



**2019 DIVISION III MEN'S
VOLLEYBALL
CHAMPIONSHIP**
UNION, NJ • Kean University, Host

***HOST OPERATIONS
2018-19 MANUAL***

2019 NCAA DIVISION III MEN’S VOLLEYBALL CHAMPIONSHIP
HOST OPERATIONS MANUAL

TABLE OF CONTENTS

SECTION 1 – Alcoholic Beverages and Tobacco Products	4
SECTION 2 – Americans with Disabilities Act	4
SECTION 3 – Awards	4
SECTION 4 – Bands, Cheerleaders and Mascots	8
SECTION 5 – Banquet	10
SECTION 6 – Broadcasting/Internet	13
SECTION 7 - Championship Presentation/Fan Engagement	13
SECTION 8 – Commercialism/Contributors	17
SECTION 9 – Drug Testing	23
SECTION 10 – Equipment	25
SECTION 11 – Facility	27
SECTION 12 – Financial Administration	31
SECTION 13 – Game Management	33
SECTION 14 – Insurance	38
SECTION 15 – Lodging	38
SECTION 16 – Marketing and Promotions	40
SECTION 17 – Media/Credentials	45
SECTION 18 – Medical Procedures	56
SECTION 19 – Merchandising/Licensing	59
SECTION 20 – Neutrality	61
SECTION 21 – Officials	61
SECTION 22 – Participating Teams	63
SECTION 23 – Participation Gifts	63
SECTION 24 – Programs	64
SECTION 25 – Safety and Security Plan	65
SECTION 26 – Site Visit	67
SECTION 27 – Tickets	67
SECTION 28 – Transportation	68
SECTION 29 – Volunteers	69

**2019 NCAA DIVISION III MEN'S VOLLEYBALL CHAMPIONSHIP
HOST OPERATIONS MANUAL**

APPENDIXES

Appendix A – Script for Awards Ceremony and All-Tournament Team – Finals	_____
Appendix B – NCAA Broadcasting Quick Reference Guide	_____
Appendix C – Championship Host Guide to Live Video and Stats	_____
Appendix D – NCAA Championship Drug Testing Statement	_____
Appendix E – Court Set-Up	_____
Appendix F – Instructions for Public-Address Announcer	_____
Appendix G – Crowd Control Statement	_____
Appendix H – Script for Player Introductions	_____
Appendix I – 2018-19 Standard Ticket Back Disclaimer Language	_____

NCAA DIVISION III MEN'S VOLLEYBALL CHAMPIONSHIP

HOST OPERATIONS MANUAL

Information in this manual applies to preliminary rounds and the finals site unless otherwise specified.

INTRODUCTION

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

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, the NCAA Division III Men's Volleyball 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.

This manual outlines the responsibilities of an institution/conference hosting a preliminary round or the final 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.

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 III Presidents Council.

Role of the Host Institution/Conference

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

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

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

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

Role of NCAA

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

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 LOC.

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

2018-19 DIVISION III MEN'S VOLLEYBALL COMMITTEE

<p style="text-align: center;"><u>East Region</u></p> <p>John Garrett, chair Associate Athletics Director Hunter College 695 Park Avenue New York, New York 10065 Office: 212-650-3116 Email: jg541@hunter.cuny.edu</p>	<p style="text-align: center;"><u>West Region</u></p> <p>Mize Zapolski, Director of Athletics Augustana College (Illinois) 639 38th Street Rock Island, Illinois 61201 Office: 309-794-7223 Email: mikezapolski@augustana.edu</p>
<p style="text-align: center;"><u>East Region</u></p> <p>Evin Giglio Head Men's and Women's Volleyball Coach Wentworth Institute of Technology 550 Huntington Avenue Boston, Massachusetts 02115 Office: 661-714-6683 Email: giglio1@wit.edu</p>	<p style="text-align: center;"><u>West Region</u></p> <p>Dan Liberto Head Men's Volleyball Coach Marymount University (Virginia) 2807 North Glebe Road Arlington, Virginia 22207 Office: Email: dliberto@marymount.edu</p>
<p style="text-align: center;"><u>NCAA</u></p> <p>Nick Strah Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Cell: 317-544-9425 Fax: 317-917-6477 Email: nstrah@ncaa.org</p>	

SECTION 1 – Alcoholic Beverages and Tobacco Products

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

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

SECTION 2 – Americans with Disabilities Act

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

SECTION 3 – Awards

All-Tournament Team

At the championship finals, an all-tournament team consisting of seven players, including a Most Outstanding Player, will be selected. The announcement of the all-tournament team should take place immediately after the championship match and before the presentation of awards to the teams. [See Appendix A for the announcer's script for the all-tournament team and Most Outstanding Player (finals).]

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 shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after team handshakes as soon as the championship match has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing,

at the NCAA national office if you have any questions, 317-917-6496.

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send NCAA participant medallions for each non-advancing team's squad size (17) to the tournament director for each preliminary-round site one to two days before 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 re-taped, closed and secured in a limited-access area. Seventeen medallions should be provided to each team, regardless how many student-athletes are in uniform (squad size maximum of 17). Medallions will be presented to the team members during the awards ceremony. The advancing team will not receive medallions at the preliminary-round site but will receive awards at the national championship.

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

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament director approximately two weeks before the championship. Awards for the finals include one team trophy and 17 watches for the championship team and 22 individual mini-trophies for each team (including the championship team). (Five additional watches will be ordered for the championship team after the championship.) 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 re-taped, closed and secured in a limited-access area.

Following the championship, institutions may order additional awards based on the level to which the team advanced. No additional awards, unless otherwise approved by the championship manager, should be presented to the student-athletes and coaches of the participating teams.

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 manager will work with the institutions participating at the finals site regarding delivery of participation awards after championship competition. Participation awards will not be distributed at the site of the championship.

Awards Ceremony

An awards ceremony should be held immediately following the conclusion of each match to recognize team members after the team's final match. The two participating teams should line up on their respective end lines at the conclusion of the match. The public-address announcer will read the names of the team members listed on the awards recipient list. (See Appendix A for the announcer's script for the awards ceremony for the finals.)

Preliminary Round. The NCAA site representative and/or the tournament director, should present the participant medallions to each student-athlete listed on the team's awards recipient list (maximum 17 at preliminary round sites) as each team is eliminated.

Finals. A six-foot table, appropriately draped, should be used to hold the awards. Host institution personnel must be in place and be ready to move the table for the ceremony without undue delay. The Division III Men's Volleyball Committee chair and the NCAA championship manager should present the mini-trophies to each individual listed on the team's awards recipient list (maximum of 22 at the finals site) as each team is eliminated from the championship. Following the championship match, two six-foot tables, appropriately draped, are needed for the awards ceremony: one for the winning team with the championship team trophy, 17 watches and 22 gold mini-trophies, and one for the second-place team with the national runner-up trophy and 22 silver mini-trophies. The all-tournament team should be announced first, followed immediately by the presentation of mini-trophies to the second-place team, and finishing with the presentation of the watches mini-trophies and national champion trophy to the championship team. (Five additional watches will be ordered for the championship team after the championship.)

Photographer. (Finals only.) The NCAA Photos photographer will be on site to take pictures of the national champion and second-place teams and the all-tournament team after the awards ceremony following the championship match.

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 his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA 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. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on 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 amongst 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 which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the

award presentation should receive the full attention and respect of all 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 his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division X (sport), with a GPA of X.XXX in (major, is student-athlete from 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 together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

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

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of 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 which they are not participating in
- 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. VWSE will provide the following standard PA announcement sometimes accompanied by a video board slide. The championship manager (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the *(year)* *(name of championship)*, with a cumulative grade-point average of *(GPA)* in *(academic degree program)*, is *(name)* of *(institution)*.

Press release

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

Social Media

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

For more information regarding the Elite 90 award, log on to ncaa.com/elite-90.

SECTION 4 – Bands, Cheerleaders and Mascots

Admission

A maximum of twenty-five band members plus the director, twelve uniformed cheerleaders plus the sponsor, and one costumed mascot will be admitted free of charge for each team. These individuals will be admitted via a gate list. If a band exceeds 25 individuals, the participating institution must purchase tickets for the additional band members.

Live animal mascots are not permitted.

Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when a match is in progress. Cheerleaders are not permitted to pound megaphones on the floor.

Designated Areas

A maximum of 12 cheerleaders and the mascot are allowed on the floor at any one time when a match is not in progress. If a team brings a pep band, then the cheerleaders, mascot and band members will remain on their original side of the court and will not switch ends when their team switches benches. If no pep band is present, then the NCAA site representative (preliminary round) or the men's volleyball committee (finals) will determine whether the cheerleaders and the mascot will switch ends with their team immediately following the conclusion of each set or remain on one side of the court throughout the match. Cheerleaders or the mascot may lead their team onto the court. Cheerleaders and mascots are not permitted to be in the stands or other areas of the arena, even if that is their normal practice during home matches. They shall otherwise remain in an area designated by the tournament director with the approval of the committee. Use tape if necessary to designate the boundaries. Band members are not permitted to leave their designated seating area and play at the end of the court between sets or matches or during warm-up periods. Flags carried by institutions' representatives are permitted on the floor during time outs or between sets only in front of their team's fans and must not be used to taunt competitors or block spectators' views.

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.

Fight Songs/Music

If a team does not have a band present, it may provide a recording of the institution's fight song to be played at the first timeout of each set. If only one of the two competing teams has a band, then the band and the electronic music should alternate playing. Only one band can play at each timeout. The host institution may be asked to provide electronic music in the event none of the participating teams brings a band.

National Anthem

The national anthem shall be sung or played by the band of one of the participating institutions (to be determined by a coin flip if there is not mutual agreement) just before the introduction of the starting lineups. If a singer or band is not available, the host shall provide a recording of the national anthem. The anthem shall be played before the first match of each day of competition.

Seating

Bands should be seated in comparable areas of the arena. End zones are preferred, with both bands on the same side of the court and opposite their team bench. Place bands so as not to interfere with spectators, photographers or teams, subject to the approval of the NCAA site representative (preliminary rounds) or the men's volleyball committee (finals). Bands and cheerleaders will be provided seating when their team is not playing.

Warm-Up Music

The host institution will select and administer all music on competition days. The host institution should play electronic music from the time the doors open. Participating teams may play their own

playlists only during closed team practices. All music must be screened by the NCAA site representative (preliminary round) or the men's volleyball committee (finals). House music played by the host should be impartial and should not be the playlist that is played during home volleyball contests. All music should be screened using the standard of whether it would be acceptable for the most conservative fan.

SECTION 5 – Banquet

Preliminary Round. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, banquets are not permitted.

Finals. To celebrate and welcome all participating student-athletes and championship personnel, the finals host shall conduct a banquet (or other student-athlete recognition event) on the evening before the start of championship competition for the official travel parties (maximum of 22 persons) of the eight participating teams. The host will be allowed a maximum of \$3,600 (22 per team x four teams = 88 + 32 NCAA committee members/NCAA staff/host institution personnel/VIPs = 120 attendees at \$30 per person) for the banquet. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

Thirty-two tickets will be reserved for the NCAA committee, NCAA staff, host institution personnel (e.g., president, senior woman administrator, faculty athletics representative and event staff with significant event responsibilities), community dignitaries and the representative(s) of the American Volleyball Coaches Association (AVCA) that present the all-America awards. If the banquet facility has adequate space, the host institution may sell additional banquet tickets to participating teams' family and friends and other interested parties. Revenue from ticket sales for additional guests (e.g., \$35/person) should not be included on the financial report as ticket revenue. This revenue is helpful to offset banquet costs (e.g., banquet facility rental fee) not included in the budget. The AVCA will contact the host institution regarding purchasing tickets for all-America honorees not participating in the championship and their guests. The AVCA will be financially responsible for the tickets for those all-America honorees.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

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

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

and inclusive of all.

