seeding no later than Sunday evening.



Dec. 9 TBD	<b>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.</b>
Dec. 11	Team practices. Media event. Banquet.
Dec. 12	Team practices. Officials meeting. Competition begins – Quarterfinals.
Dec. 13	Team practices. Semifinals.
Dec. 14	Team practices. Finals.

## Appendix B • 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 2024 Division II Women's Volleyball Championship:

- \_\_\_\_\_ 1. Accommodations. Secure team rate at local hotels.  
  
**Regionals:** Tentatively block 13 non-smoking double rooms and three non-smoking single rooms per team at nearby hotel(s) (91 total non-smoking double rooms; 21 non-smoking single rooms), and 9 non-smoking rooms for the NCAA representative (1), referees (4) and line judges (4). Officials 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.
- \_\_\_\_\_ 3. Seating Diagram. Prepare seating diagram that meets the women's volleyball seating policy regarding non-competing teams.
- \_\_\_\_\_ 4. Promotion/Publicity. Develop a promotional/publicity plan.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 6. Insurance. Begin the process of acquiring the NCAA required insurance.
- \_\_\_\_\_ 7. Parking and Transportation. Designate weekday/weekend parking areas for participating teams and officials and provide information regarding rental vehicles.



## Appendix D • Prematch Format

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

Sample (7 p.m. match)

- NOTE: The protocols described below will be used at the 2024 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 Allotted	Actual Time	Visible Clock	Protocol
: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

- 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:

- Four-four-five-five warm-up.  
Read crowd control statement within last minute of warm-up.
  - The national anthem is played with teams lined up at the end line.
  - The announcer introduces the team. (no more than 30 to a team – 17 student-athletes plus staff and additional individuals on the bench – up to 13 - if applicable).
  - The referee signals the captains to the net to shake hands, followed by the other team members.
  - The floor is cleared and the starting players return to the floor.
  - Play starts.
  - There will be at least 40 minutes between matches.
- 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.**

## **Appendix E • Court Setup**

Refer to the 2024 and 2025 NCAA Women's Volleyball Rules and Interpretations.

1. Scorer's Table (Four, 8-foot tables).
  - Official scorer.
  - Video review operator (2)
  - 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.

## Appendix F • Officials Rotation Schedule

### OFFICIALS ROTATION SCHEDULE

Host: \_\_\_\_\_

Day	Round	R1	ALT	R2	OFF/ Video	Scorer	Assistant Scorer	Lines Judge R1 Side	Lines Judge R2 Side
Day 1	1 <sup>st</sup> QF								
	2 <sup>nd</sup> QF								
	3 <sup>rd</sup> QF								
	4 <sup>th</sup> QF								
Day 2	1 <sup>st</sup> Semi								
	2 <sup>nd</sup> Semi								
Day 3	Final								
Pay scale:		\$45/day per diem (incl. travel day) + \$705 flat fee (Regionals) or \$45/day per diem (incl. travel day) + \$855 flat fee (Finals)				\$105 / match	\$105 / match	\$130 / match	\$130 / 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.

## Appendix G • Officials Evaluation

2024 NCAA Division II 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	PROFESSIONALISM	Rating: 1 2 3	
Punctuality; appearance; poise; appropriate demeanor; respect for participants; impartiality; confidence	Comments:	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	
Displayed knowledge of the rules and applied them throughout the match; ball handling – including 1 <sup>st</sup> and 3 <sup>rd</sup> team contacts, as well as sets, dumps, block recoveries, etc.	Comments:	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you recommend that this official be considered for the next round of play?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you recommend that the line judge on the bench side be considered for the next round?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you recommend that the line judge on the first referee's side be considered for the next round?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Appendix H • Announcer's Format Sample

### ANNOUNCER'S FORMAT SAMPLE Prematch Protocol

1. Welcome.
2. National anthem (only for first match of each session).
3. Introduction of teams (no more than 30 to a team – 17 student-athletes plus staff and additional individuals on the bench – up to 13 – if applicable).
  - 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.
4. “Let’s play volleyball.”