Business dress is acceptable for the banquet.

Format. Short welcome statements should be provided by the master of ceremonies, host institution personnel, community dignitaries and the men's volleyball committee chair. Student-athletes from each team will provide comments as well (maximum of two student-athletes per team for two minutes per team). The AVCA representative(s) will present the all-America awards. The program will conclude with the presentation of the NCAA Elite 90 award by the NCAA championship manager. **A proof of the banquet program should be submitted to the NCAA championship manager for approval before printing.**

Banquet Run of Show

6 p.m. Team pictures

6:20 p.m. Greet teams as they arrive; emcee asks attendees to take their seats

Soft A/V presentation (e.g., music, slideshow of pictures of participating teams from community service activities, etc.)

6:25 p.m. Welcome/comments to student-athletes and guests from emcee, representative from host institution/city and NCAA committee chair

6:35 p.m. Dinner buffet lines open or plated dinner served

7 p.m. Championship video (four participating teams)
(Show Division III branding video as lead-in to championship video - optional)

7:05 p.m. Local entertainment or guest speaker (optional)

7:15 p.m. Comments by student-athletes from each team (maximum of two student-athletes per team and maximum of two minutes total per team)

7:25 p.m. Presentation of AVCA all-America awards

7:40 p.m. Presentation of Elite 90 Award (NCAA championship manager)

7:45 p.m. Closing comments (emcee)

Best Practices

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

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

athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

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

Sample Enhancements

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

Coaches Association Award Guidelines

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers that have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).

- The presentation should be brief (in most cases it should be limited to 10-15 minutes, but should never exceed 30 minutes).
- Awards should be presented to participating student-athletes and coaches or others who have earned recognition in the sport (e.g., all-America awards).
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, the NCAA staff will assist the coaches association in identifying other championship related platforms to present awards.
- All final decisions on inclusion of coaches association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed

No Alcohol. Alcohol may not be provided or available for purchase at the banquet, at the championship venue or at any other event held in conjunction with the championship. If the banquet is held in a hotel, banquet attendees should not be permitted to bring alcohol purchased at the hotel bar into the banquet room.

Seating. NCAA committee members, NCAA staff members, the tournament director, community dignitaries, key host institution event personnel and representatives from the AVCA should be seated at tables at the front of the room. (A head table is not required.) If any of the committee members are associated with a participating team, they will sit with their team. The host should be cognizant of the number of individuals in each team's official travel party when finalizing seating arrangements. Team tables should have appropriate team identification and, if possible, decoration and/or tablecloths in the respective team colors.

SECTION 6 – Broadcasting/Internet

Please review the NCAA Broadcast Manual and Policies on the NCAA website at ncaa.com/media. (See Appendix B for an NCAA Broadcasting Quick Reference Guide and Appendix C for a Championship Host Guide to Live Video and Stats.)

SECTION 7 - Championship Presentation/Fan Engagement

Student-Athlete Autograph Sessions

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for

or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship)

- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it

Guidelines

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person
- Select a time when the most fans can be accommodated, and student-athletes will be least inconvenienced
- 30-60 minutes in length
 - May be split so each team or different groups of individuals sign at separate 30-60 minute periods
 - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans
- Student-athletes should wear game apparel or matching team issued warm-up gear
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse)
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas
- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person
- No local sponsorship of student-athlete autograph sessions will be permitted
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights)
- Consider how fans who do not want autographs can receive the poster or autograph card

without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line

Checklist

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpie's recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of 2 per autograph area)
- Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
- Security (if appropriate)
- Pipe and drape backdrop behind autograph tables (if appropriate)
- Bike rack or Tensa barrier for lines (if appropriate)
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
- Floor tape to create arrows or lines on the floor (if appropriate)
- Tents to shade student-athletes (if appropriate)
- Rubber bands for posters (if appropriate)
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)

In-Venue Entertainment

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

Break in action contests or promotions. Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

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

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

- Local groups or personal contacts who could provide this service at no cost are recommended
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team)
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer

Youth Sport Team Recognitions. The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:

- Must be unobtrusive to the competition and allotted warm-up time for the student-athletes
- Youth teams recognized should be younger than high school age to avoid any possible recruiting concerns
- Must not include any commercial recognition (unless approved by the NCAA)
- The youth group being represented must provide chaperones, transportation, and assume all supervision of the youth teams while they are at the championship
- The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
- The host should provide on-field staff or volunteers to guide the youth group through the presentation

Enhanced Team Introductions Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

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

Musical Entertainment. Bands of participating institutions will be scheduled into the overall championship presentation when they are available. When they are not, the host institution band, other institutions’ bands or local bands may be appropriate for entertainment between matches or during other breaks in the action or for greeting fans in the venue entrance or other congregating area.

Affiliated Award Recognitions. If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on court during the championship (e.g., Elite 90 award winner, coaches association player of the year winner, coach of the year, etc.). Consult with the NCAA staff to determine appropriateness.

Military Involvement. Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc.

SECTION 8 – Commercialism/Contributors

Prohibited Items

The following items are not permitted in the championship venue.

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, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

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

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

NCAA Corporate Champion and Corporate Partner Program

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with 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 and 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.](#)

- ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
- [Click here for the most current list of NCAA licensed or owned trademarks.](#)
- Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
- 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®.

- 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.
- Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
- 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. For example, members may use the following URL: 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 appropriate NCAA staff member 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 and Partners and CBS/ESPN 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 championships 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 and 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 (e.g., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters, etc.)

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 represent the most typical examples. If you are unsure of exact wording for a specific situation, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

For blue disk 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 disk/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 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, (<http://www.ncaa.org/championships/marketing?division=d1>).

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 before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements, etc.) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 18). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select

equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA championship managers 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.

Alcohol/Tobacco/Gambling. All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.

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).

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

Covering Existing Signage/Product Branding. For any signage that must be covered in accordance with the 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.

NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & 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.

The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

If permitted by venue policies, 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.

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 also 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 bid documents are signed.

SECTION 9 – Drug Testing

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

Drug-Testing Expenses

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

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

Facility Specifications

Team Championships. Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

Host Notification

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

Media Obligation

Each team is provided a postmatch cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the court. Any student-athlete selected to participate in any postmatch news conference is required to attend the news conference

before checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next Day Testing

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

Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. The drug-testing crew chief or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

Seating

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep drug-testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide the credential lists and each team's drug-testing representative's contact information to the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at ncaa.org/drugtesting.
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each match after which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Director.** The site coordinator will meet with the tournament director to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament director after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the site coordinator shall:
 - **Assistance.** Assist the drug-testing crew chief during testing as directed.

- **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
- **Credentials.** Ensure that the host issues “All Access” credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Event Staff” is preferred.
- **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
- **Meet with Crew Chief.** Meet with the drug-testing crew chief the day before the scheduled testing date.
- **Plans.** Meet with the tournament director to finalize drug-testing plans.
- **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
- **Transportation.** Pre-arrange for transportation for selected student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

SECTION 10 – Equipment

Equipment

Bench Chairs (Finals only). Spec Seats will design and produce 36 bench chairs for the championship. The Spec Seat chairs will ship the week before the championship. The host should retain all boxes in which the chairs are shipped. The host should secure all chairs at team benches, the scorer’s table and the postmatch interview room with the cables (four) and locks provided by Spec Seats. A limited number of bench chairs will be available for purchase on site following the championship match. The host should remove all bench chairs from the court immediately following the championship match. Spec Seats will provide an order form to facilitate chair sales. Individuals interested in purchasing bench chairs on site should complete the form, submit them to the staff member coordinating chair sales and then take their “claim check” to the staff member distributing the chairs. The host will ship any chairs not sold on site back to Spec Seats after the championship.

Court by Connor Sport Court. See “Courtside/Competition Floor” in the “Facility” section of this manual.

Net System. An in-floor net system is preferred to water-barrel or cable-supported net systems. For preliminary rounds, if the host institution is a Sports Imports customer, Sports Imports will provide the net and pads for the poles. If the host institution is not a Sports Imports customer, the host institution must provide the net system. For the finals, Sports Imports will provide the net system for the competition court and the practice court, as well as the pads for the poles and the official’s stand.

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

Scoreboard. If possible, scoreboards should display the names of the participating institutions rather than “Home” and “Visitor.”

Team Names. If the scoreboard does not have the capability of displaying the teams' names electronically, printed generic "Home" and "Visitor" signs must be posted on the scoreboard.

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

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

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

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.

Courtside Equipment Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR 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 BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

Preliminary-Round Sites NOT Receiving BODYARMOR-Branded Equipment and Product

The host institution may use items other than BODYARMOR-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 has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, 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 BODYARMOR, as referenced above, must be absent of any commercial marks.

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically BODYARMOR, 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)]. Powerade equipment previously supplied from the NCAA should not be used.

If you have any questions regarding any of this information, please contact Nick Strah (317-917-6674; nstrah@ncaa.org).

Volleyballs. The Molten Super Touch IV58L-N is the official volleyball for the championship and must be used at all practice and competition sessions. At the preliminary round and the finals, two volleyballs should be given to each participating team when it is eliminated from competition and to the winning team. The host institution may keep the remaining volleyballs.

Preliminary Round. Twenty-four volleyballs and two ball carts will be sent to the tournament director of each site a few days before competition.

Finals. Forty-eight game volleyballs, forty-eight practice volleyballs and six ball carts (four for the championship court and two for the practice area) will be sent to the finals site approximately two weeks before the championship.

SECTION 11 – Facility

Concessions

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. The host will retain all revenue from food and beverage concessions.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas. Selling is restricted to the concession stand and established selling locations.

Courtside/Competition Floor

Preliminary Round. The playing floor should meet all specifications. The minimum area as described in the rules book will be the guideline for determining the playable area. Once the minimum playable area is reached, space for cheerleaders, photographers and other necessary personnel can be determined.

Competition Floor. If a sport court is used, it must be placed on a wooden floor with padding.

Placing the floor directly on the concrete or like surface is prohibited.

Finals. The NCAA, as part of its agreement with Connor Sport Court, 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 by the Tuesday preceding the championship. Accordingly, the tournament director must ensure that there is no conflicting event in the arena that would preclude the floor from being installed and ready for inspection no later than the afternoon before the practice day. In addition, volunteers and appropriate equipment should be available to assist the Sport Court representative in installing the floor.

NCAA Logos. The placement of NCAA logos on the playing floor shall be as specified unless otherwise approved by the NCAA staff.

Photo Boxes. The photographers' boxes should be marked on each end of the playing floor. (See Appendix E for a diagram of the court set-up.)

Decorating and Advertising

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

- NCAA banners
- NCAA webcasting/radio banners
- Participating team banners (one per team will be produced by the NCAA). Other institutional banners or signs of participating teams may not be affixed to any part of the facility and cannot block view of spectators)

Covering Signage. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats), including the scoreboard, during the championship session or practices, as specified by the NCAA. No local/school radio banners are allowed. A listing of the commercial signage in your venue should be listed on the facility evaluation form.

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

Institutional Signage. Institutional signage does not need to be covered. Permanent (not seasonal) championship banners may be displayed. Temporary/seasonal banners must be taken down.

Table Banner (Finals only). The NCAA will provide a table banner and/or appropriate signage for the scorer's table and the press tables opposite the team benches. The NCAA staff will consult with the tournament director and/or facility manager to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following types of messages are permissible: announcements of results from other NCAA competition; reminders of the sale of NCAA merchandise and concessions in the concourse; or any public service announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for video boards and electronic message boards.

Facility Use

The competition facility shall be reserved for the exclusive use of the NCAA at least one hour before tournament practice or competition beginning with the practice day and continuing through the conclusion of the championship match. All space shall be available and the facility made ready not later than one hour before the beginning of the first practice. At the finals site, the sport court shall be installed by the afternoon before the practice day. Practices must be closed (i.e., not viewable by other teams, facility users, etc.).

If a youth volleyball event (e.g., a clinic) is conducted in conjunction with the championship, the NCAA representative may determine that practices are open that day.

The championship should be the primary event in the facility. Other activities should be moved to accommodate the championship. All other activities to be conducted in the same building should be listed on the facility evaluation form.

Meeting with NCAA Representative(s)

The NCAA representative at each site will meet the day before competition begins with the tournament director, media coordinator and facility manager. The NCAA representative may request that additional personnel participate in the meeting.

NCAA Space Requirements

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel before and during the matches and practice sessions. Access to the athletic training room needs to be separate from the playing area so that teams entering the room do not walk through the playing/practice area.

Bands/Cheerleaders Warm-up Area. Provide space for cheerleaders to dress and warm-up, if necessary. If possible, the area should be carpeted. In addition, provide an area for band members to store their instruments. (An area under the stands would be sufficient.) This area should not be located near the postmatch interview area.

Entrances. Entrances must be staffed by an adequate number of event personnel. Signage should be posted to clearly identify all entrances (e.g., teams, media, band/cheerleader).

Team Personnel Entrance. An entrance (preferably near the locker rooms) must be identified for participating student-athletes and coaches.

Locker Rooms. A locker room with showers should be provided for each team, and two locker rooms should be available for the match officials. A sign with “NCAA Use Only” shall be posted on the officials' locker rooms. Separate locker rooms should be provided for male and female officials.

Signs. Signs with team names/logos should be posted on locker room doors.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water (DASANI) and/or BODYARMOR, ice, and a chalkboard or dry erase board with chalk/markers for all practices and competition. Ice chests and coolers should have either DASANI logos or no branding (e.g., no Gatorade ice chests, coolers or towels). The NCAA site representative (preliminary round) or the men's volleyball committee (finals) will inspect the locker rooms before the first practice. For the finals, the NCAA will provide water (DASANI)

and BODYARMOR.

Media Areas. The areas used for the media workroom and the postmatch interviews should be in close proximity to one another and to the team locker rooms in order to facilitate the media's work and access to coaches and student-athletes. The interview room should not be adjacent to a hospitality area.

Access/Security. Event personnel should be stationed outside the media workroom and postmatch interview room to check credentials. These individuals should be instructed that only credentialed individuals may enter the areas. Match officials specifically are prohibited from entering this area.

Backdrop (Finals only). The NCAA will provide a media backdrop with the NCAA Division III branding to be hung behind the podium and platform.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for student-athletes and coaches waiting to be interviewed. The area should be situated so that student-athletes and coaches do not have to walk through the actual interview room to reach the holding area.

Postmatch Interview Room. The postmatch interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) printing name plates with the institutional logo and names of the coaches and student-athletes; and (e) providing a sound system. If possible, a separate microphone should be provided for the head coach and each student-athlete.

Refreshment Area. If necessary, a refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices (if applicable) and competition. Only Coke and DASANI products should be provided in the refreshment area, and only NCAA, DASANI and/or generic drinking cups, coolers and ice chests (devoid of commercial identification) should be used.

Workroom. The media workroom should be equipped with Internet access (preferably wireless), an adequate number of electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

NCAA Committee/Games Committee Meeting Room. This room should be large enough to accommodate 12 people comfortably. This area needs to be close to the competition floor and not visible to the public.

Team Seating Area. The host should designate areas in the stands for participating teams when they are not competing. There should be seating for a minimum of 22 individuals per team. Teams should be seated in separate areas.

Team Warm-Up Area. If locker rooms are not large enough for teams to use as a stretching area, provide two separate spaces for the participating teams to use for stretching and warm-up.

Official Scorer's Table

The scorer's table should accommodate at least 9 personnel (preliminary round) or 11 (finals). [Refer to Official Scorer's Table Personnel.]

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

Signage. No ornamentation or non-NCAA signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the NCAA table banner does not cover the entire table. The walkway behind the scorer's table should be roped off to prevent spectators from accessing the area, if possible.

Parking

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

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

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 referees, NCAA committee members and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA before the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonable forecast expected ticket sales for the championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA staff, 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, medical staff and banquets (finals only). 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 championship for sales made by both the NCAA and the host in their 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 submit an outside letter of attestation regarding their tax status provided by an outside CPA/accounting firm.

Committee Member/Site Representative Expenses

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.

Drug-Testing Expenses

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

Financial Report

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

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

Lodging Expenses

Match Officials. Hotel rooms and taxes for the two (preliminary round) or three (finals) assigned referees shall be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. The referees will be responsible for their own incidental expenses. Lodging expenses are not provided for line judges or any other officials or scorer's table personnel.

NCAA Committee Member(s)/Site Representative. Hotel rooms and taxes for the NCAA committee member(s)/site representative shall be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. The committee member(s)/site representative will be responsible for their own incidental expenses.

NCAA Staff. Staff members are responsible for their own lodging expenses.

Officials Expenses

For more specific information regarding officials, see Section 21 – Officials.

Fees, per diem and mileage (if necessary) for referees, alternate officials and line judges will be paid through ArbiterPay by the NCAA. These officials must register for ArbiterPay at

<http://www.ArbitrPay.com/> and provide their contact information. ArbitrPay is free to officials. Hosts will need to include lodging for the referees as a budgeted games expense.

Participants

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

Transportation

Transportation. All officials for preliminary rounds will drive to the site of competition. The NCAA staff may approve the four referees for the finals to fly to the site. At the finals site, the NCAA shall pay for a predetermined number of rental cars for NCAA staff members, committee members and referees. The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

Local Transportation for Teams. The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of local bus companies).

SECTION 13 – Game Management

Administrative Meeting

The NCAA site representative (preliminary round)/committee chair (finals) will conduct a mandatory administrative meeting before the start of competition to review championship matters. It is mandatory that each institution's head coach attend the meeting in person, and it is strongly encouraged that the athletics director, senior woman administrator or designated institutional administrator (other than a member of the men's volleyball coaching staff) of each participating institution also attend the meeting.

Ball Rotation Crew

It is the responsibility of the host to obtain a ball rotation crew and a floor wipers crew. The ball-rotation crew (four workers recommended per match) and floor wipers (two to four workers recommended per match) should be the same individuals used during the regular season and are required to be on the floor one hour before match time. The alternate official should provide all direction to the ball rotation and floor wiper crews. The host should also provide ball shaggers during warm-ups if requested.

Age Restrictions. While there is no specific age restriction on the ball rotation crew and floor wipers, college-age or older is preferred. Individuals in grades 9-12 should NOT be assigned this role in order to avoid potential issues relating to prospective student-athletes.

Dress Code. The ball rotation crew should be dressed in khaki pants and Molten T-shirts. Sneakers are permitted. The crew should not wear any apparel promoting a specific institution or conference.

Qualifications. **The ball rotation crew and floor wipers should have sufficient prior experience and an appreciation for the importance of their role at this NCAA championship and the prestige of the event.** The tournament director should emphasize to the crews the importance of the event and review the crew members' duties and responsibilities. The crews must refrain from cheering for either team. Workers are considered "neutral" and must behave in such a manner. Mops affixed with a towel should be provided to perform floor-wiping duties effectively.

Bench Personnel/Squad Size

All teams are limited to 17 players in uniform. No more than 17 players may be dressed in uniform once the team roster has been declared. Remaining team members may wear a team warm-up, but must keep it on for the duration of the match. The team bench is limited to 23 including up to two medical personnel. **Bench personnel who wish to stand may do so in the designated area adjacent to the bench.**

Electronic Transmission

The use of electronic audio or video devices that transmit information from any location in the facility to the bench is not permitted. Computers may be used in the bench areas during the match for statistical purposes only.

Games Committee

Preliminary Round. The games committee shall consist of the NCAA site representative, the tournament director and the head official.

Finals. The games committee will be the men's volleyball committee, the tournament director and the head official.

Match Schedule

Preliminary Round. Preliminary round sites with two first-round games will start at 4 p.m. local time, with the second match at 6:30 p.m. local time, or no earlier than 45 minutes prior to the conclusion of the first game. Preliminary round sites with one first-round game will start at 6 p.m. local time. All quarter-final round matches will be played at 6 p.m. local time.

Finals. Semifinal matches will be played at 4 and 6:30 p.m. local time on Friday. The championship match will be played at 6 p.m. local time on Saturday.

Medical Procedures

Each scheduled practice and contest requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device, whether fixed or mobile; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation (CPR) techniques. The host must provide standard procedures and equipment for handling injuries involving blood.

The head athletic trainer shall: (1) contact participating teams to determine any special athletic

training needs; (2) explain the medical procedures at the administrative meeting, noting athletic training room hours and services, and telephone numbers for off-hours assistance (e.g., local emergency care clinic, nearest hospital); (3) arrange for towels, cups, water and ice for all practices and competition; and (4) designate an athletic training area at the competition site.

Official Scorer's Table Personnel

The host institution is responsible for confirming the line judges, official scorer, scoreboard operator, libero tracker, statistics crew and public-address announcer. One of the referees assigned by the NCAA will serve as the alternate official. All scorer's table personnel should be dressed in business attire or official apparel (i.e., no apparel with the logo of the host institution/conference). Scorer's table personnel should report to the table not later than one hour before match time to meet with the match officials and a representative from the men's volleyball committee. The scorer's table should accommodate the following:

Preliminary Round

Team SID (2)
Tournament director
Alternate official
Official scorer
Libero tracker
Public-address announcer
Scoreboard operator
NCAA site representative

Finals

Team SID (2)
NCAA committee (2)
Alternate official
Official scorer
Libero tracker
Public-address announcer
Scoreboard operator
Music coordinator (if applicable)
NCAA staff (1)

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

Finals only. Table seating should be provided for the men's volleyball committee members.

Public-Address Announcer. It is expected that the public-address announcer has extensive experience announcing matches and is very knowledgeable about volleyball. The announcer shall arrive at the facility at least one hour before match time. The announcer should meet with the sports information director or other team personnel before each match (or at the administrative meeting) to clarify name pronunciations. The announcer will follow the NCAA script for player introductions. (See Appendixes A, F, G and H for the announcer's instructions, crowd control statement and scripts for the all-tournament-team, player introductions and awards ceremonies.)