Timeout Announcements Special efforts by players in the areas of kills, assists, blocks and serves, and noting of All-America selections.

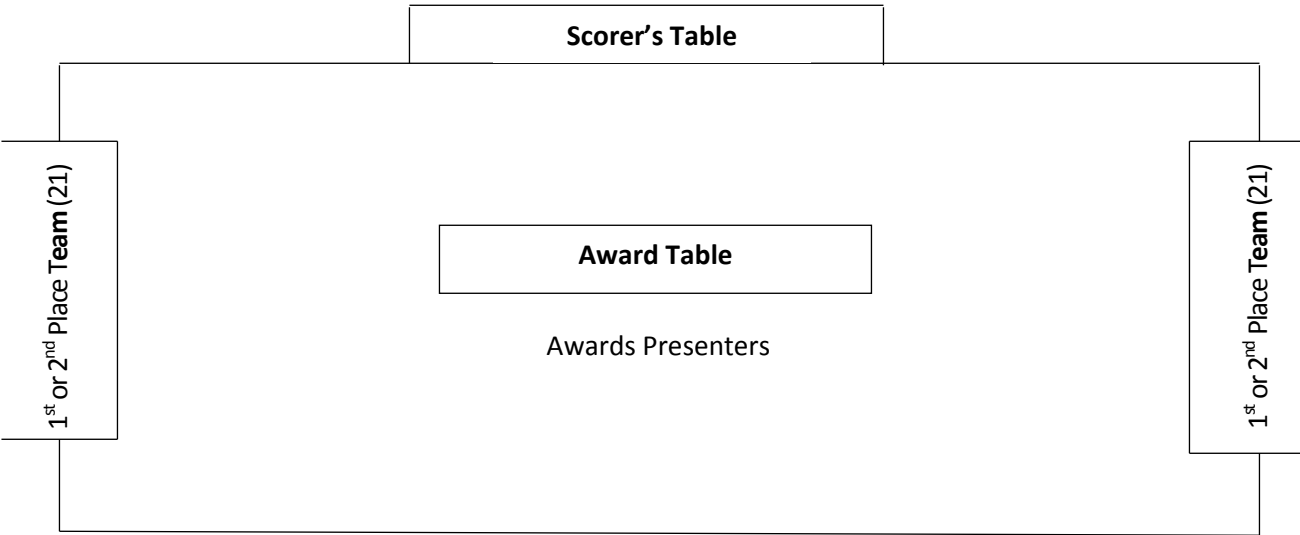


Appendix I • Summary of Concluding Events for Championship Match

- 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



Appendix J • All-Tournament Team Selection

(For Finals Site only - Circle most outstanding player)

	NAME	POSITION	INSTITUTION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

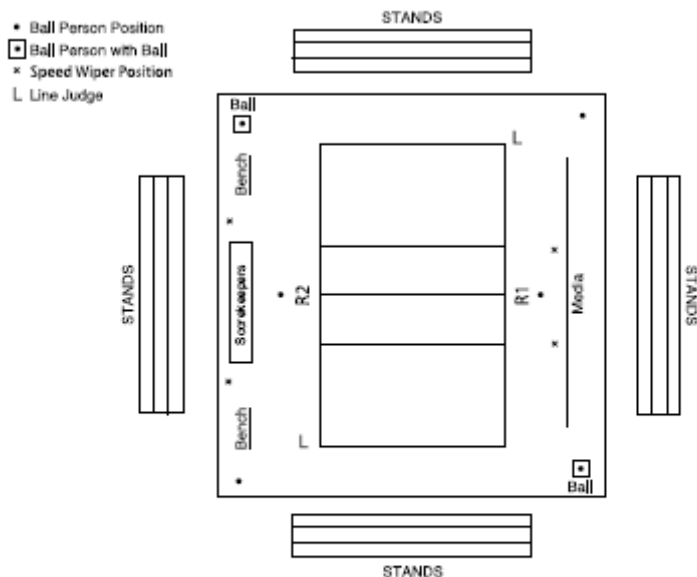
Please return to the NCAA representative.