Match Announcements. Other than player introductions, match announcements are limited to (a) those of an emergency nature (e.g., paging a doctor); (b) those of a "practical" nature (e.g., announcing that a car has left its lights on); (c) announcements that NCAA souvenir merchandise and concessions are on sale in the arena; (d) announcements of scores from other NCAA competition sites; and (e) the paid attendance figure. **These types of announcements should only take place during a break in play.** It is not appropriate for the public-address announcer to introduce VIPs, provide information pertinent only to the host institution, wish a fan "Happy Birthday," etc.

Tournament Director. The tournament director may not serve as the scoreboard operator, sports

information director, timer, public-address announcer, etc. This is to ensure that the tournament director is able to oversee all aspects of the competition and be readily accessible to the NCAA site representative and staff.

Practices

Each participating institution is strongly encouraged to have an institutional representative accompany the team to closed practices to ensure that only those individuals affiliated with the institution or designated by the coach (excluding media) are allowed in the practice. The institutional representative should be an administrator, athletic trainer or sports information director (SID) rather than a member of the coaching staff, a student or a parent.

Team practices are closed to all but the institutions' official travel parties and other selected individuals that the head coach authorizes to attend practice (e.g., parents of student-athletes, selected colleagues). Members of the media, including a team's local media that might be traveling with the team, are not permitted to attend closed practices under any circumstances. If the event is webcasted, the webcast announcers may observe closed practices, but coaches are under no obligation to give interviews. Technicians may be in the area (if necessary) for webcast preparation.

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive in the locale before or after scheduled practices. Practice at an alternate site is permissible, but the visiting teams are responsible for making these arrangements themselves. It is helpful if the host facilitates these arrangements by providing contact information. If a host offers an additional practice facility, it must be made available to all participating teams for an equitable amount of time. Practices at the competition site outside of the practices designated in the section below are not permitted by any of the participating institutions (including the host institution).

Hosts must provide each team a minimum of 55 minutes of practice on the competition court on the practice day and game day. Five-minute breaks will be scheduled between each practice to accommodate teams' arrival to and departure from the arena floor.

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

Practice Equipment

Preliminary Round. If a preliminary-round host institution is a Sports Imports customer, Sports Imports will provide the net and pads for the poles. If the host institution is not a Sports Imports customer, the host institution must provide the net system. Molten will provide 24 game volleyballs and two ball carts for each preliminary round host.

Finals. Sports Imports will provide the net system for the competition court and the practice court, as well as the pads for the poles and the official's stand. Molten will provide 48 practice volleyballs and six ball carts (four for the championship court and two for the practice area). If additional practice aids, hitting boxes, serving machine, etc., are made available, they must be made available for all teams competing in the championship.

Practice Schedule

The NCAA site representative (preliminary round) or the NCAA committee (finals) is

responsible for approving all practice schedules before the schedule being provided to the teams.

Preliminary Round. Practice times will be assigned based on the travel distance of each team. Specifically, the team that travels the greatest distance to the competition venue will have the first choice of practice times; the team that travels the second farthest distance will have the second choice of practice times; etc. The host institution will have the last choice of practice times. Teams that arrive at a preliminary round site the day before the practice day shall be considered “local” and their choice of practice times shall be made after teams traveling on the practice day and before the host team.

Finals. Practice times will be assigned based on the match schedule.

The NCAA site representative (preliminary round) or the NCAA committee (finals) will monitor all practices and be available to the teams. The host shall provide four hours of practice time on the competition floor the day before the first competition. Hosts are allowed to have either one four-hour session or two two-hour sessions. The schedule should provide five minutes between practices for teams to clear the court. On competition days, the last practice must be completed at least 90 minutes before the start of the first match.

Prematch Processional

At preliminary rounds and the finals, the host institution should provide marshall music conducive to teams marching in. The NCAA site representative (preliminary round) or the NCAA committee (finals) will determine whether the selected marshall music is appropriate.

Schedule of Events

The NCAA site representative (preliminary round) or the NCAA committee (finals) will approve the schedule of events.

Special Olympics

At the finals site, the host is encouraged to confirm Special Olympic athletes to attend the student-athlete banquet and the matches, and assist with the presentation of team awards. Preliminary round hosts are also encouraged to identify opportunities for Special Olympics athletes to participate in activities during the championship (e.g., assisting with the presentation of team awards).

Statistics Crew

A knowledgeable and experienced statistics crew should be provided by the host. Summaries of electronic statistics should be distributed immediately after each set and at the end of the match to team coaches, designated individuals seated at the scorer’s table and the media. The cost to hire the electronic statistic personnel may be included as a games expense in the budget.

Team Benches

Bench Assignments. The higher-seeded team (or the host, if applicable) is the home team and will wear light-colored uniforms. The lower-seeded team is the away/visiting team and will wear dark-colored uniforms. The home team shall sit to the left of the scorer’s table as the team faces the table from the court. This policy is in effect even if the host traditionally uses the opposite bench as its home bench throughout the season. (See Appendix E for a diagram of the court set-up).

Permissible Number. The bench limit is 23 individuals, including a maximum of 17 student-athletes

in uniform and up to two medical staff. The host must provide 12 chairs for each team.

Preliminary Round. The host will provide bench chairs.

Finals. Spec Seats will provide 36 chairs with the championship logo. These will be sent to the tournament director approximately one week before the championship. The host is responsible for returning 21 of the chairs to Spec Seats (if they are not sold on site) and distributing the remaining 15 chairs as directed by the NCAA staff. The host should retain the cartons in which the chairs are shipped for shipping after the championship. The shipping expenses should be included on the financial report.

Team Doctor. If an institution wishes to have its own team doctor in the bench area, that individual must count in the bench limit of 23.

Warm-Up

Warm-up time will be a minimum of 40 minutes on the competition court, regardless if an earlier match runs late, unless both head coaches agree to use 30 minutes. Matches will not begin before the scheduled time.

SECTION 14 – Insurance

Liability

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

SECTION 15 – Lodging

Preliminary Round. Host institutions are responsible for reserving hotel accommodations for (a) the participating teams (minimum of 12/maximum of 15 double-double rooms); (b) referees (two) and (c) the NCAA site representative (one). 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 (less than \$125 if possible). All hotel rooms must be non-smoking and the doors should not open to the outside of the building. Efforts should be made to include free Internet access and a free breakfast (preferably a hot breakfast) at the team hotel(s). If multiple teams are placed in the same hotel, the teams should be separated by floor. Rooms for the referees and the NCAA site representative must be in a separate hotel than the teams.

Preliminary round bids must include hotel contracts or confirmation of the number of rooms reserved at each hotel specifically for team participating in the championship alone with the nightly rate. A listing of hotels available in the locale is insufficient. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions.

Team Hotels

Each participating institution is required to stay at the hotel property reserved by the host. On the teleconference with the teams assigned to each site, the tournament director should be prepared to assign each participating team to a specific hotel. The teams should then reconfirm the reservations in the names of the institutions and the institutions shall be responsible for the reservation.

If an institution prefers not to stay at the assigned hotel property and chooses to relocate to a different hotel, which is generally not approved by the NCAA, the following guidelines apply:

- The participating institution must notify both the hotel manager and the tournament director by 5 p.m. on the practice day or the date specified by the tournament director.
- The participating institution must obtain a written release for the rooms from the hotel manager.
- Even if the release/approval is obtained, if the institution does not use the rooms at the assigned hotel property, **the institution will be responsible for the first night's room charges for all rooms reserved for the institution at the assigned hotel property that the hotel is not able to re-sell.**
- If the participating institution obtains a release/approval to relocate the team only and uses all of the rooms reserved for the institution at the assigned hotel property for persons accompanying the official travel party, there is no financial penalty. However, if an institution does not obtain the required written release/approval and fails to make satisfactory arrangements with the hotel for use of the reserved rooms, **full charges for any rooms reserved for the institution that are not used will be billed to the institution.**
- The institution is not permitted to move to a hotel already reserved for other participating teams (if applicable), the referees or the NCAA site representative.

Finals. Anthony Travel will negotiate all hotel contracts for the team hotel(s) at the finals site. Once the teams advancing from the preliminary round sites have been confirmed, the finals host institution should assign the teams to the designated team hotel(s).

Hotel for Referees and NCAA Committee Members/Site Representative

Room and Tax. The tournament director will arrange for lodging charges (room and tax only) for the referees and the NCAA site representative/committee members to be direct billed to the host. This expense should be included as a budgeted games expense on the final financial report. Referees and the NCAA representative/committee members are responsible for their incidental expenses. NCAA staff (finals only) will pay their own lodging charges. It is mandatory that lodging for the referees be at a hotel separate from the hotel(s) of the participating institutions.

Preliminary Round. Lodging will be provided only to referees and to the NCAA site representative. All rooms should be nonsmoking rooms. Referees and the site representative will be responsible for their own incidental expenses. Scorekeepers and line judges will not receive lodging.

Finals. Anthony Travel will negotiate all contracts for the hotels for referees and the NCAA men's volleyball committee/NCAA staff at the finals site. Three single rooms will be reserved for the referees and the head of officials at a hotel separate from the team hotels (generally at the NCAA headquarters hotel). Ten single rooms will be reserved for the committee members and the NCAA staff. All rooms should be nonsmoking rooms. Approximately one month before the championship, the Anthony Travel staff will provide a final confirmation of the agreement with the hotels to the NCAA championship manager, who will provide a rooming list of the officials and the committee members/NCAA staff to the hotel manager(s).

SECTION 16 – Marketing and Promotions

Contacts

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

Expectations

The host marketing contact is expected to:

- Know the marketing budget. The tournament director or the NCAA championship manager can provide this information.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan

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

Marketing Collateral

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

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

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

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

- Print
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- Digital
 - Email blast
 - Banner
 - Social Media Graphics
- Outdoor
 - Billboard
 - Banner
- Resources
 - Marketing Best Practices
 - Social Media Guidelines

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

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

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

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.

:30 Video/Television Spot

The NCAA creates video/television spots for select championship sites and a limited number of predetermined regional rounds.

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

- SD: dv25(25 mbps)
- Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

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

Materials Sent to High Schools or Two-Year Colleges

Per Bylaw 13.4.1.2, a host for an NCAA or conference championship may provide printed materials promoting the championship and send it to a high school or two-year college coach or administrator. It is not permissible to send such materials directly to prospective student-athletes.

Promotional Ideas

Following are ideas to stimulate hosts' thoughts in planning promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks before the championship, with increased advertising during the final few days.

Banners. Hang banners at key intersections of the city and on campus.

Billboards. Display billboards throughout the city if they are considered to be an effective advertising medium in the area.

"Buddy" System. Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

Conference Office Involvement. Make sure championship information and ticket order forms are available through the nearest conference office and enlist its assistance in promoting the championship through its releases, newsletters, clinics, conference meetings, etc.

Corporate Sales. Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees and their families, underprivileged children or other citizens.

Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

Fax Cover Page. Include championship information on your athletics department's fax cover page.

Flyers. Distribute ticket flyers at home volleyball contests and also send to:

- Booster club members.
- Season ticket holders.
- Previous year's postseason competition ticket holders, if applicable.
- Local chamber of commerce and merchants.
- Faculty, staff and students.

- Local **adult** volleyball league members.
- State high school and junior college coaches associations.
- Conference offices.

Grade School Involvement. Plan activities to involve grade school students in the promotion of the championship (e.g., conduct an art contest welcoming the championship and display the art in the championship venue the week of the championship; award two match tickets to the winning artist).

Internet. Provide championship information on your institution's Web page.

Mailings to Ticket Holders. Include notice of the championship on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

NCAA Corporate Champions and Partners. Enlist the cooperation and support of the affiliates of NCAA Corporate Champions and Partners in the area to purchase tickets to be used for promotion of the championship.

"NCAA Week." Request your community to declare "NCAA Championship Week" before the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Newspapers. Alternate morning and evening papers in the metropolitan area and surrounding communities. Be sure to include specific information about how to obtain tickets.

Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events.

Public Speaking. Establish community support by:

- Obtaining the support of key political and corporate leaders.
- Arranging speaking engagements by coaches and athletics department personnel at chamber of commerce meetings, booster club meetings, etc.
- Arranging radio and television appearances by campus or local "personalities" to promote the championship.

Radio and Television. Purchase advertising if permitted within the online marketing budget or the approved game operations budget. Attempt to solicit promotional messages as free public service announcements. Also, consider purchasing tickets to be used as trade-outs for promotional spots on local radio and television stations.

Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

Street-Pole Banners. Display the banners on key streets of the city and on campus.

Student Involvement. Direct promotional efforts to student organizations on campus, as well as to faculty and staff. Enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities, and organize a contest among them to sell tickets.

Telephone Solicitation. Conduct a “phone-a-thon” to reach booster club members, corporations, season ticket holders, area high school coaches, members of the chamber of commerce, faculty and staff to encourage ticket sales.

Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.

Ticket Purchases. The NCAA does not allow complimentary or discounted tickets for its championships; all tickets must be purchased. However, the NCAA will permit the purchase of championship tickets to use for championship promotional efforts, such as giveaways by radio stations and during halftime promotions. The tournament director should obtain approval from the NCAA for any ticket promotions.

Social Media Guidelines

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter, etc.) 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 for a listing of official NCAA social media accounts.

NCAA Division III Bylaws Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

12.5.1.10 - Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

12.6.1.2 - Intercollegiate Event. A professional sports organization may serve as a financial sponsor of intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 1/10/05, 1/14/12)

13.4.1.2 - Conference or NCAA Championships. An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

(a) The printed material includes only information relevant to the championship events;

(b) The printed material is available to the general public, including all high schools in the local

- area; and
- (c) The printed material contains no information related to the institution's athletics program.

13.15.1.2.1 Exception – NCAA Championships. An institution or conference that is hosting any portion of an NCAA championship may purchase paid advertisements in a high school athletics program to generally promote the NCAA championship, provided: (Adopted: 1/15/14)

- (a) The advertisement includes only information relevant to the championship events;
- (b) The advertisement is available to the general public, including all high schools in the local area; and
- (c) The advertisement does not contain information related to the institution's athletics program or the conference's member institutions.

SECTION 17 – Media/Credentials

Championship Records

NCAA championship records are available in PDF format on ncaa.org. Once you are logged onto the site, hover over the specific division and click on the statistics link. Click on the appropriate sport and scroll down to the records book section.

Credentials

Preliminary Round. The host institution will be responsible for printing and distributing all credentials for each team's bench personnel, the media, the NCAA site representative(s), match officials and other tournament personnel, as necessary. All credentials should be color coded and have the type (e.g., Official, Event Staff, Media) clearly visible from a distance. A credential template may be provided to each preliminary round host. The use of any other credential or entry badge is prohibited, except for concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Finals. The NCAA will print all credentials for each team's bench personnel, the media, the committee, match officials and other tournament personnel, as necessary. The host shall provide an estimated count of the number of credentials needed and specific names and titles at least 60 days before the event. The men's volleyball committee members will distribute credentials to their respective assigned team. All credentials will be color coded and have the type (e.g., Official, Event Staff, Media) clearly visible from a distance. The use of any other credential or entry badge is prohibited, except for concession workers, ushers, security officers or ticket takers. Credentials are not transferable.

Official Travel Party. The official travel party for the championship is 22; and a maximum of 22 credentials will be provided for the student-athletes, administrators, coaches and support staff on each team. A maximum of seventeen student-athletes (squad size) may be in uniform and compete in each round of competition (i.e., preliminary round and finals). Credentials are required for institutional representatives to enter the competition venue. The sports information director of a participating institution should request a sports information/media credential from the media coordinator, and this credential will be separate from the team allotment of up to 22. Up to three bench passes also will be provided to each team. Two of the bench passes must be used by medical personnel (e.g., athletic trainer). Bench passes also provide free entry to the competition venue. **Any individuals who do not receive a credential or a bench pass (excluding cheerleaders, mascots and band members, who will be admitted via a gate list) must purchase a ticket for admission to the venue.**

VIP. Each participating team will receive three VIP credentials for administrators (e.g., director of athletics, president, etc.) attending the tournament. **VIP passes DO NOT provide free access to the competition venue; VIP passes provide access to hospitality areas, locker rooms and press conferences to individuals who do not have credentials but have purchased tickets.**

NCAA Men's Volleyball Committee and NCAA Staff. Men's volleyball committee members, NCAA site representatives/assistant site representatives and NCAA staff members will be issued credentials that give them unlimited access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

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

- All Access – For event management staff that need access to every area, including the competition floor.
- Event Management – For event management staff that do not need all access (based on space and demand, it may not be necessary to produce both an Event Management credential and an All Access credential).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room).
- Participant – For student-athletes, coaches, team managers (essentially anyone in the official travel party).
- Photo – For still photographers to allow them access to appropriate areas [competition floor, press box, media room and interview room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Webcasting – For webcast announcers and camera operators to allow them access to appropriate areas (competition floor, press box, media room and interview room).

The tournament director shall determine which areas may be accessed with each credential type.

Credential Qualification and Acceptance

Preliminary Round. Media coordinators for preliminary round sites should send a credential request form to members of the local media to determine who will be covering the event.

Finals. Approximately one month before the start of finals site competition, the media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the media coordinator is responsible for sending that member of the media information regarding match

times, press conference schedules, credential pickup times and location, information on media parking, etc.

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

Criteria. A media agency for purposes of these media criteria shall mean an authorized representative of a single daily, weekly or monthly publication, cable system, radio station/network or television station/network. The media coordinator may authorize more than one representative per publication. Subject to limitations of space, credentials shall be assigned to the working press in accordance with the following priorities:

1. Two individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent all campus-related publications and departments.
2. A media agency at the site of the competition that has staffed the matches of the host institution on a regular basis throughout the season.
3. A media agency in the geographical area and/or locale of a participating institution that has staffed its matches on a regular basis throughout the season and each of its matches in the championship.
4. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program, and daily circulation newspapers that do not otherwise meet the aforementioned criteria.
5. Representatives of other weekly or college newspapers, telephone reporting services, professional sports organizations and personnel, and public television stations will not be issued media credentials.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets,” “tip sheets” or other advertising designed to encourage gambling on college sports events. Hosts of NCAA championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

Photography. Subject to limitations of space, photography credentials shall be assigned in accordance with the following priorities:

1. One photographer, certified by the director of athletics and/or the sports information director of each participating and host institution, who will represent all campus-related publications and departments.
2. A media agency or a television station at the site of the championship.
3. A daily media agency or television station from the locale of a participating institution that has staffed its matches on a regular basis throughout the season and tournament.
4. Other media agencies or an individual or crew designated by a national television network or cable system.

Photographers may shoot from the ends of the court in the marked photo areas (See Appendix E for a diagram of the court set-up). It is suggested that the host institution tape the location of the photographers’ boxes on the court. 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 must

quickly clear the playing court to permit the next teams to warm up.

Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to broadcast matches during the regular season. However, in no case shall more than four credentials be provided for any single station/network. Broadcasts of any championship match must conform to the general broadcasting policies established by the Association. (NCAA broadcasting policies are available at ncaa.com/broadcast.)

Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Credential Boards

The NCAA will provide credential boards at all final sites. These are to assist security personnel at the competition venue in identifying which credentials types are allowed into each part of the venue. Use a black marker to cross out credential types that are not allowed into a specific area.

Final Statistics

The host institution shall provide complete statistics from all NCAA championship competition.

Internet Access

Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. The host shall bear the cost of providing wireless Internet access.

Internet Policy

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship competition. 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, as referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, 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.

If it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating institution. A “participating institution” is defined as an institution 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. (See Appendix C for the Championship Host Guide to Live Video and Stats.) Any questions pertaining to live statistics should be directed to Nate Flannery, NCAA director of digital and social media (phone: 317-917-6523; nflannery@ncaa.org).

Live Scoring

Please review the NCAA Broadcast Manual and Policies, located on the NCAA website at ncaa.com/broadcast.

Media Accommodations

Hospitality. Disbursements for media hospitality should be guided by the budget that was originally submitted by the tournament director and approved by the NCAA championship manager. The media hospitality room should be separate from the committee hospitality room.

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

Parking. Media parking is desired at each championship site and required at most of the sites. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them.

Work Room. If necessary, a media work room should be designated at each site for media members to work to file stories following competition. The work room should be equipped with wireless Internet access. In addition, the room should have an adequate amount of seating and electrical outlets. Each institution's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

News Film and Mini-Cams

Please visit ncaa.com/media for updated information related to television, video and electronic news gathering policies.

Officiating Questions

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a "pool reporter" shall be named by the host media coordinator. Interpretations are not given if the situation in question is a judgment call. The pool reporter shall accompany a member of the sport committee to the officials' locker room to receive an interpretation in order to enhance the public's understanding of activities that occurred during the contest. In most cases, the head official will provide the interpretation on behalf of the officiating crew. At the final site, the designated head of officials will answer the questions instead. The host media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate the local newspaper reporter as the pool reporter.

Personnel

The host 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 and may not be employees of professional sports organizations. It is preferred that all media coordination volunteers have experience with media relations or championships.

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

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

- Copy Machine Personnel – Photocopy materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Note Takers – Compiles notes during and after the match or day.
- Photo Marshall – Makes sure photographers stay in appropriate places. Distributes photo armbands, if necessary.
- Press Conference Moderator – Introduces student-athletes and coach; coordinates questions from media.
- Quote Takers – Records postmatch quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes and quotes through appropriate delivery means (email, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – Escort the coaches and student-athletes to the postmatch press conference.

Photography

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required 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 upon 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 athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing.”

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

download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

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

For additional questions regarding championship photography, please contact Levida Maxwell (lm Maxwell@ncaa.org; 317-917-6356).

Photography Area Policies

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests must be approved by NCAA staff or site representatives.

Postmatch Interviews

The host media coordinator, or a member of the coordinator’s staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the table to identify coaches and student-athletes.

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

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

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

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

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

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

Press Conference Moderator Duties

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

Press Conference Setup

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

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

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

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

For selected NCAA championships, press conference backdrops will be sent to the institution, and microphone flags will be provided by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

Programs

The Division III Men's Volleyball Championship will utilize digital championship programs. All digital programs can be accessed at <http://www.ncaa.com/gameprograms>.

Radio

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.)

Radio policies and additional information are available at ncaa.com/media. All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto ncaa.com/media and then click “Quick Reference Guide to Broadcast Rights.”

Seat Assignments

Labels. Identification labels or place cards (by name and affiliation, if possible) may be requested from the NCAA for placement on all media seats.