## Appendix K • 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; one near the scorer's table.
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**

## Appendix L • Assumption of Risk, Release and Waiver of Liability and Indemnity Agreement

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

**Assumption of Risk:** The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, \_\_\_\_\_

\_\_\_\_\_ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

**Indemnification and Hold Harmless:** The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

**Permission to Use Likeness/Name:** The undersigned further agree to allow, without compensation, Participant's likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of \_\_\_\_\_ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Appendix M • NCAA Championships Microsite Guidelines

NCAA championship hosts and local organizing committees 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 that the URL for your microsite should not be promoted and will be linked directly through [ncaa.com](http://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](http://ncaa.com).

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

The following topics are permissible to house within your microsite:

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

### **Local News**

The microsite 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: [ncaa.com/travel](http://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](http://ncaa.com) with the use of the [ncaa.com](http://ncaa.com) logo.

### **Email Sign-Up**

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

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at [ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true](http://ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true).

### **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](http://ncaa.com).

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <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](http://ncaa.com/social).

### **Mobile Version**

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

### **Metrics**

Host institutions should provide analytics to Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)). 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 corporate champions and partners 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: [www.uteathletics.com/ncaa](http://www.uteathletics.com/ncaa)

Oklahoma City Women's College World Series Microsite: [www.visitokc.com/wcws](http://www.visitokc.com/wcws)

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

Should you have any questions, please contact:

Nate Flannery

Championships and Alliances

317-917-6222

[nflannery@ncaa.org](mailto:nflannery@ncaa.org)

## Appendix N • NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

The official NCAA social media pages and official hashtags are available at [ncaa.org/socialmedia](http://ncaa.org/socialmedia).

### Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, local organizing committee, 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](mailto: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 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 redos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

## Appendix O • Division II Preliminary Round Video Streaming Requirements



### Division II Preliminary Round Video Streaming Requirements

(Revised 7/17/2023)

Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and video streaming is 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.

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
  - Note: Effective for the 2024-25 academic year, preliminary round hosts in **basketball only** are required to have multiple cameras (at least two) (06/23).
- 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, then 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).



## Appendix P • Neutrality Policy



### Division II Preliminary Round Neutrality Policy Do's and Don'ts Document *Updated July 2024*

At its August 2023 meeting, the NCAA Division II Championships Committee approved a policy to permit preliminary rounds of all Division II Championships to run the same kind of pregame promotions and celebrations they conduct during their regular-season contests before resuming neutrality at the start of the contest and through its conclusion.

Outlined below are the do's and don'ts of the policy as they pertain to pre-game promotions in preliminary rounds. (Note: Nothing regarding the in-game neutrality policy changes. Remember, once the contest starts, if you plan a promotion for one team, it must be done for both.)

#### **PERMISSIBLE:**

- Hosts are allowed to incorporate typical **pre-game** promotions before being neutral in-game.
  - Hype/intro video.
    - The only permissible video content outside of hype/intro videos is provided by the NCAA.
  - Running through tunnel.
  - Announcer/introduction/starting lineups.
    - The NCAA script provided for each site should be followed.
  - Pyro/smoke/fog/cannons during team introductions.
  - Crowd live shots.
  - Lights out with spotlights during player introductions.
- Hosts are permitted to provide season-ticket holders with early access to tickets for preliminary round competition; however, seats directly behind the participating teams' benches must be reserved for those teams' fans (6/24).

#### **IMPERMISSIBLE:**

- No "toss" of t-shirts, premium items, etc.
- Hype for third-downs, sacks, turnovers, home runs, 3-pointers, strikeouts, etc. through video board or PA announcer.
- Nothing in-game related to video that's only geared towards the host team.
- Crowd teasers on videoboard that incite crowd involvement.
- Walk-up music for only the host team. Can be used only if provided for both teams.
- Promotions sponsored by corporate partners.
- Recognitions specific to the host institution or sponsors.
- Pyro/smoke/fog/cannons for only the host team after the start of the contest.

Final determination on any activations not listed above will be at the discretion of the NCAA championship manager and the site representative.