Preferred Location. Media coordinators should provide preferred seat locations for media agencies that regularly staff matches played by the host institution and the other participating institutions.

Security

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

Social Media Guidelines

The official NCAA social media pages and official hashtags are available at ncaa.org/socialmedia. A few of the available pages and hashtags include:

[Host] Athletics Twitter	@[Host]
[Host] Athletics Facebook	facebook.com/[Host]
NCAA Division III Facebook	facebook.com/NCAADIII
NCAA Division III Twitter	@NCAADIII
NCAA Division III Hashtags	#NCAAD3, #[sport hashtag]
NCAA Division III Facebook	facebook.com/NCAADIII

Host Promotion of Championships

Many hosts already have an established presence in social media (e.g., institution, local organizing committee, sports corporation, venue or city pages). These pages 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. 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, 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 NCAA Associate Director of Social Media Chris Dion

(cdion@ncaa.org).

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

Top 10 considerations when planning for social media event marketing include:

1. Know your social media audience. Utilize Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Identify what engages your fans.
2. Know peak times for posting. Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.
3. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
4. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
5. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage if pictures are used instead of only text.
6. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook. Get to the point within two sentences. Less than that, if possible.
7. 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.
8. 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.
9. 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.
10. If you hesitate about posting something, you probably should not post it. There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion at cdion@ncaa.org or send ideas or news to the general email account at socialmedia@ncaa.org.

Statistical Services

Each host should email the NCAA media coordination and statistics staff (ncaastats@ncaa.org) the Stat Crew packed file from each NCAA championship match upon completion of each day of competition. On the final day, the email should include the all-tournament team and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, ncaa.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief match/event summary.

Institutions should send all information as follows:

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

Computerized Statistics. Computerized volleyball statistics are required for all NCAA championship matches. The statistic sheets shall not include any institutional corporate logos on the box. After each set of a match, statistics should be delivered immediately to the bench of each competing team, each individual seated at the scorer's table and the media.

Updates. Each participating team's SID shall update team and individual statistics after every match, and the statistics shall be reproduced and distributed before the team's next competition in the championship.

Strobe Lights

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator. A maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack. All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The NCAA championship manager or site representative will grant final approval relative to the installation of strobes. If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception. No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

Team Films/Videotapes

An elevated area (usually in the end zone) should be designated as the videotaping area.

Noncommercial Usage. Films or videotapes of any matches of the championship procured by any participating institution, whether filmed or videotaped by the institution or uploaded by the host institution, may be shown freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA. Such films or videotapes may not be reproduced or distributed for television purposes or other commercial purposes.

Parents and/or friends may videotape only their team's matches without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The video may not be used for any commercial purposes.

Preliminary Round. Hosts are required to videotape all matches and upload them to Krossover within three hours of the conclusion of the match. Participating institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. Each participating institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. Each participating institution can receive one credential that will be issued to the person who will film the match from the designated area.

Restricted Space. Team videographers must remove their video equipment and depart the designated videotaping area immediately following their team's match in order for the videographers of the teams playing the next match to set up their equipment.

Finals. The host is required to videotape all competition and upload it Krossover within three hours of the conclusion of the match. Teams may also receive a secondary format of the game film (e.g., DVD, thumb drive, etc.).

Television

If an NCAA championship is to be televised, the NCAA championship manager or NCAA media coordinator will notify the host media coordinator and note any needs specific to television, such as power, press row space, etc. Information about NCAA broadcasts can be found online at ncaa.com/media.

Webcasting

For final sites of all non-televised championships, ncaa.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast. (See Appendix C for a Championship Host Guide to Live Video and Stats.)

(Note: The NCAA strongly encourages all preliminary round hosts to webcast all matches of the tournament.)

Apply for NCAA Internet streaming rights online at ncaa.com/rights-request. Questions about Internet streaming should be directed to Nate Flannery, NCAA director of digital and social media (phone: 317-917-6523; nflannery@ncaa.org).

Working Press Room

The host media coordinator is responsible for supervising the working press room and for organizing workers to assist in the press operation of the championship. The number of workers needed will depend on the media demand for each match at the site. The host media coordinator should assign press runners, quote takers, stat crews, copy machine personnel, etc., as needed.

SECTION 18 – Medical Procedures

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

Medical Facilities

Ambulance Service

During championship competition, the host institution shall follow its established institutional medical procedures used during regular season and conference competition regarding the on-site availability of an ambulance. If the institution's medical procedures require an ambulance to be on site during competition, this expense will be approved as a games expense in the championship budget. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs and emergency respiratory equipment).

Biohazard Cleanup

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. The athletic training staff shall assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). The athletic training staff should have easy access to the kit/supplies during practices and matches.

General Public

The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) on competition days.

Hospital

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

Participants

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer must be present for all practices and matches at the facility. The athletic training room must open a minimum of one hour before all practices and matches, and remain open one hour after the conclusion of all practices and matches. A physician must be accessible by cell phone or pager during all practices and matches.

Supplies

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

- Automated external defibrillator (AED)
- A bag-valve mask and advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
 - Immobilization splints
 - Immobilizer/knee stabilizer
 - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice
- Blood-borne pathogen kit
- Moist hot packs
- Muscle stimulator
- Sharps kit/biohazard trash can
- Gurney
- First-aid equipment/athletic training supplies
- Suture materials
- Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

Communication

The athletic trainer and physician should communicate via cell phone or radio.

Team Physicians

Participating institutions may include team physicians on their bench within the bench size of 25. If the physicians are not seated on the bench, the host athletic trainer should be aware of their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential or bench pass from the team allotment, in case of emergency they will be provided a credential and escorted to the team locker room or athletic training room.

Concussions

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

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

Medical Staffing

Host Medical Staff. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

Bench Pass. Up to two medical personnel may receive a bench pass for their institution. It is the responsibility of the participating institution to list their medical personnel on their credential list in the bench pass section.

Access. Medical staff traveling with teams will have access to their student-athletes through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving at the championship site is recommended. It is helpful for medical personnel to understand access issues at the competition site during the event in order to coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

SECTION 19 – Merchandising/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).

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 its 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, Inc.

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 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

- a. Receive and inventory all merchandise upon arrival from Event 1, Inc., as well as receive all reorders required to meet customers demand. Reorders could arrive any day of the week and could arrive 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. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, all items sent to the host institution/conference or vendor 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 before the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct 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 accessed locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Selling areas kept clean and neat at all times.
 - Back-up inventory restocked in a prompt and efficient manner.
 - Merchandise transferred between the lower and higher volume stands to meet the demands of the consumers.
 - Electricity and phone line provided to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20 percent of sales net of taxes and credit card service fees. The host institution/conference 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 inventory of product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales (gross sales minus credit card fees and taxes) on product supplied by Event 1. The host institution/conference or official vendor will provide the NCAA 15 percent of net sales 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 respond 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.

SECTION 20 – Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. All scorer's table personnel must refrain from cheering for either team and from wearing attire with institution or conference logos; they are considered "neutral" and must behave in such a manner. Traditional prematch or between-match activities are not permissible (e.g., permitting mascots to lead "trains" through the stands, etc.). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

SECTION 21 – Officials

Fees, per diem and mileage (if necessary) for referees and line judges will be paid online through ArbiterPay by the NCAA. These officials must register for ArbiterPay at <http://www.ArbiterPay.com/> and provide their contact information. ArbiterPay is free to officials. Hosts will need to include lodging for referees as a budgeted games expense.

Fees and Expenses

Preliminary Round (per match). First and second referees will receive \$125; line judges (four per match) will receive \$60; the scorekeeper will receive \$60; and the libero tracker will receive \$60. Referees and line judges will receive mileage (up to a maximum of 1,000 miles roundtrip) and per diem (\$45). All mileage will be calculated using the NCAA Travel Expense System. Local transportation (i.e., less than 25 miles one-way), parking fees and tolls will not be reimbursed. Lodging will be provided only for referees and should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. The scorekeeper and libero tracker will receive fees only.

Finals. Each of the referees (maximum of three) will receive a flat fee of \$375. Line judges (four per match) will receive \$60 per match. Four line judges should be confirmed; four line judges will work each match. The scorekeeper will receive \$60 per match and the libero tracker will receive \$60 per match. Fees, per diem and mileage (if necessary) for referees and line judges will be paid online through ArbiterPay. If an official is approved for travel by flight, all flight reservations must be made through Short's Travel Management, which will direct bill the NCAA national office. Lodging will be provided only for the four referees and should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. Line judges will receive mileage (up to a maximum of 1,000 miles roundtrip) and per diem (\$45). All mileage will be calculated using the NCAA Travel Expense System. Local transportation (i.e., less than 25 miles one-way), parking fees and tolls will not be reimbursed. The scorekeeper and libero tracker will receive fees only.

Flags

Flags should be used by the line judges and supplied by the host institution if the line judges do not have their own flags.

Hotel

The officials shall not be housed in the same hotel as the participating teams. Officials typically are housed in the same hotel as the NCAA site representative (preliminary round) or NCAA men's volleyball committee and staff (finals). Lodging expenses (room and tax only) for referees should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. Line judges will not be provided lodging. The referees are responsible for

incidental expenses.

Meals

Hosts should provide a dining area separate from the VIP/committee hospitality room for officials to eat meals. Host should plan 1) for officials to take their meals from the VIP/committee hospitality room to their assigned dining area; or 2) to provide separate meals for the officials. Hosts should make arrangements to ensure that meals are provided to the officials when their match assignments do not allow them to access the VIP/committee hospitality room during scheduled meal times.

Officials Meeting

The NCAA site representative and the tournament director will conduct an officials meeting (separate from the administrative meeting) to review the officials' responsibilities, distribute information regarding ArbiterPay (referees and line judges) and distribute the NCAA patches. The alternate official for each match should meet with and direct the ball rotation and floor wiping crews.

Selection

Preliminary Round. The NCAA committee will review officials recommendations received from the conferences and select the championship officials based on those recommendations. The committee will also select the line judges (four per match). The tournament director may find it helpful to seek assistance from the local supervisor(s) of officials for recommendations of line judges and scorekeepers. All line judges must be PAVO/USAV certified. Students (graduate or undergraduate; from the host institution or from another institution) shall not serve as line judges, even if they are certified. All officials are subject to the approval of the men's volleyball committee.

Finals. The men's volleyball committee will confirm four line judges, a scorekeeper and a libero tracker. The head of officials, in consultation with the men's volleyball committee, will evaluate and assign the referees and line judges for each match.

Notification. The NCAA staff will be responsible for contacting the referees to notify them of their assignments for preliminary rounds and the finals. The staff will provide the contact information for the referees to the respective tournament directors. The tournament directors should contact the referees assigned to their site to obtain arrival times and provide information regarding the officials meeting time/location and lodging arrangements.

Tickets

Officials should be provided a credential for admittance. In addition, each official is entitled to purchase tickets to the competition (e.g., for family or friends). The host tournament director will administer this process.

Uniform

Referees shall wear either a white or light blue polo-type uniform shirt (both must wear the same color) with the volleyball certified official logo on the sleeve, navy pants and white shoes and socks. If referees wear sweaters, they must be solid white, long sleeve and a v-neck. Line judges, scorekeepers, libero trackers and all other match officials at the scorer's table shall wear white polo-style shirts, navy pants and white shoes and socks. NCAA patches will be provided for all officials.

SECTION 22 – Participating Teams

Participant Teleconference

The NCAA committee member/site representative and the tournament director for each preliminary round site will conduct a teleconference with the director of athletics and head coach of each participating team. NCAA staff will email the agenda for the teleconference to the tournament director for each preliminary site, the tournament director will add the call-in number and access code and email the agenda to the participating teams. The NCAA site representative will provide the tournament director the call-in number and access code to be used for the preliminary round call. NCAA staff will provide the tournament director the contact information for the director of athletics and head coach for the teams participating at the respective site. It is the responsibility of the tournament director to contact the representatives of each institution to provide them the call-in information and time of the participant call.

Participant Manual

The tournament director shall compile a participant manual for the competing institutions.

Contents. A template for the participant manual will be sent to preliminary round hosts. The template should be customized with information specific to the host institution.

Distribution. Following the online selection show on ncaa.com, the tournament director for each preliminary round site will email the participant manual to the director of athletics and head coach of each team assigned to the respective preliminary round site and the championship manager. NCAA staff will provide the appropriate email addresses to the tournament directors. The manuals should be distributed **before** the teleconference with the preliminary round site participants.

Team Hosts (Finals Only)

The tournament director should assign a team host for each team to welcome and assist the team as needed during the championship.

SECTION 23 – Participation Gifts

Mementos

Preliminary Round.

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, participation gifts are not permitted at preliminary round sites.

Finals. MainGate will provide participation gifts for each member of the official travel party (22) of the four teams. For 2018-2019, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. An email providing ordering process details, along with a unique Certificate Code will be emailed to each head coach following the championship for the coach to order the selected awards. Participation gifts will be shipped directly to each participating team's campus.

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).

SECTION 24 – Programs

The men’s volleyball 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.

Content/Editorial

IMG College Responsibilities.

IMG College is responsible for all program production, including editorial content, layout and design, advertising and printing.

Host Responsibilities.

The host media coordinator should provide IMG College with text and photos for editorial pages about the host institution/venue/city, if requested by IMG College. Any pages promoting the host institution/venue/city will not display advertisements. Anyone interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com) at IMG College.

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 Corporate Champions and Partners. This PDF, or digital handout, will be shared with participating institutions for their promotional use. If you would like this information in advance, please contact the 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 included on the digital handout
- Post the link on institutional and athletics department websites
- Share the link on institutional and athletics department 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 Printed Materials

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

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

- Include the NCAA Corporate Champions and Partners imagery

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions regarding digital programs, please feel free to contact the NCAA championship manager or Chad Laytham (chad.laytham@img.com) at IMG College.

SECTION 25 – Safety and Security Plan

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety 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, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

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

Crowd Control

The tournament director must review crowd control policies with the NCAA site representative (preliminary round) or NCAA championship manager (finals). The tournament director is responsible for strict enforcement of these policies. (See Appendix H for the crowd control

statement.)

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

A cord or rope, and security as needed, must be provided to keep spectators off the court after the matches.

Distribution of Materials

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Prohibited Items

Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans or containers, cups, firearms, irritants (e.g., noisemakers), laser pointers, and strobe lights. The facility may have additional restrictions on items that may not be brought into the arena. The tournament director and facility staff are responsible for enforcing this NCAA policy.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at this championship event, nor shall any such beverages be brought to the site during the championship.

Firearms. 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 to this policy may subject the individual 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.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, athletic trainers, managers) during practice sessions and competition, as well as during other championship activities (e.g., banquets, press conferences, postmatch interviews, etc.).

Security Personnel

An adequate number of uniformed security (not necessarily uniformed police) must be provided for the team benches, team and officials locker rooms, press conferences and working press areas, postmatch interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The NCAA site representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA site representative and tournament director should

meet with security personnel to discuss existing security procedures, review potential security threats, review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with facility management and federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Weather

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

SECTION 26 – Site Visit

The NCAA championship manager and the men’s volleyball committee chair will conduct a site visit before the championship (finals site only).

Facility Tours. The tournament director should make arrangements for the NCAA championship manager and the committee chair to tour any facilities that will be used during the championship, including the playing facilities, locker rooms, banquet facility, hotel(s), etc.

Hotel. The tournament director should reserve nonsmoking rooms for the NCAA championship manager and the committee chair at the team headquarters hotel, if possible, for one night only. The NCAA will pay for the necessary hotel rooms for the site visit.

Meetings. The tournament director should organize meetings for all pertinent people, including the media coordinator, marketing director, ticket manager, drug-testing site coordinator, hotel manager(s), athletic training staff, etc.

SECTION 27 – Tickets

Printing Tickets

The committee must approve the location of all team tickets and seating for bands and cheerleaders before the host printing or distributing tickets.

Ticket Backs

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

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

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

Standard Ticket Back Disclaimer Language. See Appendix I for language that must be included on the ticket back.

Ticket Blocks

Drug-Testing Crew. Reserve five seats for members of the drug-testing crew in an area approved by the NCAA. The NCAA will produce credentials for the drug-testing crew that will admit them to the arena, locker rooms and drug-testing site.

Officials. Reserve seats for the nonworking match referees and line judges.

Participating Institutions. Designate seating areas for participating teams when they are not competing. Inform the teams where the band and cheerleaders will be located.

Public. Any spectator entering the facility must have a ticket regardless of age or the point in the competition at which the spectator arrives. Children aged two and under are admitted free with a paying adult. Standing-room-only tickets are not permissible.

Ticket Sales

Since all members of the general public must have a ticket in order to enter the facility, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA staff.

Ticket Prices. Minimum single-session ticket prices for all rounds of the championship are \$6 for adults, \$4 for seniors and students with identification and \$3 for children under twelve. Minimum all-session ticket prices are \$12 for adults, \$10 for seniors and students with identification and \$7 for children under twelve. Children aged two and under are admitted free with a paying adult. 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.

SECTION 28 – Transportation

Participating Institutions

The NCAA has contracted with GO GROUND to provide ground transportation management for all NCAA team championships. (Team sports are football, soccer, field hockey, volleyball etc. Individual sports, such as track, cross country, golf, tennis, etc. do not have to use GO GROUND). GO GROUND will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO GROUND at 866-386-4951 to make arrangements for ground transportation needs. GO GROUND will be responsible for communicating the arrangements to each participating institution. All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

Parking

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

SECTION 29 – Volunteers

Apparel

The NCAA will coordinate the ordering of volunteer apparel through the NCAA volunteer apparel program. Main Gate and Event 1, Inc. have been selected as official NCAA volunteer apparel providers for all 2018-19 championships.

A championship logo and the licensee's mark will be placed 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 host will distribute volunteer apparel during the required volunteer training sessions to ensure each volunteer's commitment. When ordering volunteer apparel, the host should ensure that apparel includes women's styles and sizes. The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

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

Goal and Recruitment

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

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

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. 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 host as necessary.

ANNOUNCER'S SCRIPT - AWARDS CEREMONY (FINALS)

After each match at the championship, awards should be presented to the team that is eliminated.

Announcement #1 (before end of each match except the championship match)

“Ladies and gentlemen...we invite you to remain seated after this match for the awards ceremony.”

Announcement #2 (at end of each match except the championship match)

“We invite you to remain seated for the awards ceremony, which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your endline for the presentation of awards? Thank you.”

Announcement #4 (introduction of awards)

CHAMPIONSHIP MATCH. Following the championship match, present awards to the all-tournament team first, and then present awards to the second-place team and the national champion.

Announcement #1 (before end of championship match)

“Ladies and gentlemen, we invite you to remain seated after the championship match for the awards ceremony and the announcement of the all-tournament team.”

Announcement #2 (at end of championship match)

“We invite you to remain seated for the awards ceremony, which will begin shortly. Thank you.”

Announcement #3 (team reminder – if necessary)

“Will the members of the _____ and _____ teams please line up on your endline for the presentation of awards? Thank you.”

Announcement #4 (introduction of All-Tournament Team (immediately following championship match))

ALL-TOURNAMENT TEAM ANNOUNCEMENT.

(The all-tournament team should be announced BEFORE team awards for second place.)

Ladies and gentlemen, please direct your attention to center court for the presentation of the 2019 NCAA Division III Men’s Volleyball Championship all-tournament team.

The 2019 championship all-tournament team includes:

(Read names of student-athletes from teams not participating in the championship match, and then student-athletes from the second-place team. Announce student-athletes from the championship team last.)

1. _____ from _____
2. _____ from _____
3. _____ from _____
4. _____ from _____
5. _____ from _____
6. _____ from _____

The 2019 MOST OUTSTANDING PLAYER is:

7. _____ FROM _____

LET'S GIVE ALL OF THESE OUTSTANDING STUDENT-ATHLETES A ROUND OF APPLAUSE.

Announcement #5 (introduction of awards)

Second-place team (AFTER announcement of all-tournament team)

“Your attention please - we will now be presenting the awards for the second-place team and the national champion for the 2019 NCAA Division III Men’s Volleyball Championship. To present the championship awards are John Garrett, associate athletics director at Hunter College, chair of the NCAA Division III Men’s Volleyball Committee.

“We will begin with the second-place team, the _____ (mascot) of _____ (institution). Team members include: (Read names in order from awards recipient form, with student-athletes first, then coaches and other institutional personnel. The head coach should be announced last.)

Fans, let’s have a round of applause for _____ (institution), the 2019 Division III Men’s Volleyball national runner-up!”

“Now it’s time to recognize the 2019 NCAA Division III Men’s Volleyball national champion, the _____ (mascot) of _____ (institution)!

“Team members include: (Read names in order from awards recipient form, with student-athletes first, then coaches and other institutional personnel. The head coach should be announced last.)

“Will _____ and _____ (individuals designated on the awards recipient form) please come forward to accept the team trophy?

“Congratulations to the _____ (institution, mascot) – 2019 national champions!”

Ladies and gentlemen, in just a few minutes we will begin the net-cutting ceremony for _____ (institution). As soon as we have everyone in place, we'll ask you all to help us count down to the celebration. (Sports Imports staff will instruct team members regarding net-cutting protocol and then line up team members at the net. Wait for the cue from the staff member to start the countdown.)

Ladies and gentlemen, we are ready to begin the net-cutting ceremony for our national champions! Please help us with the countdown! 10! 9! 8! 7! 6! 5! 4! 3! 2! 1! You may begin cutting!

Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA Division III men's volleyball. We hope to see you next year at the 2020 championship, which will be in Dubuque, Iowa hosted by Loras College. Have a safe trip home.



2018-19 Host Site Stats Document

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

Latest Version of StatCrew Required

All NCAA hosts will need to have the 2018-19 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Statcrew Next Gen or StatCrew sync for scoing, please contact Turner (contact information below) for alternate instructions, including FTP configuration for Statcrew Cloud.

Please note: StatBroadcast is not affiliated with StatCrew software.

NCAA LiveStats Integration

For hosts that utilize NCAA LiveStats for Basketball, we will reach out with further instructions once we get closer to those respective championships.

Downloading NCAA Broadcastr 9.0

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

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

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



Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

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

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

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

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

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



QUICK REFERENCE GUIDE FOR OBTAINING NCAA BROADCAST AND DIGITAL MEDIA RIGHTS 2018-19 NCAA CHAMPIONSHIPS

Radio/Audio Internet Streaming Rights. All stations requesting radio / audio Internet streaming rights for any round / game of an NCAA championship shall be required to submit a completed radio agreement with IMG College. The radio agreement must be fully completed and submitted online in advance of the round / game that will be broadcast.

To submit a request, you must click the “I acknowledge my understanding of the policy and agree to comply with the stated guidelines” button. Questions may be directed to IMG College’s Mike Dodson (mike.dodson@img.com; 859-226-4390) or Cindy Johnson (cindy.johnson@img.com; 859-226-4225). Click here to review the “[2018-19 Audio Policy](#).”

Television Broadcast Rights. If an NCAA network partner (i.e., Turner/CBS, ESPN, Golf Channel, Tennis Channel) chooses not to activate or televise a particular round of an NCAA championship, those television rights revert back to the NCAA, permitting the NCAA to grant/sell the rights to any network [e.g., NCAA conference/institution (campus) television networks / Regional Sports Networks (RSN), local television stations], if it so chooses.

The NCAA broadcast services group will award qualified NCAA conference/institution television networks / RSNs and local television stations commercial/noncommercial television broadcast rights.

Commercial television rights fees vary for specific NCAA championships rounds. Generally, there is a **minimum of \$1,500 per game and per broadcast entity (i.e., per network/station)**. *[Please Note: Any station selling commercials; selling or airing billboards; sponsorships; in-game graphic sponsors; underwriters; or phone pledges must pay the NCAA a commercial television rights fee per game.]* However, local campus and/or non-commercial television stations may have the rights fee waived.

Entities interested in requesting television syndication rights should review the [Television Rights Overview](#) section and submit the Television Broadcast Rights Request Form. [Click [HERE](#) to **download the form (pdf)** to the NCAA broadcast services group.] Questions may be directed to Amy Skiles (askiles@ncaa.org; 317-917-6222).

Live Internet Video Streaming Rights. For those available NCAA championships in which Turner/NCAA Digital elects NOT to exercise its video streaming rights [nor is it being televised by an NCAA network partner (Turner, CBS, ESPN, Golf Channel and Tennis Channel)], member institutions and/or media outlets may request live video streaming rights to these events. The request form and live video streaming policy can be accessed at <http://www.ncaa.com/rights-request>. Click here to review the [Live Video Streaming Rights Policy](#).

NCAA Championships Video Footage. The NCAA retains exclusive copyright to all audio (natural sound) and video footage (e.g., television, digital, photographs) to all 90 NCAA championships. The NCAA has partnered with Wazee Digital to represent and manage its video and audio assets (including fulfillment, licensing, copyright and archival rights).

FOR GENERAL PUBLIC/FANS. Currently, there is **NOT** an option available for the general public/fans to purchase NCAA championships footage/DVDs (e.g., Amazon). *[However, Wazee Digital still may be able to assist. Please contact Wazee Digital at 866-815-6599 or through their website <http://commerce.wazeedigital.com/>.]* Finally, you can view most NCAA championships live (or re-air) on NCAA.com/Video or [WatchESPN / ESPN3](http://WatchESPN.com).

FOR NCAA INSTITUTIONS OR CONFERENCES. Please [click here](#) for more information regarding the NCAA Institution Footage Program or contact Wazee Digital at sports@wazeedigital.com.

FOR COMMERCIAL OR BROADCAST ENTITIES. All requests to obtain clips or copies of NCAA championships/events (e.g., game/program records, melt/highlight tapes) should go through the NCAA/Wazee Digital online footage request system, which can be found at the following website: <http://commerce.wazeedigital.com/>.

It is important to note that the NCAA does **not** own the television rights/footage to any collegiate athletics' regular-season games/matches/contests; any Division I Football Bowl Subdivision (FBS) games (including bowl games); nor conference championships games/matches/contests. **If you are interested in obtaining / licensing regular-season, conference championships or FBS video footage, please contact the appropriate conference office.**

Finally, the NCAA's network partners (e.g., Turner, CBS, ESPN, Golf Channel, Tennis Channel) are instructed **NOT** to duplicate copies of NCAA championships/events.



NCAA Championship Drug-Testing Statement

[This statement must be read at every pre-championship meeting.]

NCAA drug-testing is a possibility at any and all NCAA championship rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.

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

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

COURT SET-UP

Scorer's Table – (Guidelines only; mechanics or arena may dictate different order.)

Team sports information directors (two)

Tournament Director

NCAA committee (two; the committee members assigned as liaisons to the participating teams should be seated at the table.)

Alternate official

Official scorer

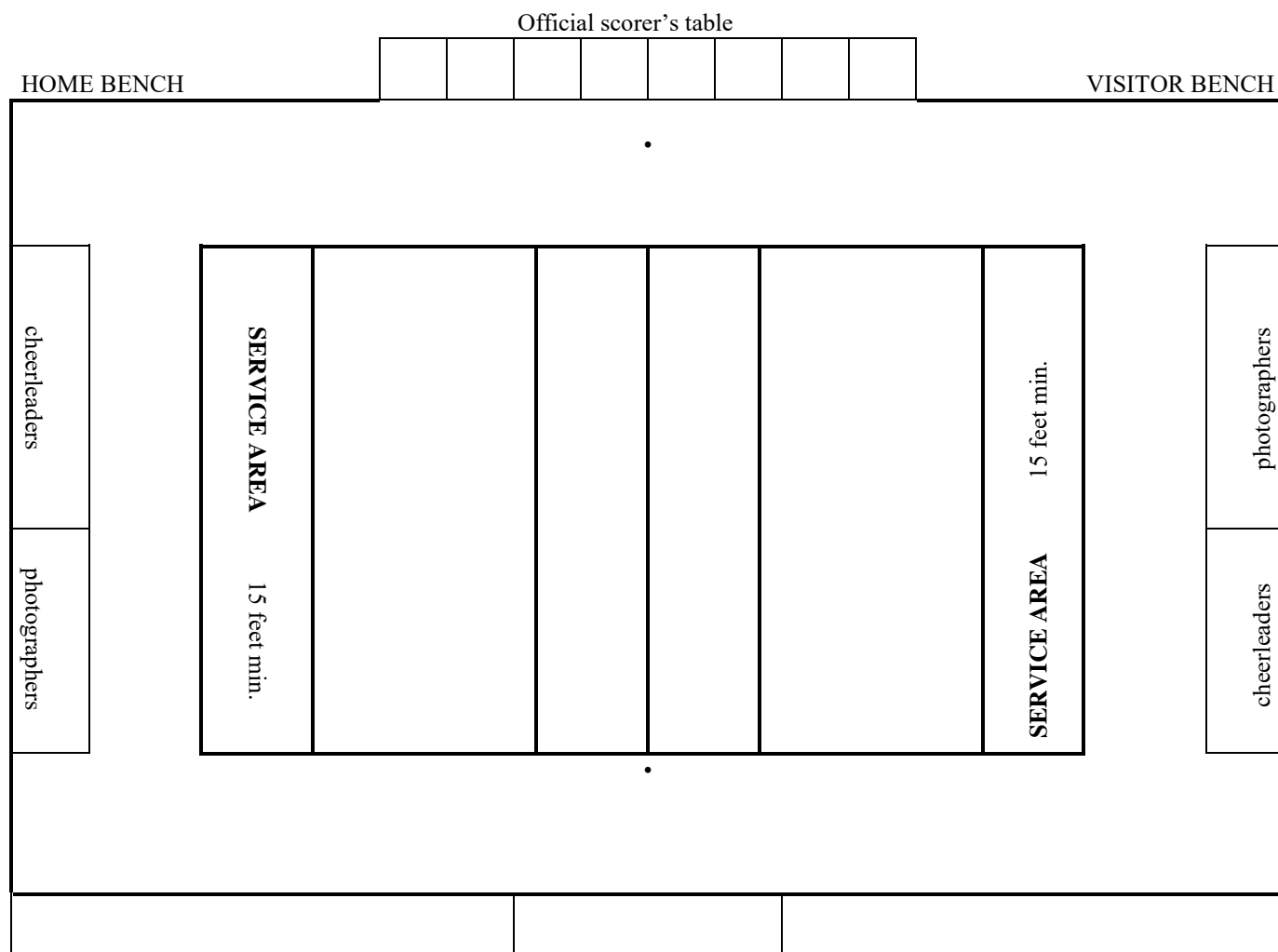
Libero tracker

Public-address announcer

Music coordinator (if applicable)

Scoreboard operator

NCAA staff (one)



PUBLIC-ADDRESS ANNOUNCER

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

1. No special announcements shall be made without the committee representative approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
2. The announcer shall not be a "cheerleader" for any team. Fans attending a match should not be able to identify the host team based on the announcer's tone or delivery. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
3. Prior to the start of competition, the public-address announcer shall read the crowd control statement (Appendix G).
4. The announcer shall do the following:
 - a. Identify the score and all substitutes.
 - b. Announce the team taking a timeout.
 - c. Identify student-athletes involved in significant plays (e.g., kills, aces, blocks, etc.).
 - d. Announce violations (e.g., net).
5. The announcer shall meet with the committee representative prior to the match to review time schedules, coordination of the national anthem, the march, lineups, start of the match and awards ceremonies.
6. The announcer also should review crowd control procedures with the committee representative and the tournament director (e.g., emergency exits, evacuation procedures, first-aid station, etc.).
7. An announcer shall not recognize corporate contributors or tournament sponsors other than the official NCAA corporate champions and partners included in the provided PA scripts.
8. All emergency calls and announcements must be approved by the committee representative at the site.
9. The announcer should introduce the national anthem as follows: "Ladies and gentlemen, please rise and remove your hats to honor America and those who support our freedom at home and abroad for the playing/singing of our national anthem."

CROWD CONTROL STATEMENT

(TO BE READ BY PUBLIC ADDRESS ANNOUNCER
AT THE BEGINNING OF EACH SESSION)

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and the use of tobacco products by participants or any other individuals is prohibited at the competition venue during competition and other championship activities. The NCAA thanks you for your cooperation."

SCRIPT FOR PUBLIC-ADDRESS ANNOUNCER - PLAYER INTRODUCTIONS

AND NOW, LET'S MEET THE TEAMS FOR TODAY'S/TONIGHT'S MATCH BETWEEN THE _____ (visiting team) AND THE _____ (home team).

NOTE: INTRODUCE THE OFFICIALS AFTER THE TEAMS.

(INTRODUCE VISITING TEAM, NON-STARTERS FIRST, BY NAME ONLY).

AND NOW, THE STARTING LINE-UP FOR THE _____.
(team in dark uniforms)

A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(libero)		(hometown)		(no.)	(name)

THE ASSISTANT COACHES FOR THE _____ ARE
_____ AND _____. THE HEAD COACH IS
_____.

(INTRODUCE HOME TEAM, NON-STARTERS FIRST, BY NAME ONLY).

AND NOW, THE STARTING LINE-UP FOR THE _____.
(team in light uniforms)

A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(position)		(hometown)		(no.)	(name)
A	_____	_____	from	_____	, No.	_____	_____
	(height)	(libero)		(hometown)		(no.)	(name)

THE ASSISTANT COACHES FOR THE _____ ARE
_____ AND _____. THE HEAD COACH IS
_____.

Home team mascot: _____ Visiting team mascot: _____